Public Document Pack

West Lindsey District Council

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AGENDA

This meeting will be streamed live (at the below link) and the video archive published on our website

Corporate Policy and Resources Committee
Thursday, 10th December, 2020 at 6.30 pm
Virtual - MS Teams

Weblink: https://west-lindsey.public-i.tv/core/portal/home

Members:

Councillor Mrs Anne Welburn (Chairman)
Councillor Paul Howitt-Cowan (Vice-Chairman)
Councillor Owen Bierley
Councillor Matthew Boles
Councillor Stephen Bunney
Councillor David Cotton
Councillor Michael Devine
Councillor Ian Fleetwood
Councillor Giles McNeill
Councillor John McNeill
Councillor Mrs Mandy Snee
Councillor Jeff Summers
Councillor Robert Waller
Councillor Trevor Young

1. **Register of Attendance**

2. **Public Participation Period**
   Up to 15 minutes are allowed for public participation. Participants are restricted to 3 minutes each.

3. **Minutes of Previous Meeting** (PAGES 3 - 13)
   To confirm as a correct record the Minutes of the previous meeting held on 5 November 2020.

4. **Declarations of Interest**
   Members may make declarations of Interest at this point or may make them at any point in the meeting.

Agendas, Reports and Minutes will be provided upon request in the following formats:

Large Clear Print: Braille: Audio: Native Language

5. **Matters Arising Schedule** (PAGES 14 - 16)
Setting out current position of previously agreed actions as at 2 December 2020.

6. **Public Reports for Approval:**

i) Review of Reserves (PAGES 17 - 30)

ii) Local Council Tax Support Scheme 2021/22 (PAGES 31 - 39)

iii) Staff Recognition - Extra Discretionary Days' Holiday (PAGES 40 - 43)

iv) Proposed Fees and Charges 2021/22 - Corporate Policy and Resources (PAGES 44 - 167)

7. **Committee Work Plan** (PAGES 168 - 170)

8. **Exclusion of Public and Press**

To resolve that under Section 100 (A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1,2 and 3 of Part 1 of Schedule 12A of the Act.

i) National Non Domestic, Sundry Debtors, Council Tax and Housing Benefit Overpayments (PAGES 171 - 186)

ii) Proposed Fees and Charges - Exempt Appendices (PAGES 187 - 194)

Ian Knowles
Head of Paid Service
The Guildhall
Gainsborough

Wednesday, 2 December 2020

WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Corporate Policy and Resources Committee held in the VIrtual - MS Teams on 5 November 2020 commencing at 6.30 pm.

Present:

Councillor Mrs Anne Welburn (Chairman)
Councillor Paul Howitt-Cowan (Vice-Chairman)

Councillor Owen Bierley
Councillor Matthew Boles
Councillor Stephen Bunney
Councillor David Cotton
Councillor Michael Devine
Councillor Ian Fleetwood
Councillor Giles McNeill
Councillor John McNeill
Councillor Mrs Jessie Milne
Councillor Mrs Mandy Snee
Councillor Jeff Summers
Councillor Trevor Young

In Attendance:

Tracey Bircumshaw	Assistant Director of Finance and Property Services and Section 151 Officer
Caroline Capon	Corporate Finance Team Leader
Ellen King	Senior Performance Officer
David Kirkup	Senior Property Strategy and Projects Officer
Steve Leary	Commercial Waste Manager
Sue Leversedge	Business Support Team Leader
Gary Reevell	Property & Assets Manager
Ady Selby	Assistant Director of Commercial and Operational Services
Ele Snow	Democratic and Civic Officer
James Welbourn	Democratic and Civic Officer

Apologies: Councillor Robert Waller

Membership: Councillor Robert Waller was substituted by Councillor Jessie Milne

36 PUBLIC PARTICIPATION PERIOD

There was no public participation.

37 DECLARATIONS OF INTERESTS

There were no declarations of interests at this stage of the meeting.

38 MINUTES OF PREVIOUS MEETING(S)

The minutes of the Corporate Policy and Resources Committee meeting held on 17 September were approved as a correct record.

The minutes of the Joint Staff Consultative Committee meetings held on 3 September and 1 October were noted.

39 MATTERS ARISING

The matter arising was noted.

40 FLEXIBLE PARKING PERMITS

Members considered a report responding to a previous request by this committee to consider options for parking permits.

The Senior Property Strategy and Projects Officer introduced the report, and highlighted the following points:

- Payment for parking in both Market Rasen and Gainsborough can be made at pay and display machines, via a mobile phone application or by purchasing a permit;

- Permits were issued for either 5 or 6 day periods. Previously, permits had been more competitively priced; at one point in time, a monthly direct debit was the equivalent of the cost of three days of ‘normal’ parking. The cost of parking had since increased in two phases;

- There had recently been interest from staff in an alternative to 5 or 6 day payment; however there had been no consensus in this interest as to what period of time would be the most popular;

- A virtual based permit system had been looked into; however this was an increase in cost over the current paper based system; in addition a system of this type would be operated by an external company;

- A scratchcard system had been considered. These cards would be valid for a month, but it would be for the authority to decide what sort of discount would be applied. This system did allow for pre-payment;

- Based on the current cost of a daily ticket over the course of a year, whilst factoring in public holidays, the permits as they stood now were the equivalent of two days parking per week at full price.

Following this introduction, Members asked questions of officers and provided comment on the report, detailed below:

- The only car parks in the district managed by the authority were in Market Rasen and Gainsborough;

- Car parking could well be a crucial aspect of how Market Rasen and Gainsborough were seen as in terms of shopping locations. If possible, it would be good to see the car parking strategy review taking place as the district comes out of Covid-19 restrictions;

- The current system of permits was paper based and they were prepared by Customer Services staff. There was an existing database of permit holders.

  Although in theory it would be relatively easy to write onto the permits the days of the week people were able to park, there was not currently the fees and charges structure to support the many different ways in which people pay;

- One Member pointed out that the current car parking strategy was not making money for the authority.

The recommendations were moved, seconded, and it was unanimously **RESOLVED** to:

(1) Retain the current permit tariffs as there were still being sold in viable numbers;

(2) Include a request for views in the forthcoming consultation on the next Car Park Strategy to assess demand for alternative permit options, which would include scratch cards.

41 FREE PARKING FOR CHRISTMAS MARKETS

Members considered a request to suspend parking charges in Market Rasen and Gainsborough on days when Christmas Markets were held.

Due to the change in the government guidance on Covid-19, a change to the printed recommendations was moved and seconded, and it was unanimously **RESOLVED** to suspend parking charges in Market Rasen and Gainsborough on the occasion of their respective Christmas Markets 2020, if they were Covid-19 permissible.

42 SOLAR PHOTOVOLTAIC PROPOSAL FOR NEW DEPOT

Members considered a report on a grant funding bid for solar photovoltaic panels for the new central waste depot. In the event that the proposed bid was unsuccessful, there was an alternative in the form of the Carbon Management Reserve Fund.

The Assistant Director of Commercial and Operational Services introduced the report and highlighted the following points:

- The current design of the new depot incorporated electric charging points, with heating and hot water provided by heat source pumps. It would also be fitted with insulated double glazing;

- The addition of solar photovoltaic (PV) panels would add to the authority's commitment to reduce harmful CO2 emissions;

- The other options with the PV panels would be to:
    - Do nothing – the depot would not have PV panels;
    - Have a smaller setup;
    - Install the panels at a later date.

- The total cost was estimated to be £43,000. There was some funding available under a government scheme, and the new depot seemed to fulfil a lot of the criteria. If the bid to the government were to be unsuccessful, then the authority could underwrite the funding by using the Carbon Management Reserve Fund;

- The authority would go into a bidding process, and there was the possibility of gaining funding for other climate-friendly additions for the new depot.

Following this introduction, Members asked questions of officers. The responses are detailed below:

- Depreciation of the panels had been factored in when thinking about this project.

  Over time, the panels would become slightly less efficient, but would be paid off within 15 years. A conservative estimate of their lifespan would be 20 years, and there was room for their efficiency to increase. There would be a business case for this project even without grant funding;

- The Carbon Trust, who were currently working with West Lindsey District Council (WLDC) were recommending to all Councils that solar panels be considered wherever possible;

- Other authorities were running electric bin lorry fleets. The issue for WLDC would be the geography of the district; the lorries already weigh 10 tonnes when full of material, and the number of batteries required to power them would weigh them down still further.

  Diesel continued to be the best power for the fleet for now, but options around moving to an electric fleet were explored through the Lincolnshire Waste Partnership;

- There were two electric vehicle charging points at the new depot, and the intention would be to first look at the supervisor vans and consider making them electrically powered;

- One project being explored with the Carbon Trust was the decarbonisation of the entire fleet;

- An additional, speculative bid was being made for battery storage. Any extra energy produced on site would then go into battery storage to be used efficiently at a later date.

The recommendations were then moved, seconded and it was unanimously **RESOLVED** to:

(1) Approve an application for funding to the Public Sector Decarbonisation Scheme for installation of Solar Photovoltaic Panels at the new central waste depot at Caenby Corner;

(2) Approve a capital budget of up to £50,000 for 2021/2022 and subsequent expenditure, for the installation of Solar Photovoltaic Panels to be funded by grant and/or the Carbon Management Reserve, dependent on the level of grant funding received.

The Assistant Director for Operational and Commercial Services is to consult with the Chairman of the Corporate Policy and Resources Committee when the result of the grant bid is known.

(3) Ratify the award of work via the project contractor (subject to any conditions imposed by an award of funding);

(4) Note and endorse the measures to improve energy efficiency at the new depot and approve that they are in line with Council aims to achieve energy sustainability in all Council controlled premises.

43 PROGRESS AND DELIVERY REPORT, QUARTER TWO 2020-21

Members considered the Progress and Delivery report for quarter 2 (July to September) 2020/2021.

The format of the report was new, as were the types of measures being reported. Discussion of the report was broken down into sections of the organisation, the first of which was the new layout:

- There needed to be assurance given within the commentary in the report about what service areas needed to do in the next quarter, particularly those service areas that were underperforming. It may be that some service areas had valid reasons for their underperformance, but this wasn't clear from the commentary at present.

  The Senior Performance Officer reminded Members that this was the first iteration of this report and there would be more detail on points raised during the next report cycle;

- It may be useful to have a code to link key performance indicators (kpis) to commentary elsewhere in the report;

- Overall, 54% of kpis were above target, 19% were meeting their target, and 27% were below target. Of those measures exceeding their target, 75% had been above target for two quarters or more. Of those below target, 25% had been below target for two quarters or more. Where performance was below target, it was overwhelmingly because of Covid 19 – some underperformance was likely to continue due to new national restrictions;

- The measures below target included the West Lindsey Leisure Centre, markets, car parking income, disabled facility grants, and those around food standards safety inspections, and empty properties.

The next section of the report discussed was Corporate Health:

- During the last two quarters staff sickness absence had increased on previous reports; however WLDC was benchmarked against other similar-sized Councils and was currently out-performing them in this category;

- One Member felt that lowering the target for percentage of complaints where the Council was deemed to be at fault could improve the service. Officers agreed to take this point back to the Customer Service Manager. In addition, a light touch review on Progress and Delivery was about to be embarked upon.

Members then commented on, and asked questions of Homes and Communities Performance. The following information was provided:

- The target for 'number of nights spent in Bed and Breakfast (B and B) accommodation was a statutory target set by government at 0. This meant it was unlikely to ever be met. However, the target remained at 0 rather than be changed as the authority did not want to place people into B and B. WLDC had recently been informed of some grant funding that would be put towards 6 units of accommodation;

- The wording of the target 'number of households prevented from becoming homeless would be looked at during the light touch review.

The next topic was the Operational and Commercial Performance Summary:

- The target for missed bins was collection within 5 days, although in most cases it would be 24 hours;

- Fly tipping target times did depend on the land type; in the town centre it would be 24 hours, whereas in more rural areas it would be up to 14 days. However, this target time was usually beaten;

- The 'Together 24' programme would review how effectively services were being used. Where there was over achievement on targets, there could be some room to achieve savings in some areas;

Note: Councillor David Cotton declared a personal interest in the paper before speaking on the crematorium as he was often called to officiate there.

- The staff at the crematorium were fantastic and had coped very well with the constant changing of rules and guidance around ceremonies;

- The intention for the Progress and Delivery paper would be to have targets for next year using this year's data. The income and expenditure levels were where they

were expected to be; the target income for the crematorium was £173,124, and the actual income had been approximately £2,000 higher;

- One area of the crematorium grounds had not yet been developed, but a stage 2 consultation was underway to determine who would be contracted to maintain this section. A report would come to this committee in early 2021;

- The figure for 'number of outreach users' related to the leisure centre did include medical referrals.

The Chairman thanked the Senior Performance Officer for the report and also thanked members for the points raised during discussion of the paper. The paper was then duly noted.

44 BUDGET AND TREASURY MONITORING PERIOD 2 2020/21

Members considered a report setting out the revenue, capital and treasury management activity from 1 April to 30 September 2020.

The highlights from the report were as follows:

- In relation to the outturn position for 'business as usual' revenue budgets, i.e. not related to Covid-19, the forecast contribution to reserves was £905,000, excluding a forecast underspend of £326,000 proposed to be carried forward;

- £1.531 million had been received in grant income to cover additional expenditure incurred. There was also funding assistance from government to the amount of £0.55 million. Based on current forecasting of the impact of Covid 19 on budgets, the authority needed to absorb a pressure of £0.448 million;

- The net contribution to general fund balances including money carried forward was forecast at £0.783 million, bringing the balance of the general fund at the end of the year to £4.624 million;

- The forecasted capital outturn position was a variance of £14.023 million;

- Total investments as of the end of September were £19.122 million achieving an average interest rate of 0.842%;

- It was proposed to approve the use of earmarked reserves of £80,000 from investment for growth for legal and consultancy spends for growth projects;

- Fees and charges were proposed to be amended for the crematorium, street naming and numbering, and the Trinity Arts Centre. The Trinity Arts Centre was successful in a £197,000 bid to the Treasury's Cultural Recovery Fund, and Members were being asked to approve the budgets and expenditure related to the bid monies.

Note: Councillor David Cotton again declared a personal interest as fees and charges involving the crematorium were being considered; he performed ministerial duties at the crematorium. This personal interest did not preclude him from speaking, or voting

on this item.

Thanks were extended to Finance staff involved in this paper for their work during the panedemic.

The paper was moved, seconded, and it was unanimously **RESOLVED** to:

(1) Accept the forecast out-turn position of a £905k net contribution to reserves as at 30th September 2020 (see Section 2) relating to business as usual activity.

(2) Approve the use of Earmarked Reserves (2.4.1 of the report).

(3) Accept the use of Earmarked Reserves during the quarter approved by the Chief Finance Officer using Delegated powers (2.4.2 of the report).

(4) Approve the amendment to the fees and charges schedules (2.3.2 of the report), to be effective immediately and **recommend to Council** any new Fees and Charges be implemented immediately.

(5) Approve budgets and expenditure for the use of the £196,690 Cultural Recovery Fund Grant in accordance with the Bid;£39,550 Capital, £33,500 transfer to Levy Reserve, and £123,635 Revenue.

(6) Approve the Capital Budget amendments as detailed in 3.2 of the report and accept the current projected Capital Outturn as detailed in 3.1.2 of the report.

(7) Accept the report, the treasury activity and changes to the prudential indicators.

45 REVISED BUDGET 2020/21 AND MID YEAR REVIEW OF MEDIUM TERM FINANCIAL PLAN

Members considered a report proposing a revised budget in 2020/2021 to redress the impact of Covid-19 and ‘business as usual’ pressures and savings. Also included was a mid-year review of the Medium Term Financial Plan.

The Assistant Director of Finance, Business Support and Property Services introduced the report, and highlighted the following points:

- There had been significant movements in the Budget on income and expenditure due to Covid-19. There had also been a significant underspend in ‘business as usual’ activities. Therefore, officers had taken the view that it was prudent to propose a revised budget for 2020/2021.

  In line with the proposed revised Budget, net revenue expenditure was forecast to increase from £14.457million to £19.479 million by the end of the financial year;

- £782,000 would be transferred to the General Fund Working Balance; the total balance in this fund for the year end was estimated at £4.6 million;

- A minimum working balance had been set at £2.5 million; that was to mitigate any in

year Budget risks;

- Earmarked reserves had increased as there had been additional reliefs; the money in these reliefs was not being collected by the authority, but was being received in the form of a grant to mitigate cash loss. It would have to be repaid to the Collection Fund;

- A mid-year review of the Medium Term Financial Plan (MTFP) was undertaken as part of the Budget setting process, and it looked at the funding gap in the middle of the year. In 2021/2022, the authority was aiming for a zero-balanced Budget. There was a £1.3 million funding gap, growing to £1.5 million;

- There were a number of issues with meeting the funding gap, particularly around business rates. It was anticipated there would be a drop of £1.1 million from current forecasts. The Secretary of State had announced a 1 year settlement, whereas the authority was anticipating a three year settlement;

- One of the initiatives to meet the funding gap was the 'Together 24' programme, which contained a series of service reviews. This would be supported by capital investments in technology, the authority was hopeful of delivering savings by 2024;

- Next financial year would see a 'vacancy factor' added to the Budget. Every year on average there was a 4% turnover of staff. If a 2% vacancy factor was applied to the Budget, it would reduce expenditure;

- The £46,000 bequest in the recommendations was from a local resident, and was not ring-fenced for a specific person. It would be set aside and used for an appropriately deemed purpose.

The report was moved, seconded, and it was unanimously **RESOLVED** to:

(1) Approve the Revised Budget 2020/21 of £19.479m;

(2) Set aside £0.046m bequest for an appropriate agreed purpose;

(3) Transfer £0.782m to the General Fund Balance;

(4) Approve the transfer to the Collection Fund Reserve £2.703m for the expanded Retail, Hospitality and Leisure relief scheme to fund Collection Fund Deficit repayments

(5) Accept the latest forecast of the Medium Term Financial Plan and note the funding gap;

(6) Approve the assumptions to be used in preparing the Medium Term Financial Plan 2021/22.

46 MID YEAR TREASURY REPORT 2020/21

Members considered the Draft Mid-Year Treasury Report 2020/2021.

The key points were:

- Covid-19 and Brexit continued to have an adverse impact on the economy and interest rates remained low. As a consequence, this impacted on the authority's investment return;

- Slippage on capital schemes had resulted in a reduction on the capital financing requirement, or the underlying need to borrow. This was mainly due to investment property acquisitions being placed on hold, and the re-phasing of the depot scheme;

- The authority was holding around £19 million of investments on a monthly basis, in part due to the holding of government grants;

- It was likely that by the end of February 2021 an extra £3million would be borrowed and added to the current £20 million of external borrowing. Internal borrowing would be approximately £16.5 million at financial year end. This meant that the anticipated borrowing for the authority overall was around £40 million.

One Member asked a question regarding potential negative interest rates, the response was as follows:

- The current bank to the authority would not apply negative interest rates to investments made. It would have a negative impact on money markets, and interest rates would drop substantially. It was unlikely to witness an impact whereby the authority would pay banks to hold money, but an increase in costs on banking provision was possible. Rather than accepting negative interest from money market funds, the authority would likely favour intra-authority borrowing.

  Internal borrowing had not changed in this financial year. Cashflow already taken into account meant borrowing of £3 million, £500,000 of which was to pay back previous internal borrowing.

The paper was moved, seconded, and following a vote it was **RESOLVED** to note the report, the treasury activity and **recommend approval of any changes to the prudential indicators to Full Council.**

47 WORKPLAN

It was explained that the Caistor Southdale report would likely not be seen until early in 2021, and this would be amended accordingly on the next workplan. The workplan was then noted.

48 EXCLUSION OF THE PUBLIC

RESOLVED that under Section 100 (A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

Note: The meeting adjourned at 8:51pm

49 ANNUAL REVIEW OF COMMERCIAL INVESTMENT PORTFOLIO

Note: The meeting reconvened at 9pm. All Members, with the exception of Councillor Trevor Young returned.

Members considered the Annual Review of the Commercial Investment Portfolio for the period 2019/2020.

The Property and Assets Manager discussed the entire investment portfolio and how each property was performing.

He assured Members that until recently, each property would be subject to an annual visit; however with Covid-19 this had not been undertaken of late. Tenants would be required to provide compliance data; for example, electrical certificates. The Property and Assets Manager was satisfied that, on the whole tenants looked after their premises.

The contents of the report were noted.

The meeting concluded at 9.26 pm.

Chairman

Corporate Policy & Resources Committee Matters Arising Schedule

Purpose:
To consider progress on the matters arising from previous Corporate Policy & Resources Committee meetings.

Recommendation: That members note progress on the matters arising and request corrective action if necessary.

Status	Title	Action Required	Comments	Due Date	Allocated To
Black	**Investment Portfolio**	**Members agreed that any surveying of investment properties be included as part of future annual reviews, rather than being subject to a separate report.**	**Gary to make sure this is part of next year's review.**	**04/11/21**	**Gary Reevell**
Green	**Home Choices P and D**	**At the committee meeting on 5 November, the Senior Performance Officer informed Members that a supplementary paper on Home Choices would be submitted for the next P and D report.**	**The Home Choices Manager to be invited to committee to answer any questions.**	**17/06/21**	**Ellen King**

Green	**Age of leisure centre users (p and d)**	**One Member asked during the committee on 5th November during the P and D paper 'what is the age of users of the leisure centre?'**	**The Senior Performance Officer to provide an answer to this to be relayed at the next committee.** **The Senior Performance Officer will include a fuller update for Members in January, through the next Members' Bulletin, but the answer to the specific question is below:** **Gainsborough** **The Centre currently has 1,819 individual users out of a total possible customer base of 128,734. The age breakdown for these users is as follows:** **• <16 = 3.6%** **• 16-24 = 18.6%** **• 25 – 34 = 22.6%** **• 35 – 44 = 16.5%** **• 45 – 54 = 15.2%** **• 55 – 64 = 11.8%** **• 65+ = 9.1%** **• There is no age classification for the remaining 2.6% of users** **Market Rasen** **The Centre currently has 321 individual users out of a total possible customer base of 4,621. The age breakdown for users fo the Market Rasen Leisure Centre is as follows:** **• <16 = 0.6%** **• 16 – 24 = 17.1%** **• 25 – 34 = 24.6%**	**29/01/21**	**Ellen King**

			• 35 – 44 = 20.9% • 45 – 54 = 19% • 55 – 64 = 10.9% • 65+ = 6.9%		

Corporate Policy and Resources Committee
Thursday, 10 December 2020

Subject: Annual Review of Reserves 2020

Report by:	Assistant Director of Finance and Property Services and Section 151 Officer
Contact Officer:	Tracey Bircumshaw Assistant Director of Finance and Property Services and Section 151 Officer tracey.bircumshaw@west-lindsey.gov.uk
Purpose / Summary:	To consider the annual review of Reserves

RECOMMENDATION(S):

As detailed at 11.7 within the report;

1. To approve the proposals for returning £172,545 of Earmarked Reserves to the General Fund Balance;
2. To approve the transfer of £400,000 from the Information and Communications Technology (ICT) Reserve to the Project Investment Reserve for the purpose of funding the Enterprise Resource Planning (ERP) project;
3. To include within the revenue budget and Medium Term Financial Plan (MTFP) 2021/22 an £11,000 net reduction in the contribution to reserves.

IMPLICATIONS

Legal: Section 25 of the Local Government Act 2003 places a specific personal duty on the Chief Financial Officer to report on the adequacy of reserves and the robustness of the budget.

Financial : FIN/107/21

In summary;

- £172,545 of Reserves are proposed to be returned to the General Fund as no longer required
- £400,000 will be transferred from the ICT Refresh/upgrade to Project Investment Reserve for the ERP project.
- Reduce ongoing contributions to reserves reduced by £11k representing a saving on the MTFP.

Staffing : None from this report

Equality and Diversity including Human Rights : None from this report

Data Protection Implications : None from this report

Climate Related Risks and Opportunities: None From this report

Section 17 Crime and Disorder Considerations: None from this report

Health Implications: None from this report

Title and Location of any Background Papers used in the preparation of this report :
None.

Risk Assessment :
Reserves held are inadequate: Mitigation: An annual review of reserves is undertaken. A minimum General Fund Working Balance of £2.5m is set.

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)	**Yes**		**No**	**x**

Key Decision:

A matter which affects two or more wards, or has significant financial implications	**Yes**		**No**	**x**

Executive Summary

1. Executive Summary

1.1. There is a statutory requirement for Local Authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. In addition, as part of the budget process the Chief Finance Officer (Assistant Director of Finance, Business and Property Services at WLDC) is required to make a statement on the robustness of estimates and adequacy of reserves.

1.2. In advance of finalising the Medium Term Financial Plan 2021/22 – 2025/26, this report gives Members the opportunity to consider in detail the outcome of the annual Earmarked Reserves Review and the level of General Fund Working Balance.

2. Introduction

The Reserves Strategy provides a framework to enable the review of reserves held, the need to set aside funds to finance projects supporting corporate priorities, and those required for contingencies in addition to the consideration of future financial risks and sustainability.

The strategy defines:

- how the minimum working balance will be determined;
- how funds can be Earmarked based on a formulated approach;
- identified issues and options that influence capital spending;
- how the reserves will be managed.

The Strategy will be relevant for all Reserves (Revenue or Capital) and includes the current level of reserves and future planned reserve levels over the Medium Term.

The earmarking of reserves enables the Authority's vision and ambitions to be reflected in the setting aside of funds for specific purposes over the medium term.

Key elements of the strategy are;

- Ensuring Reserves are held to meet Corporate Plan objectives;
- Incorporating the requirements of the Financial Strategy;
- Identifying financing of the Capital Investment Programme over the medium term (5 years);
- A framework which will identify priorities for the use of these resources for revenue or capital investment;
- Projects approved based on sound business cases;
- Directly linking to the Medium Term Financial Plan, Treasury Management Strategy and Capital Investment Programme;

- Informing the budget by identifying the revenue impacts of investment decisions;
- Incorporating an annual review to ensure the purpose for which reserves are held still meets our priorities;
- Considering opportunities for joint ventures/partnerships.

There are other reserves that can only be used for specific statutory purposes and are classified as Unusable Reserves. These include:

- **Capital Adjustment Account**, an account which reflects the financing of the Council's previous capital investment decisions
- **Revaluation Reserve**, reflects the gains of valuation increases of property, plant and equipment
- **Pooled Investment Fund**, reflects the valuation adjustments of our treasury investments held at Fair Value through profit and loss.
- **Pensions reserve** which reflects the different accounting arrangements for post-employment benefits and funding benefits in accordance with statutory provisions**.**
- **Collection Fund Adjustment Account,** reflects the timing difference of recognition of Council Tax and Business Rates (NNDR) as it falls due and the statutory accounting requirements

These are not considered part of this policy.

3. Statutory Requirements

Sections 32 and 43 of the Local Government Finance Act 1992 require billing and precepting authorities in England and Wales to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement.

It is important, therefore, that councillors take responsibility for ensuring the adequacy of reserves and provisions when they set the budget.

4. Chief Finance Officer Responsibilities

It is the responsibility of the Chief Financial Officer to advise local authorities about the level of reserves that they should hold and to ensure that there are clear protocols for their establishment and use.

Section 25 of the Local Government Act 2003 places a specific personal duty on the Chief Financial Officer to report on the adequacy of reserves and the robustness of the budget.

5. External Auditor Responsibilities

External auditors have a responsibility to review the arrangements in place to ensure that financial standing is soundly based. In the course of their duties external auditors review and report on the level of reserves taking into account their local knowledge of the authority's financial performance over a period of time.

6. Key Principles Supporting the Strategy

- We will maintain a General Fund Working Balance of at least 10% of the Net Revenue Expenditure and as currently approved a minimum £2.5m;
- The requirement for reserves will be reviewed at least annually;
- Reserves no longer required will be identified and returned to the General Fund Working Balance;
- We will review the adequacy of reserves at least annually;
- Risk assumptions in relation to reserves will be reviewed at least annually.

7. Types of Reserves

The Council holds the following types of Reserves

General Fund Working Balance – an amount set aside to mitigate in year budget risk

Earmarked Reserves are held for a number of specific purposes;

Budget Smoothing
Contingencies
Service Investment
Renewal and replacements
Corporate Plan delivery (investment)

Revenue Grants Unapplied – Grants as yet unspent which are earmarked for specific projects and which are not repayable to the funder.

Capital Grants Unapplied - Grants as yet unspent which can only be utilised for capital purposes and are not repayable to the funder.

Capital Receipts – revenues from the sale of assets to be utilised for Capital investment only

8. Capital Investment Priorities

Consideration of the level of reserves to be held for future investment is made based on an affordable 5-year Capital Investment Programme and aligned to delivery of the Corporate Plan objectives.

In relation to investment in our owned property, vehicles, plant and equipment 10-year replacement programmes inform the level of reserves required.

9. Earmarking of Reserves process

The strategic approach to Earmarking of available resources needs to be formalised to ensure that these resources are directed to the most appropriate schemes which both deliver our key priorities.

The Earmarking of new reserves will generally be part of the Medium Term Financial planning and budget setting process.

The use of approved Earmarked reserves for investment purposes will require sound business cases which will identify all Capital and Revenue implications on a whole life costing basis and where applicable will include wider economic and social benefits.

10. Governance

The Corporate Policy and Resource Committee are responsible for;

- approving the use of reserves.
- approving contributions to reserves
- approving new reserves
- removing reserves
- setting minimum balances

The Chief Finance Officer has delegated powers to;

- approve the use of reserves up to £50,000

11. Annual Review of Reserves 2020/21

11.1 The council retains a healthy position of Useable Reserves, with balances at the 31 March 2020 detailed below;

RESERVE	2018/19	2019/20
General Fund Working Balance	3.849	4.233
Earmarked Reserves	15.834	15.787
Capital Reserves	3.948	4.168
TOTAL	**23.631**	**24.188**

11.2 As part of the budget setting process all reserves are reviewed annually.

11.3 Based on the current forecasts for required levels of contributions to revenue reserves for replacement and renewals and approved grant schemes is circa £600k per annum as reflected in the table below;

Contribution to Reserves	2021/22	2022/23	2023/24	2024/25	2025/26
Future costs of investment property maintainance	85,900	85,900	85,900	85,900	85,900
Carbon reduction (Fits)	17,000	17,000	17,000	17,000	17,000
Contribution to IT Reserve 10yr replacement prog.	88,800	92,800	92,800	87,800	82,800
IT Website Replacement	0	0	15,000	15,000	15,000
Replacement of civic car	5,000	5,000	5,000	5,000	5,000
Wheeled Bin Replacement	19,300	19,300	19,300	19,300	19,300
Elections - Budget smoothing increase (from GF)	40,000	40,000	40,000	40,000	40,000
Vehicle Replacement Programme	347,800	347,800	347,800	347,800	347,800
TOTAL CONTRIBUTION TO RESERVES	**603,800**	**607,800**	**622,800**	**617,800**	**612,800**

11.4 In relation to the use of reserves for revenue purposes the table below details the requirements and the net total of movement in Earmarked Reserves for revenue purposes.

Use of Reserves	2021/22	2022/23	2023/24	2024/25	2025/26
Temporary Project Staffing Resources CRM	(73,600)	(75,700)	0	0	0
Firmstep licence Apr 21 - Dec 21 Approved CPR	(19,000)	0	0	0	0
Hemswell Cliff Regeneration (FIN/7/21 DD 14.04.20)	(5,000)	0	0	0	0
Homelessness Government Grants	(47,400)	(15,100)	0	0	0
Replacement bins-domestic	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)
Use of Elections reserve	0	0	(160,000)	0	0
Business Improvement & Transformation	0	(22,000)	(70,000)	(70,000)	0
Supporting Vulnerable Communities- Enforecement	(29,400)	(6,000)	0	0	0
Connectivity Fund	(28,900)	0	0	0	0
Community Grant Scheme	(100,000)	(100,000)	0	0	0
REVENUE USE OF RESERVES	**(323,300)**	**(238,800)**	**(250,000)**	**(90,000)**	**(20,000)**

TOTAL MOVEMENT IN RESERVES	**280,500**	**369,000**	**372,800**	**527,800**	**592,800**

	YEAR END	MTFP				
RESERVE	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
General Fund Working Balance	4,623,563	4,288,863	4,281,863	4,233,863	4,169,863	4,169,863
Earmarked Reserves	17,298,674	12,657,560	10,922,694	10,052,627	9,900,427	10,081,227
Capital Receipts	1,035,524	1,035,524	558,408	623,592	688,776	753,960
TOTAL	**22,957,761**	**17,981,947**	**15,762,964**	**14,910,082**	**14,759,066**	**15,005,050**

11.5 This review looks specifically at Earmarked Reserves and Revenue Grants Unapplied. Earmarked reserves are funds set aside for specific purposes. Revenue Grants unapplied are grants that have been issued to West Lindsey District Council for a purpose but have no conditions to repay.

11.6 The Earmarked reserves and Revenue Grants unapplied have been reviewed for relevance, accuracy and sustainability.

11.7 The review of the Earmarked Reserves;

11.7.1 **Business Rates Volatility Reserve - £984k:** due to the current Covid-19 impact on collection rates, businesses no longer trading and the increasing number of rateable value appeals, it is considered that this Reserve be retained at its current forecast level to provide contingency against reductions in Business Rates.

11.7.2 **IT upgrade and Refresh:** this reserve takes account of a 15 year upgrade and refreshment plan and annual contributions are currently set at an amount which exceeds current requirements for this period. In addition £400k of the current balance will be utilised to fund the ERP system. There remains £181k in this reserve for utilisation as required costs associated with the

- ***It is proposed that the annual contribution to this reserve is reduced – Saving £10k per annum***
- ***It is proposed that £400k of the reserve be transferred to the Project Improvement Reserve to support delivery of the ERP project.***

11.7.3 **Local Development Framework - JPU:** This budget was created to smooth any increase in the Joint Planning Unit costs. The new fee has been agreed in line with the current budget provision for a period of 3 years, therefore this reserve is no longer required and any future increases be built into the Medium Term Financial Plan.

- ***It is proposed that the reserve of £47.47k be transferred to the General Fund Balance***

11.7.4 **Maintenance of Facilities Reserves:** The reserve provides the resources to fund the Asset Management Plan. This is based on a 5 year programme, informed by condition surveys. Contributions of £54k for general buildings, £31.9k for investment properties and £17k from solar panel income which is ring fenced for carbon reduction projects. The fund is in excess of the current 5 year requirement, with a projected balance of £583k by 2025/26.

- ***It is proposed that £100k of the reserve is transferred to the General Fund Balance***
- ***It is proposed that annual contributions are reduced by £10k p.a.***

11.7.5 **Elections Reserve;** The reserve is utilised to smooth the tri-year election timetable. Contributions of £40k are made annually with £160k being utilised every third year to support election costs. There are no amendments required.

11.7.6 **Vehicle Replacement Programme;** The contributions to the reserve of £347.8k per annum (£338.8k 2020/21) are appropriate to meet the 10 year replacement programme.

- ***It is therefore proposed that an additional £9k annual contribution is made to the Vehicle Replacement Reserve***

11.7.7 **Valuation Volatility Reserve;** The reserve was created to mitigate the risk of a reduction in value upon sale of our investment properties. There is an approved minimum balance of 5% of purchase price. The amount held is £1.767m and equates to 8.6%, however due to the current market conditions it would be prudent to retain this level of reserve at this time.

11.7.8 **Dangerous Structures – Building Control;** This reserve has a balance of £10k and is a reactive fund to manage any costs of dangerous structures. Due to the low value and the purpose of the General Fund Working balance being available to mitigate any in year budget risks;

- ***It is proposed that this reserve £10k is returned to the General Fund Balance and any future costs be met in year.***

11.7.9 **Enforcement Costs;** A balance needs to be retained to pay for irrecoverable costs - to be drawn down as required through delegated decision for Enforcement element. The Civil penalties balance will be drawn down to cover any income short falls. An assessment of the level of reserve required has been given as £47.4k and therefore;

- ***It is proposed that £15.03k be transferred to the General Fund Balance***

11.7.10 **Finance Budget Risks;** This fund mitigates financial risks within the Medium Term Financial Plan

11.7.11 **Insurance Fund;** The balance of the fund is maintained at £80k and is utilised to meet the cost of excesses. The insurer, Zurich Municipal advises a level of £156k, however, based on past 10 years, this reserve has not been significantly impacted due to the low level of claims. Should any excesses exceed the balance of this reserve, the General Fund would meet any in year budget pressures.

11.7.12 **Redundancy Reserve;** The reserve is considered adequate at its current level of £210k. However, there are currently no proposals for redundancies.

11.7.13 **Monitoring Officer;** The reserve is considered adequate at its current level of £20k.

11.7.14 **Property Asset Fund;** No requirements identified beyond 2021/22 but retain balance for future schemes £400k.

11.7.15 **Investment for Growth;** This reserve has benefitted in the past from contributions from New Homes Bonus in support of regeneration and growth initiatives. The current forecast balance at 2025/26 is £3.73m. Members should be mindful that this fund supports viability gap funding

and is used to attract inward investment and grant funding. Consideration of increasing this reserve at a future time and when our future funding is certain will be necessary to ensure ongoing growth in the district.

11.7.16 **Feasibility Fund;** This fund was created during 2019/20 at a total of £150k in support of providing funding for studies and professional advice of future growth, housing and regeneration schemes. At this time it is considered adequate.

11.7.17 **Park Springs Community Centre;** Contingency fund to support major works.

11.7.18 **Connectivity Fund; f**orecast to be expended during 2021/22

11.7.19 **Community Grant Scheme;** 3 year grant scheme to be expended by 2022/23

11.7.20 **Project Investment Reserve;** This reserve is utilised to support significant internal commercial/transformational or investment projects such ERP implementation, the Crematorium, Depot etc. and is considered adequate at this time.

11.7.21 **Revenue Grants Unapplied**; ring fenced revenue grants awaiting drawdown.

11.7.22 **Communities at Risk**; newly created reserve in support of the new policy objectives

11.7.23 **Neighbourhood Planning Grant;** ring fenced to finance costs of supporting Neighbourhood plans.

11.7.24 **Local Development Order (LDO);** ring fenced grant to finance costs of LDO's

11.7.25 **Trinity Arts Centre;** Ticket sale contribution of £1.50 towards future project funding.

11.7.26 **Wheeled Bin Replacement;** annual contribution of £19.3k and expected expenditure of £20k. Current balance £30k. Due to the small differential in expected movements;

- ***Propose to include an annual base budget of £20k, removing the requirement for contributions to the reserve and use of the reserve***

- ***Propose to transfer the current balance of £30k to the General Fund with any in year budget pressures being met from the General Fund***

11.7.27 **Civic Reserve;** To support the replacement of a civic vehicle. A contribution of £5k is made to support the replacement programme of the civic vehicle (every 3 years) for this purpose.

11.7.28 **Car Park Strategy Reserve**; £0 balance as expected income has been less than expected and therefore no contributions. However, investment requirements for additional spaces will be subject of a future report.

In summary

- £172.545 of Reserves will be returned to the General Fund as no longer required
- £400k will be transferred from the ICT Refresh/Upgrade Reserves to the Project Investment Reserve to fund the ERP project.
- Reduce ongoing contributions to reserves by £11k representing a saving in the MTFP.

Assuming the above proposals are approved the forecast Earmarked Reserves are detailed at Appendix 1 below.

	YEAR END	MTFP				
RESERVE	**2020/21**	**2021/22**	**2022/23**	**2023/24**	**2024/25**	**2025/26**
General Fund Working Balance	4,623,563	4,288,863	4,281,863	4,233,863	4,169,863	4,169,863
Earmarked Reserves	17,141,204	12,480,090	10,725,224	9,835,157	9,662,957	9,723,757
Capital Receipts	1,035,524	1,035,524	558,408	623,592	688,776	753,960
TOTAL	**22,800,291**	**17,804,477**	**15,565,494**	**14,692,612**	**14,521,596**	**14,647,580**

	YEAR END	MTFP				
EARMARKED RESERVES	**2020/21**	**2021/22**	**2022/23**	**2023/24**	**2024/25**	**2025/26**
Budget Smoothing	4,583,331	3,614,565	2,688,698	1,688,531	1,649,231	1,769,931
Capital Funding Total	783,813	693,213	213,013	408,813	341,613	277,413
Risk/Insurance Reserves	2,226,900	2,226,900	2,226,900	2,226,900	2,226,900	2,226,900
Economic Regeneration	7,535,892	4,399,945	4,299,945	4,299,945	4,299,945	4,299,945
Invest to Save	1,314,497	1,026,197	794,197	724,197	654,197	654,197
Service Investment Total	696,770	519,270	502,470	486,770	491,070	495,370
Grand Total	**17,141,204**	**12,480,090**	**10,725,224**	**9,835,157**	**9,662,957**	**9,723,757**

Appendix 1

Reserve Name	Contribution to Reserve	Opening Balance 2020/21	MTFP Adjustment	Review of Reserves Adj	Contributions to Reserve	Use of Reserve Capital	Use of Reserve Revenue	Forecast As at End 2025/26
Business Rates Volatility Reserve (was nndr retention volatility)	To meet the costs of any variances of the business rate retention scheme.	984,000	0	0	2,702,600	0	-2,702,600	984,000
IT Upgrade/Refresh	To meet the costs of Information & Communications Technology Upgrades and Revs & Bens System.	647,057	491,000	-400,000	440,000	-586,789	-218,900	372,368
Local Development Framework	Set up to manage the impact on revenue budgets of reviews of the Local Development Framework. (JPU)	47,470	0	-47,470	0	0	0	0
Maintenance of Facilities	To meet future property maintenance requirements.	508,164	82,900	-100,000	464,500	-562,000	-60,000	333,564
Elections	To finance future Election costs - held every 4 years.	0	40,000	0	200,000	0	-160,000	80,000
Budget Smoothing Total		**2,186,690**	**613,900**	**-547,470**	**3,807,100**	**-1,148,789**	**-3,141,500**	**1,769,931**
Capital Programme Financing	Grants and contributions received in advance for financing of revenue expenditure funded by capital under statute and funding set aside to finance the capital programme.	0	0	0	0	0	0	0
Vehicle Replacement Programme	To support service development and replacement fleet across the Authority.	534,013	338,800	0	1,739,000	-2,334,400	0	277,413
Capital Funding Total	**0**	**534,013**	**338,800**	**0**	**1,739,000**	**-2,334,400**	**0**	**277,413**
Valuation Volatility	To mitigate any loss on investment from the sale of commercial investment properties.	1,767,000	0	0	0	0	0	1,767,000
Dangerous Structures - Building Control	To support any costs incurred relating to the building control service for dangerous structure work.	10,000	0	-10,000	0	0	0	0
Enforcement Costs - Housing & Planning	To assist with costs incurred in carrying out enforcement works across the Housing and Planning service to fund irrecoverable costs. Works in Default.	62,430	0	-15,030	0	0	0	47,400
Finance Budget risks	To mitigate any in year accountancy issues	101,900	0	0	0	0	0	101,900
Insurance Fund	To meet any excess on insurance claims.	80,000	0	0	0	0	0	80,000
Redundancy Contingency	To meet costs of staff redundancies.	210,600	0	0	0	0	0	210,600
Monitoring Officer	To support the role and duties of the Council's Monitoring Officer.	20,000	0	0	0	0	0	20,000
Contingency/Insurance Total	**0**	**2,251,930**	**0**	**-25,030**	**0**	**0**	**0**	**2,226,900**

Reserve Name	Contribution to Reserve	Opening Balance 2020/21	MTFP Adjustment	Review of Reserves Adj	Contributions to Reserve	Use of Reserve Capital	Use of Reserve Revenue	Forecast As at End 2025/26
Property Asset Fund	To support strategic housing and commercial property initiatives.	742,887	0	0	0	-343,000	0	399,887
Investment for Growth	To support internal and local housing and business growth.	7,169,878	300,600	0	118,536	-3,567,156	-291,800	3,730,058
Feasibility Fund	to support the growth of businesses by offering grant funding to enable the delivery of a specific development project which will facilitate the creation of new jobs and economic activity across the district.	150,000	0	0	0	0	0	150,000
Park Springs Community Centre	Contingency budget (capped at £20k) for unforeseen R&M events at Park Springs Community Centre- WLDC is obliged to pay/contribute under current arrangements.	20,000	0	0	0	0	0	20,000
Connectivity Fund	To support rural transport initiatives.	73,946	0	-46	0	0	-73,900	0
Community Grant Scheme	New scheme all reserves amalgamated.	300,000	-100,000	0	0	0	-200,000	0
Economic Regeneration Total	**0**	**8,456,711**	**200,600**	**-46**	**118,536**	**-3,910,156**	**-565,700**	**4,299,945**
Project Investment Reserve	To assist with costs associated with Business Case Development.	1,521,247	-300	400,000	56,700	-1,126,050	-197,400	654,197
Invest to Save/Earn Total	**0**	**1,521,247**	**-300**		**56,700**	**-1,126,050**	**-197,400**	**654,197**
Revenue Grants Unapplied	Revenue grants which have yet to be expended.	575,000	-265,800	0	41,800	0	-111,800	239,200
Supporting Vulnerable	Support for vulnerable communities.	158,235	-33,800	0	0	0	-124,435	0
Communities at Risk	Support for communities at risk	0	0	0	300,835	-177,265	-10,000	113,570
CCTV Replacement Equipment	To allocate commercial CCTV income achieved above budgeted levels to invest in future CCTV equipment replacement.	0	0	0	0	0	0	0
Neighbourhood Planning Grant	To allocate Neighbourhood Planning Grant income from DCLG to support cost of Neighbourhood Planning process.	34,700	0	0	0	0	0	34,700
Local Development Order (LDO)	a grant from DCLG in 14/15 to support local authorities issue LDO's	25,800	0	0	0	0	0	25,800
Trinity Arts Centre	Increase in ticket prices (eff 18/19) to be transferred to EMR for contribution towards future projects.	11,900	0	0	33,500	0	0	45,400
Wheeled Bin Replacement	To cushion the impact of the replacement of wheeled bins as they begin to come to the end of their useful life.	30,900	-700	0	96,500	0	-100,000	26,700
Civic Reserve	NEW 2020/21 To fund replacement of Civic Car.	0	0	0	25,000	-20,000	5,000	10,000
Car Park Strategy Investment	Car Park Strategy.	0	0	0	0	0	0	0
Service Investment Total	**0**	**836,535**	**-300,300**	**0**	**497,635**	**-197,265**	**-341,235**	**495,370**
Total Earmarked Reserves	**0**	**15,787,127**	**852,700**	**-572,546**	**6,218,971**	**-8,716,660**	**-4,245,835**	**9,723,757**

Corporate Policy and Resources Committee	
Thursday 10 December 2020	

Subject: Local Council Tax Support Scheme 2021/22

Report by:	Assistant Director of Operational and Commercial Services
Contact Officer:	Alison McCulloch Revenues Manager alison.mcculloch@west-lindsey.gov.uk
Purpose / Summary:	To adopt a Local Council Tax Support Scheme for 2021/22.

RECOMMENDATION(S): That members;

1. Note the content of the report; and

2. **Recommend to Full Council** the adoption of Option 1 of the report for the Local Council Tax Support Scheme for West Lindsey District Council for 2021/22.

IMPLICATIONS

Legal:

The Council has to determine a local scheme for council tax reduction by 31 January 2021.

Financial : FIN/73/21/CC

The cost of the Local Council Tax Support scheme (LCTS) is shared between Lincolnshire County Council (75%), West Lindsey District Council (WLDC) (12.5%) and Lincolnshire Police (12.5%).

- If Option 1 is approved, no additional costs are forecast for the LCTS scheme for 2021/22. This does not take into account any adjustments such as new legislation affecting the default/pension age scheme and the uprated non-dependent deductions, applicable amounts and allowances as per the Department for Works and Pensions annual 'Up-ratings'
- To comply with the Council budget guiding principles, a scheme has to be designed that aims to fit the level of available government grant. How the funding is now provided to the Council, it is no longer possible to identify the funding which directly relates to this area, it is therefore desirable that the financial impact is cost neutral or can demonstrate financial savings
- The scheme that is chosen by the Council will need to be monitored to ensure the level of council tax collection remains comparable with previous years.

Staffing :

The changes are minimal and therefore should not impact on staff.

Equality and Diversity including Human Rights :

None arising from this report.

Data Protection Implications :

None arising from this report.

Climate Related Risks and Opportunities :

None arising from this report.

Section 17 Crime and Disorder Considerations :

None arising from this report.

Health Implications:

None arising from this report.

Title and Location of any Background Papers used in the preparation of this report:

Local Government Finance Act 2012 -
https://www.legislation.gov.uk/ukpga/2012/17/contents/enacted

Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018

https://www.legislation.gov.uk/ukpga/2018/25/enacted

Risk Assessment :

a. If Council Tax Support caseloads rise or fall then WLDC and the other major precepting authorities will have to absorb those expenditure variations through the Collection Fund. It is therefore vital that the financial implications of the scheme decisions made are realistic in terms of bridging the funding gap.

b. If there is a downturn in the local economy, or where there has been major redundancies if a major company ceases trading, Council Tax Support caseloads could rise significantly.

c. Each Council must approve their local Council Tax Support scheme by 31st January otherwise a default scheme similar to the current Council Tax Support default scheme applied to customers of pension age. Applying a similar scheme to all working age customers would increase the annual expenditure on Council Tax Support.

d. The amount of council tax support awarded last year was just over £6 million however at the end of August 2020 this had increased to £6.8 million.

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)	**Yes**		**No**	**X**

Key Decision:

A matter which affects two or more wards, or has significant financial implications	**Yes**	**X**	**No**	

Executive Summary

Council Tax Benefit was a national scheme providing means-tested financial help to households to pay their Council Tax liability. This was abolished on 31 March 2013 and every Local Authority was tasked with designing a local scheme of financial support to replace Council Tax Benefit.

West Lindsey District Council consulted with the residents of the district and the precepting authorities and adopted a local scheme approved by full Council in January 2013.

This scheme was re-adopted for 2014/15 and for 2015/16 and, following further consultations in 2015, minor amendments to the scheme were agreed for 2016/17. No changes were made to the scheme in 2017/18 but amendments were made in 2018/19 in anticipation of Universal Credit implementation. Further re-modelling of the scheme took place in 2019/20 and 2020/21 with minor changes being made to the scheme.

Due to the health and economic impacts Covid-19 has had on the residents of West Lindsey during 2020/21, Members may wish to consider the appropriateness of imposing a further financial burden during 2021-22 on those already experiencing hardship. In addition this could have a negative impact on the collection rate and reduce the yield over the year.

The finalised local council tax support scheme must be approved and adopted by Full Council by 31st January 2021 at the very latest.

1 Introduction

1.1 The Local Government Finance Act 2012 replaced Council Tax Benefit with a Council Tax support scheme. Unlike Council Tax Benefit (CTB) which is set by Central Government, the new Council Tax support scheme must be defined by individual Local Authorities (albeit with much central prescription).

1.2 Pensioners are protected by Government which means 'local schemes' must give the same pre-2013 level of assistance to pensioners. West Lindsey District Council also made the decision in 2013/14 to protect those in receipt of a War Pension and those claimants receiving a Disability Benefit.

2. Options

Three options have been considered for the 2021/22 scheme being:

2.1 Option 1

To make no change to the current scheme for another 12 months but to apply any new legislative requirements and the uprating of the non-dependent charges, applicable amounts and household allowances and deductions, used in the calculation of the reduction in accordance with the Department for Works and Pensions (DWP) annual 'Upratings'.

Costs/Savings

There would be no direct saving to the council under this option.

Advantages	Disadvantages
The financial modelling shows that West Lindsey District Council can still bridge the funding by continuing with the current scheme for a further year	Very small saving to the council
There has been a slight increase in the number of households claiming LCTS due to the 'furlough' scheme and the economic effects of Covid-19 which has increased the costs of the scheme temporarily. This increase has proved temporary as the cases are gradually reducing as more customers continue to return to work.	

Collection rates are being maintained under the current scheme	
This option ensures the LCTS rules stay consistent with the DWP rules which avoids confusion for claimants.	

2.2 **Option 2**

To make no changes to the current scheme for 2021/22 ie: do not apply the up-rate household allowances and deductions

Costs/Savings

There would be no direct saving to the council under this option.

Advantages	Disadvantages
	The Council would have three sets of rules to apply for families applying for financial help, this would cause confusion for the claimants, will lead to increased modification to IT and training for the Benefits Team and an additional set of regulations.

2.3 **Option 3**

To reduce the cap on liability from 90% to 70%.

Costs/Savings

This would provide a saving to West Lindsey District Council of £11,864 based on a collection rate of 25%.

Advantages	Disadvantages
This option would provide the greatest saving to WLDC.	Since the introduction of the LCTS scheme the Revenues team have taken significantly more enforcement action in order to maintain collection rates. In 2019/20 10,615 reminder notices and 4,402 summonses were issued. This resulted in the

	Lincoln Magistrates granting 2,432 liability orders.
	It is unlikely that council tax support claimants will be able to afford to pay 30% of the council tax which is approximately £360 per annum on a Band A property.
	There is a risk that the overall collection rate will reduce as a less generous local council tax support scheme could put pressure on general collection rates which outweighs the savings from the benefit reductions.
	This option may be in conflict to the council's vision of West Lindsey being a place where people want to live, work, invest and visit as its reputation could suffer if a considerably less generous scheme was adopted.

3. Recommendations

It is recommended that the Members consider the three options and agree Option 1 being to adopt the scheme based on the 2020/21 scheme with adjustments to include any new legislation affecting the default/pension age scheme and the uprated non-dependent deductions, applicable amounts and allowances as per the Department for Works and Pensions annual 'Up-ratings'.

4. Local Council Tax Support Scheme 2021/22

It is recognised that whatever decision is reached this would only be a scheme for 2021/22. A review of the scheme is undertaken annually when more knowledge of the impact of that year's scheme and collection rates are available. Monitoring will also take place to analyse the impact and any unintended consequences it has had on council taxpayers and benefit recipients

Appendix B – Local Council Tax Support Scheme 2021/22 - EQUALITY IMPACT ASSESSMENT

Name, brief description and objectives of policy, procedure, function?	For Council to agree the Local Council Tax Support Scheme for West Lindsey DC for 2021/22. To ensure that all council tax payers are treated fairly under the local scheme. To ensure that council tax support is payable to the most vulnerable residents of the district.
Have you consulted on the policy, procedure, function and if so, what were the outcomes?	No consultation has taken place as the recommendations are to continue with the current scheme except for applying any new legislative requirements and the uprating of the non-dependent charges, applicable amounts and household allowances and deductions, used in the calculation of the reduction in accordance with the Department for Works and Pensions (DWP) annual upratings.
What barriers may these individuals or groups face, and how can you promote equality (where possible)	
Gender	There is no evidence that this policy would impact on people in any way because of this characteristic.
Age	Working age claimants of Council Tax Support may receive a reduced level of assistance as compared with the former Council Tax Benefit Scheme. This scheme aims to redistribute support and be more generous to those applicants on the lowest incomes; The government has stated that council tax support for older people will not be reduced as a result of the introduction of the council tax reduction scheme reform. This is because the government wants to ensure that low income pensioners, who would struggle to pay council tax without additional support, and whom the government does not expect to work to increase their income, will continue to receive support for their council tax. Pensioner protection will be achieved by keeping in place national rules which broadly replicate the former council tax benefit scheme.
Disability	There is no evidence that this scheme would impact on people in any way because of this characteristic except in the case of War Pension and those claimants receiving a Disability Benefit who are protected by the Government.
Race	There is no evidence that this policy would impact on people in any way because of this characteristic.
Religion or Belief	There is no evidence that this policy would impact on people in any way because of this characteristic.
Sexual Orientation	There is no evidence that this policy would impact on people in any way because of this characteristic.

Gender Reassignment	There is no evidence that this policy would impact on people in any way because of this characteristic.
Pregnancy, maternity or paternity	There is no evidence that this policy would impact on people in any way because of this characteristic.
Marriage and Civil Partnership	There is no evidence that this policy would impact on people in any way because of this characteristic.
Rural Isolation	There is no evidence that this policy would impact on people in any way because of this characteristic.
Socio-economic factors	There is no evidence that this scheme would impact on people in any way because of this characteristic. However any person unable to complete the application form will be offered assistance from the Benefits Teams in completing the application form and also be signposted to outside agencies such as Citizens Advice and Money Advice Service
Other (eg: those with dependants/caring responsibilities, asylum seeker and refugee communities, children in the care system etc)	There is no evidence that this scheme would impact on people in any way because of this characteristic. However any person unable to complete the local council tax support application form will be offered assistance from the Benefits Team in completing the form and also be signposted to outside agencies such as Citizens Advice and Money Advice Service
Is there any evidence or research that demonstrates why some individuals or groups are, or are not, affected?	There is no evidence or research available. This policy is based on nationally applicable legislation and it covers all applicants who must all meet a set of standards and criteria intended to ensure that evidence of hardship justifies a reduction in council tax liability.
If there is a potential adverse impact, please state why and whether this is justifiable.	There is no potential adverse impact from this policy.
Outcome of EIA	**No major change needed** [X] **Adverse impact but continue** [ ] **Adjust the policy /proposal** [ ] **Stop and remove the policy/proposal** [ ]
How will you monitor your policy, procedure, function to ensure there is no adverse effect on the protected characteristics (eg: gender, age, etc) in the future?	Due to the nature of the reductions in the level of support, all working age claimants have the potential to have reductions in their support, however, they can be considered for further assistance under the exceptional hardship policy.

Corporate Policy & Resources	
10 December 2020	

Subject: Staff Recognition – Extra Discretionary Days' Holiday

Report by:	Alan Robinson – Director Corporate Services
Contact Officer:	Emma Redwood People and Organisational Development Manager emma.redwood@west-lindsey.gov.uk
Purpose / Summary:	To recognise the efforts of all staff with an extra days of discretionary leave in 2021.

RECOMMENDATION(S):

That Corporate Policy and Resources committee approve the 1 extra day of discretionary leave for all employees of the council to recognise their efforts during an exceptional period in 2020.

Delegated authority be granted to the Chief Executive to ensure this is rolled out in 2021.

IMPLICATIONS

Legal:

None.

Financial : FIN61/21

The finance team have put together the following information based on the establishment of current posts. However this may change slightly as posts become vacant or filled, but the overall impact should be minimal. The equivalent cost of staffing would be £32,382.06 (however this is not an additional cost as staff will not be replaced for the days leave). However there could be additional costs of £2,832.96 required for the waste team to provide agency cover.

As the proposal is for the additional day to be taken during the Calendar year then additional costs could fall in both 2020/21 and 2021/22.

Staffing : None

Equality and Diversity including Human Rights :
West Lindsey District Council has a commitment to equal opportunities.
It seeks to ensure that no potential or current employee receives less favourable treatment than another on the grounds of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Data Protection Implications :

Climate Related Risks and Opportunities:

Section 17 Crime and Disorder Considerations:

Health Implications:

Title and Location of any Background Papers used in the preparation of this report :

None.

Risk Assessment :

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)	**Yes**		**No**	**x**

Key Decision:

A matter which affects two or more wards, or has significant financial implications	**Yes**		**No**	**x**

1. Introduction

Since the start of the pandemic in March 2020 we have seen staff deal with some of the most difficult challenges they are likely to have faced at work.

All staff that could work from home have done so since March 2020 and have kept essential services running; this is despite a number of staff having children and family at home due to school closures.

Operational staff have continued to deliver essential waste services and have had to change the way they have worked on an ongoing basis.

During these unprecedented times staff have continued to support the community and deliver services, and to recognise this first rate effort the Chief Executive would like all staff to receive a discretionary extra days' leave during the calendar year of 2021.

Given the prolonged nature of the pandemic and our need to continue the emergency response, this proposal will not only show staff that their efforts are being recognised but seek to maintain morale and commitment over the ensuing months.

2. Consultation

Due to the timing of the proposal it has not been possible to call a full meeting of the Joint Staff Consultative Committee (JSCC), however the Chair, Vice Chair and Staff Representative of the JSCC have all supported this as a way to recognise the efforts of staff. The wider Management Team have been consulted and fully support this gesture and feel that it will boost staff morale.

3. Operational

This would be a discretionary day's leave for staff, and the roll out of this would be finalised by the Chief Executive to take account of any operational and service delivery needs.

Corporate Policy and Resources	
Thursday, 10th December 2020	

Subject: Proposed Fees and Charges 2021/22

Report by:	Assistant Director, Finance, Business and Property Services
Contact Officer:	Sue Leversedge Business Support Team Leader sue.leversedge@west-lindsey.gov.uk
Purpose / Summary:	Propose Fees and Charges to take effect from 1 April 2021.

RECOMMENDATION(S):

1. That Member's **recommend to Council** for approval the proposed Fees and Charges as detailed in Appendices A and B.

2. That Members **recommend to Council** for approval the proposed Fees and Charges at Appendices 1 – 3, as well as those recommended by Prosperous Communities Committee detailed at Appendices 4 – 18.

3. That officers keep fees and charges under review throughout the year. If necessary changes are identified during the financial year, these will be reported directly to the Corporate Policy and Resources Committee for approval as appropriate.

Public Interest Test:

The Proper Officer has determined in preparing this report that paragraph 3 should apply to Appendices 17 and 18. The view on the public interest test was that while he was mindful of the need to ensure the transparency and accountability of public authority for decisions taken by them in relation to the

spending of public money, disclosure of the information would give an unfair advantage to tenderers for commercial contracts.

This information is not affected by any other statutory provision which requires the information to be publicly registered.

Because of this and since there did not appear to be an overwhelming public interest in disclosure of personal data it was felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Members are asked to consider these factors when excluding the public from the meeting.

IMPLICATIONS

Legal:

Where fees and charges are set by legislation at national statutory rates, these will be applied as notified.

Financial : FIN/71/21C/SL

The 2021/2022 fees and charges are explained in the body of this report. The financial effects of the increases, together with introducing new charges will be built into the Council's revenue budget.

As most of these charges have been previously approved and/or remain static, and the fact that other charges are limited in demand means that the benefit for the Medium Term Financial Plan (MTFP) is limited, with the impact being £24,600 in 2021/22, rising to £42,900 in 2025/26, as a result of the amendments to fees proposed within this report.

Where inflation has been applied to fees and charges at 3% in 2021/22, it is proposed that inflation is assumed to be 2% for future year budgets within the MTFP.

Details of the proposed increases to each service area are contained within the report at Section 4.

The cumulative impact on the MTFP of the fees and charges is:

Year	Increase in Contribution pa £	Cumulative Increase in Contribution £
2021/22	(24,600)	(24,600)
2022/23	(2,300)	(26,900)
2023/24	(3,800)	(30,700)
2024/25	(3,300)	(34,000)
2025/26	(8,900)	(42,900)

Staffing: None arising as a result of this report.

Equality and Diversity including Human Rights: None arising as a result of this report.

Data Protection Implications: None arising as a result of this report.

Climate Related Risks and Opportunities :

None arising as a result of this report.

Section 17 Crime and Disorder Considerations :

Some fees and charges are set to discourage anti-social behaviour i.e. the bulky waste service and impact on fly tipping.

CCTV service charges are set to encourage take up of the service to increase public safety in the district and reduce anti-social behaviour.

Fixed Penalty Notices are fees set by the Government to enable Local Authorities to take action against anti-social behaviour.

Health Implications: None arising as a result of this report.

Title and Location of any Background Papers used in the preparation of this report:

None.

Risk Assessment :

There is a risk that an increase in fees and charges may impact on the usage of the service resulting in budget pressures.

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)	**Yes**		**No**	**X**

Key Decision:

A matter which affects two or more wards, or has significant financial implications	**Yes**	**X**	**No**	

1 Introduction

1.1 This report and appendices set out the proposed fees and charges for 2021/22.

1.2 The Council has in place a corporate Fees, Charges and Concessions Policy which aims to provide clear guidance on a number of areas, in particular this focuses on how fees and charges can assist in the achievement of Corporate Priorities, the setting of new and reviewing of existing charges, the Council's approach to cost recovery and income generation from fees and charges and eligibility for concessions.

1.3 It is recognised that full cost recovery will be the customary approach, although this will not be appropriate in all circumstances and the amount charged will need to be a reflection of many factors including Council objectives, market conditions, the cost of collection and the potential impact on customers.

1.4 Work has been undertaken to bring these fees and charges in line with this policy, through reviewing existing fees and charges and considering the introduction of new charges for Council services, to recover costs and control demand.

1.5 As a minimum, inflationary increases would normally have been applied where possible with the exception of those fees set by statute.

1.6 Prosperous Communities Committee has reviewed those fees and charges under their responsibility and recommends these for approval, some of which have previously been agreed. These are attached at Appendix 4 – 18.

2 Fees and Charges Policy and Process

2.1 The review of fees for 2021/22 has been undertaken through a robust exercise including determining total service cost, determining a pricing level to ensure full cost recovery, then considering benchmarking data and market conditions to determine an appropriate charge.

2.2 Consideration has been taken of the potential ongoing implications of Covid-19 on chargeable services. The budgetary implications contained within this report relate to any proposed increases in fees. Any impact on the demand for services will be presented as pressures or savings through the proposed budget reports to be presented to Committee separately as part of the budget setting process for the period 2021/22 to 2025/26.

2.3 Budget Managers have worked with their Finance Business Partner in undertaking this review.

2.4 The review has in the main tried to consider the full cost recovery constraints. However, the process has been influenced to a degree by issues where the Council considers, through the benchmarking exercise,

that the charge proposed is fair and reasonable for the service being provided.

2.5 The greatest risk/concern for Managers is receiving challenges to the level of fees and charges set. There is sound justification to support the proposed fees and, where the fees proposed do not reflect the full cost of providing the service, there is a sound basis for the decision based on the Managers' understanding of the commercial environment.

2.6 Where fees have been reviewed, having a greater regard to benchmarking data where such data is available, we have tried to ensure that they are at a level whereby they do not vary substantially when compared to other local authorities in the surrounding area.

2.7 In areas where the Council experiences external competition, again we have tried to ensure that the rates remain competitive and value for money. It would not be prudent to risk pricing the Council out of the market just to satisfy an aspiration to achieve a set increase in fee income. It is not believed that the proposed fees will price The Council out of the market but it is vital to allow Managers some flexibility on fees when trying to secure business, without breaching any regulations.

2.8 Given the general belief that proposed fees and charges are fair and reasonable the significant risks to fee income are not with fee levels themselves but with the achievable volumes and delivering against business plans.

2.9 The fees and charges will be subject to continuous monitoring during the year either to implement changes during the year if required, or to feed into the following years Medium Term Financial Plan.

3 Fees and Charges Review

3.1 Of the 610 fees and charges reviewed 41% are statutory and 59% are non-statutory. In terms of 2019/20 actual income received this equates to;

	2019/20 Actuals £	
Statutory	1,190,922	32%
Non-Statutory	2,568,295	68%
Total	**3,759,217**	**100%**

3.2 Of the 252 statutory fees and charges set by Central Government 97% have experienced no change in the level of fees, with 3% seeing an increase in fees chargeable.

3.3 The increases in fees and charges for statutory services sit within Revenues in relation to court costs applied, and Environment Services for private water supply work.

3.4 Of the 358 non-statutory fees and charges, 49% have experienced no change and 51% have increased.

3.5 Of those 182 (51%) non-statutory fees and charges increased, this equates to an average of £9.72 in monetary terms (net of VAT).

3.6 The following services are currently provided with prices on application;

- Trinity Arts Centre (except room/theatre hire)
- Trade waste services
- Private street cleansing work
- CCTV services

This is due to the variety of requirements of customers. Pricing models have been developed to assist officers in developing a price range, based on the individual requirements and specifications of the customer.

3.7 The following fees and charges have been approved by Corporate Policy & Resources Committee or Council during 2020/21 and are included here for completeness;

- **Crematorium**
  - Barbican Memorial (space leased for 5 years)
  - Mulberry Tree – per leaf (space leased for 5 years)
  - Pro Visual tribute (2-25 photographs)
  - Visual Tribute – standard and pro visual (for additional 25 photographs)
  - Sanctum 2000 Vault (leased for 10 years) including upto 80 letters
  - Sanctum 2000 Vault – per letter above 80
  - Downloadable copy of visual tribute
  - The Farewell Service

- **Strategic Housing**
  - Civil Penalties – Housing and Planning Act

- **Communities**
  - Defibrillator Maintenance Scheme

- **Street Naming and Numbering**
  - Confirmation of Address Details

- **Trinity Arts Centre**
  - Booking fee for transactions made over the telephone or face to face

3.8 The proposed fees and charges will apply from 1st April 2021, unless there are other constraints preventing this, in which case the operative date will be as soon as practicable after 1st April.

The following appendices provide the detail and analysis of pricing and demand and the proposed charges, and are summarised by service area below:

4. SUMMARY OF PROPOSED FEES AND CHARGES BY SERVICE AREA – CORPORATE POLICY AND RESOURCES COMMITTEE

4.1 Appendix 1: Electoral Services

The rates are statutory and set by Central Government.

There are no proposed changes for 2021/22 as statutory charges have not changed.

4.2 Appendix 2: Street Naming and Numbering

Inflation at 3% is proposed to be applied for 2021/22.

4.3 Appendix 3: Revenue Services

The council is required to calculate the cost of summons (Court Costs) to ensure the amount charged is reasonable and transparent for court.

The full cost of summons (Court Costs) for Council Tax is £72.48, it is therefore reasonable to increase the charge to £72.50 from £70.00.

The cost of summons for NNDR will also be increased by £2.50 to £85.00.

The court costs are added to Council Tax and NNDR accounts and are both Statutory Fixed. The charges are set in March and are not yet published, however it is assumed that the proposed fee increase will be accepted.

5. SUMMARY OF PROPOSED FEES AND CHARGES BY SERVICE AREA – RECOMMENDED BY PROPSEROUS COMMUNITIES COMMITTEE

5.1 Appendix 4: Car Parks

Fees were set in accordance with the Car Park Strategy, effective from 1st April 2018.

A revised Car Park Strategy is to be presented to Committee at a later date, and it is proposed not to amend the parking fees at this time, pending the outcome of that review.

It is proposed that the fee under ‘Bus Station’ for allocated stands be removed from the schedules as these charges are to be treated as lease agreements to allow for greater control over recovery of the costs and negotiations of rates applied.

5.2 Appendix 5: Cemeteries

The fees within this area were increased above inflation in previous years to bring them into line with neighbouring Authorities. For 2021/22 it is proposed to increase the fees and charges by inflation at 3%, rounded to 50p.

5.3 Appendix 6: Environment Services

This schedule consists mainly of statutory fees set at the maximum level. The charges for 2021/22 are expected to be reviewed in February 2021 and the schedule of charges will be updated to reflect any changes.

Statutory Private Water Supply Work – This legislation does allow for total cost recovery, therefore the fees charged reflect the actual cost of providing this service (an increase of 3%)

Of those which are non-statutory, inflation at 3% increase has been proposed.

5.4 Appendix 7: Fixed Penalty Notices

This schedule consists mainly of statutory set charges and no changes have been applied for 2021/22.

Inflation at 3% is proposed to be applied to those non-statutory fees and charges.

5.5 Appendix 8: Land Charges

A 6% increase is proposed across all fees and charges to reduce the subsidy of this service. The proposed charges are consistent with benchmarking data for neighbouring Authorities.

Where rounding has been applied to 50p for the smaller fees (below £5) the percentage increase is higher than the 6% base increase applied, although the monetary value of the increase is minimal.

5.6 Appendix 9: Licensing

The majority of the charges are statutory, or a statutory-range where the maximum amount is charged.

Non-statutory fees have been reviewed and either 0%, 3% or 6% has been applied depending on whether total cost recovery has been achieved in those areas of service provision, with consideration to benchmarking data and what the service manager believes is appropriate within the market.

5.7 Appendix 10: Markets

There is an ongoing review of the service – it is proposed to make no changes at this time, however fees may be amended following the outcome of review report to Members February 2021.

5.8 Appendix 11: Planning

The planning application fees are statutory and no increases are applicable for 2021/22 at this point.

The proposal is to increase Pre-Application Advice fees by 6% and move towards total cost recovery, except for the 'Household developer – Do I need Planning Permission' fee which is proposed to increase by 20% in line with benchmarking data. The proposed increases are not anticipated to decrease demand.

There has been a continued focus on reducing overhead service costs through more efficient practices. The service is no longer heavily reliant upon agency support staff and is continuing to move away from paper reliant processes.

5.9 Appendix 12: Strategic Housing

Housing Enforcement Charges - It is proposed to increase the non-statutory fees by inflation at 3%.

Mobile Homes – it is proposed to maintain the fees at the current level. The costs incurred are fully recovered and our fees are set in the upper quartile of our geographic neighbours.

Selective licensing – these fees were agreed and set for a 5 year period until 2020/21 in line with the original fee proposals relating to this legislation. The service is due to be reviewed early 2021 and any proposed amendments to fees will be reported to Committee.

5.10 Appendix 13: Waste Services

Proposed increase by inflation at 3% to the sale of sacks, stickers and bulky waste collections.

The sale of wheeled bin replacement and bins for new properties have been brought into line with total cost recovery analysis, and is consistent with benchmarking data for neighbouring authorities.

All wheeled bin types (residual, recycling, garden waste) are proposed to increase to a consistent charge across all of £35. This equates to a 6% increase for residual and recycling bins from £33, and a 133% increase in garden waste bins from £15.

Garden Waste Collections - The analysis of total cost recovery based on forecast budgets for 2021/22 resulted in a subscription fee of £36.55. However, it is proposed that the fee is not increased until 2022/23 and therefore the annual charge would remain at £35 for 2021/22.

5.11 Appendix 14: Trinity Arts Centre

Following a review of hire of room/theatre charges in 2018 these charges are now set fees which are included in the fees & charges schedules and the fee was frozen for 2020/21. It is proposed to apply inflation at 3% to these charges for 2021/22.

There is no proposed increase to film showing fees and charges for 2021/22.

It is proposed to remove the separate Sunday theatre hire and performance charges. Sunday charges will now be reduced to be the same as Friday and Saturday.

The following table highlights the current Sunday charges (2020/21), at a higher rate than other days of the week, which are proposed to be removed and the Friday to Saturday charge expanded to include Sunday at the same rate.

Prosperous Communities Committee — **Trinity Arts Centre**

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Theatre (rehearsal) (Fri-Sat)	per hour	£55.00	£66.00	3%	£1.50	£56.50	£11.30	£67.80	S
Theatre (rehearsal) (Fri-Sat)	per full day	£340.00	£408.00	3%	£6.50	£350.00	£70.00	£420.00	S
Theatre (rehearsal) (Sun)	per hour	£75.00	£90.00						S
Theatre (rehearsal) (Sun)	per full day	£595.00	£714.00						S
Theatre (performance) (Fri-Sat)	per hour	£65.00	£78.00	3%	£2.00	£67.00	£13.40	£80.40	S
Theatre (performance) (Sun)	per hour	£95.00	£114.00						S

The TAC booking system is being replaced in January 2021. Part of the change has resulted in the introduction of a booking fee for face to face/ over the phone bookings taken by Customer services. Currently customers are charged a booking fee but this forms part of the current booking system. This fee would be £1 (plus VAT) per transaction from January 2021, and is to remain at the same rate for 2021/22.

5.12 Appendix 15: Crematorium

It is proposed to increase the cremation and chapel fees by inflation at 3% for 2021/22.

Secondary service provision i.e. memorials and tributes are currently frozen pending a review of the structure of available services.

Any amendments arising from the review will be reported to Corporate Policy and Resources.

5.13 Appendix 16: Communities

The introduction of the defibrillator maintenance was approved by Council at its meeting on 7 September 2020.

The fee has been set on the basis of cost recovery being achieved if 75% of communities with defibrillators (i.e. 60 out of the 80 communities who currently have a defibrillator) signed up to the scheme.

In light of the implementation of the fee being effective from September 2020, it is proposed that the fee is maintained at the current level of £100 (incl. VAT) for 2021/22.

Cost recovery analysis will be undertaken as the scheme is rolled out and will inform the fees and charges review for this service for 2022/23.

5.14 Appendix 17: CCTV Service (Commercially Sensitive*)

Charges are Price on Application but analysis of income generation is provided within the Appendix for information.

5.15 Appendix 18: Building Control (Commercially Sensitive*)

Charges have been based on a cost recovery basis but are considered commercially sensitive.

FEES AND CHARGES REPORT

APPENDIX 1 – ELECTORAL SERVICES

1. Service Description

Electoral Service has a limited number of Fees and Charges namely:

- Sales of electoral registers
- Sales of copies of Return of Declaration of Election Expenses

The charges are set by sections 110 & Regulation 10(3) of the Representation of the People Regulations 2001.

2. Prior years analysis, current financial year projections

The table below illustrates the actual income received 2018-19 and 2019-20 and an estimate for 2020-21. The income within this is non-controllable.

Income achieved	2018-19 (£)	2019-20 (£)	2020-21 Forecast (£)
Letters confirming electors register	(75)	0	0
Other Sales	(1,732)	(1,738)	(1,800)
Total Income	**(1,807)**	**(1,738)**	**(1,800)**
Budget	**(3,500)**	**(1,800)**	**(1,800)**

3. COVID Impact

The sale of registers will be down this year as all elections have been postponed until May 2021. This means political parties will not be purchasing copies of the marked registers as in previous years.

4. Pricing

The statutory charges are set to recover costs.

5. Understanding Customers and Markets

The majority of the income realised by the service comes from the sharing of electoral registers with primarily credit rating companies. We have 5 main customers who have repeat orders for the information year on year.

6. Proposed Charging

No proposed changes for 2021/22 as statutory charges have not changed.

7. Recommendation

Members are asked to approve charges for 2021-22 as detailed below;

Policy and Resources Committee

Central & Democratic Services

Statutory fees are set by section 110 of the Representation of the People Regulations 2001.

	2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
	£	£	% Type	£	£	£	£	
Electoral Services (Statutory):								
Sales of Electoral Registers/ Postal Vote Return report following Election	£10.00	£10.00	0%	£0.00	£10.00	£0.00	£10.00	OS
- Per thousand names or part	£5.00	£5.00	0%	£0.00	£5.00	£0.00	£5.00	OS
Sales of full or edited (Open) Register/ Notice of alteration/ Supply of Overseas Register	£10.00	£10.00	0%	£0.00	£10.00	£0.00	£10.00	OS
- Per thousand names or part	£5.00	£5.00	0%	£0.00	£5.00	£0.00	£5.00	OS
Supply of Computer Data: Electoral Registers/ Postal Vote Return report following Election	£20.00	£20.00	0%	£0.00	£20.00	£0.00	£20.00	OS
- Per thousand names of part	£1.50	£1.50	0%	£0.00	£1.50	£0.00	£1.50	OS
Supply of Computer Data: Full or edited (Open) Register/ Notice of alteration/ Supply of Overseas Register	£20.00	£20.00	0%	£0.00	£20.00	£0.00	£20.00	OS
- Per thousand names of part	£1.50	£1.50	0%	£0.00	£1.50	£0.00	£1.50	OS
Copy of a Return of Declaration of Election Expenses - Per side	£0.20	£0.20	0%	£0.00	£0.20	£0.00	£0.20	OS

FEES AND CHARGES REPORT

APPENDIX 2 – STREET NAMING AND NUMBERING

Street naming and numbering, and renaming of properties.

(Resources, System Development)

1. Service description

The function of street naming and numbering (SNN) sits alongside the Local Land and Property Gazetteer Custodian within the System Development Team. The SNN function is a statutory service and the Council is responsible for naming or renaming the streets, allocating postal numbers and requests to change house names.

2. Prior years analysis, current financial year projections

The SNN function is dependent on the delivery of local plan growth, market demand and developers viability in addition to the economy, cost and availability of skilled workers.

The table below illustrates the actual income received 2018-19 and 2019-20 and an estimate for 2020-21.

	2018-19 (£)	2019-20 (£)	2020-21 forecast (£)
Income Achieved	(2,846)	(19,079)	(10,000)
Total	**(2,846)**	**(19,079)**	**(10,000)**

Budget	**(1,300)**	**(2,100)**	**(8,600)**

Royal Mail are invoiced each year for providing certain address information whilst exercising our statutory street naming and numbering function. The Royal Mail own the postcode, but West Lindsey own the postal name, postal number, street and locality information.

Please note that the new fees were implemented from September 2019 and therefore the data up to this point represents income from renaming existing properties only.

3. COVID Impact

From March 2020 through to August 2020, building work has reduced on sites because of the Covid situation. Therefore, the request for numbering properties and naming streets has not been as high as normal years, which will have an effect on

the income. Since the lockdown has eased, requests have started to filter through again.

4. Pricing

Although SNN fees currently exceeds the set budget figure each year, there is nothing we can do to ensure continued income. If a customer wishes to add a nameplate to their house and not apply for the change to be formalised, we cannot enforce the customer to comply. However if the change is only applied by the customer the LLPG, statutory consultees and the Royal Mail will not be informed of this informal change.

Likewise, the remaining chargeable elements of the SNN process is something we have no control over. This is down to mainly down to new developments commencing building works.

5. Understanding Customers and Markets

Our customers are individuals building their own homes, or new occupiers wanting to rename an existing home. We also have developers and builders who want street names and postal addresses during the course of construction. Occasionally we are approached by parish councils or a group of individuals to rename their street. This requires two-thirds agreement, and as such, this rarely happens.

6. Proposed Charging

Members are asked to approve an increase to fees by inflation (3%) rounded to the next whole £.

7. Recommendation

The proposed charges shown below be set for 2021/22.

Policy and Resources Committee

Central & Democratic Services

	2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
	£	£	% Type	or £	£	£	£	
Street Naming and Numbering:								
Naming or renaming of a registered property	£70.00	£70.00	4%	£3.00	£73.00	£0.00	£73.00	OS
Renaming an existing street at resident request, per street	£250.00	£250.00	3%	£8.00	£258.00	£0.00	£258.00	OS
Renumbering an existing street at resident request, per property	£50.00	£50.00	4%	£2.00	£52.00	£0.00	£52.00	OS
Naming a new street	£100.00	£100.00	3%	£3.00	£103.00	£0.00	£103.00	OS
Naming of additional streets on the same application	£30.00	£30.00	3%	£1.00	£31.00	£0.00	£31.00	OS
Numbering new development (plots 1-10), per plot	£30.00	£30.00	3%	£1.00	£31.00	£0.00	£31.00	OS
Numbering new development (plots 11+), per plot	£20.00	£20.00	5%	£1.00	£21.00	£0.00	£21.00	OS
Numbering a block of flats, per block	£100.00	£100.00	3%	£3.00	£103.00	£0.00	£103.00	OS
Renumbering due to change in layout plan by developer (plots 1-10), per plot	£20.00	£20.00	5%	£1.00	£21.00	£0.00	£21.00	OS
Renumbering due to change in layout plan by developer (plots 11+), per plot	£15.00	£15.00	7%	£1.00	£16.00	£0.00	£16.00	OS
Confirmation of address details	£50.00	£50.00	4%	£2.00	£52.00	£0.00	£52.00	OS

FEES AND CHARGES REPORT

APPENDIX 3 – REVENUE SERVICES

1. Service description

Revenue Service has a limited number of Fees and Charges namely;

- Court Costs added to Council Tax Accounts
- Court Costs added to NNDR Accounts

It is the Council's duty to collect all instalments as they become due.

The Council's recovery policy has been prepared in compliance with current legislation but we try to be responsive to individual circumstances.

Recovery procedures and the Court timetable for Council Tax is agreed in advance and ensures that all taxpayers are treated fairly and objectively.

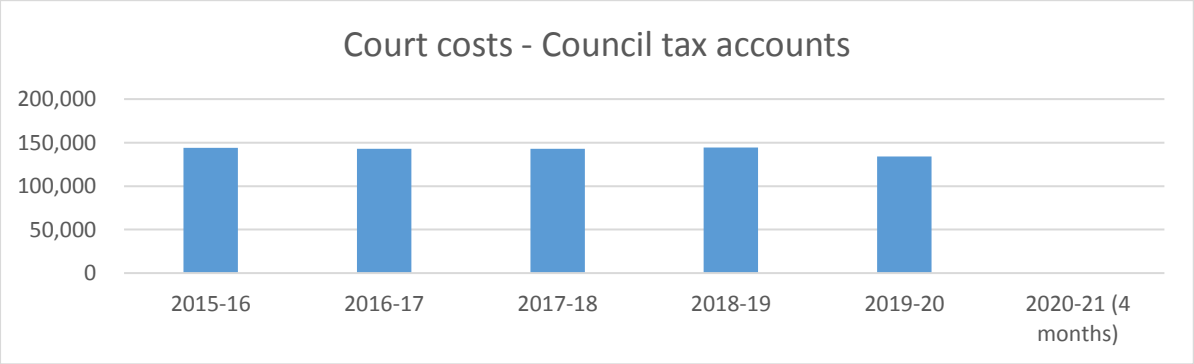
If an account holder receives a summons it is because they have not ensured that we have received payments in accordance with notices that have been sent (e.g. the Demand and Reminder Notices).

The Council can ask the Magistrates to issue a 'liability order' if a debtor owes unpaid Council Tax and this is a legal demand for payment. The account holder is allowed to go to the court and give reasons for not paying if they wish and the Council is entitled to request costs be ordered against any payment defaulters to go towards the cost of collection of the debt.

2. Prior years analysis, current financial year projections

Court Costs added to council tax accounts are collected by West Lindsey District Council.

Court Costs added to NNDR accounts are collected by City of Lincoln on our behalf.



3. Covid Impact

Due to Covid-19, the Council has not issued any court summons for 2020/21. Soft reminders have been issued for the first four months of the financial year, with formal debt collection recommencing during August 2020. This has therefore had an adverse effect on the number of liability orders granted and the recovery of fixed costs from running the revenues team for the first four months of 2020/21.

4. Pricing

The council is required to calculate the cost of summons (Court Costs) to ensure the amount charged is reasonable and transparent for court.

The full cost of summons (Court Costs) for Council Tax is £72.48, it is therefore reasonable to increase the charge to £72.50 from £70.00.

The cost of summons for NNDR will also be increased by £2.50 to £85.00.

5. Understanding Customers and Markets

If an account holder receives a summons it is because they have not ensured that we have received payments in accordance with notices that have been sent (e.g. the Demand and Reminder Notices).

6. Proposed Charging

The court costs are added to Council Tax and NNDR accounts and are both Statutory Fixed. The charges are set in March and are not yet published, however it is assumed that the proposed fee increase will be accepted.

7. Recommendation

Members are asked to approve charges for 2021-22 to Council as per the below:

Policy and Resources Committee

Revenue Services

	2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
	£	£	% Type	or £	£	£	£	
Revenues *								
Court costs added to Council Tax accounts.	£70.00	£70.00	4%	£2.50	£72.50	£0.00	£72.50	OS
Court costs added to NNDR accounts.	£82.50	£82.50	3%	£2.50	£85.00	£0.00	£85.00	OS

* Charges agreed with Magistrates

FEES AND CHARGES REPORT

APPENDIX 4 – CAR PARKS

1. Service Description

Car parks are operated by the council in Gainsborough and Market Rasen.

New Pay & Display (P&D) and permit tariffs were introduced for both Gainsborough and Market Rasen during 2018/19 and 2019/20, as part of the car parking strategy approved by Corporate Policy & Resources committee on 27th July 2017. It was decided that Market Rasen's charges would be set at 50% of Gainsborough's, to reflect the reduced offer of the smaller town.

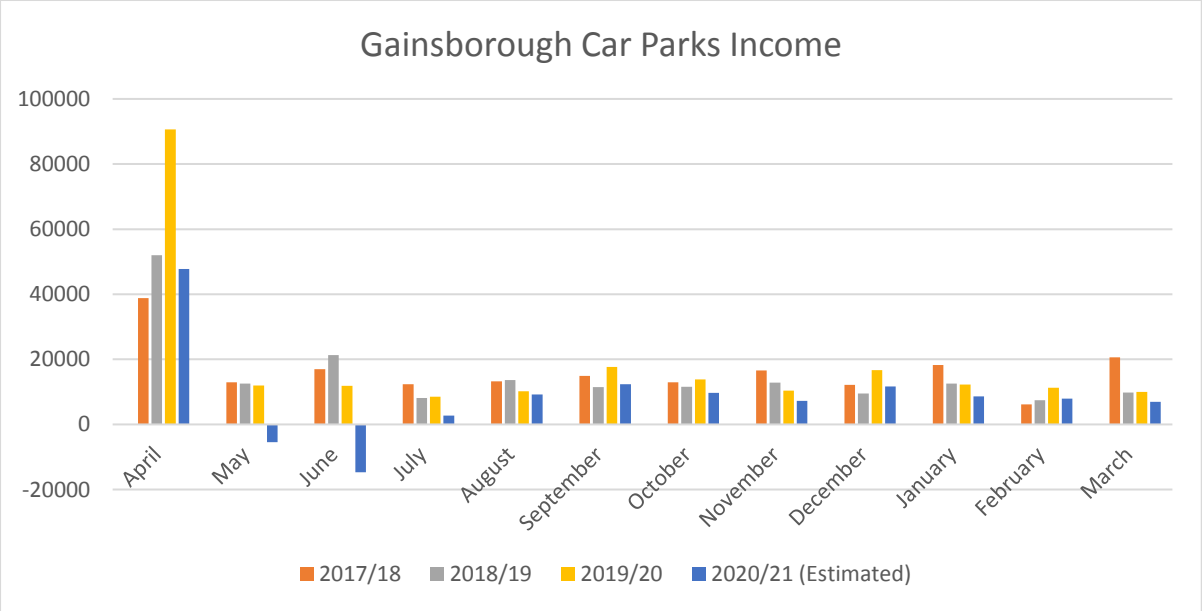
The purpose of the strategy was to review and update the car parking provision to ensure that the supply of car parking responds to current and future demand, and is aligned to the regeneration programme of Gainsborough.

Prior to this it had been decided to install new ticket machines in both towns and link these to a data collection system to inform future decisions, including setting new tariffs and understanding demand. The system also allows remote monitoring of the machines serviceability, amount of cash held and number of tickets remaining.

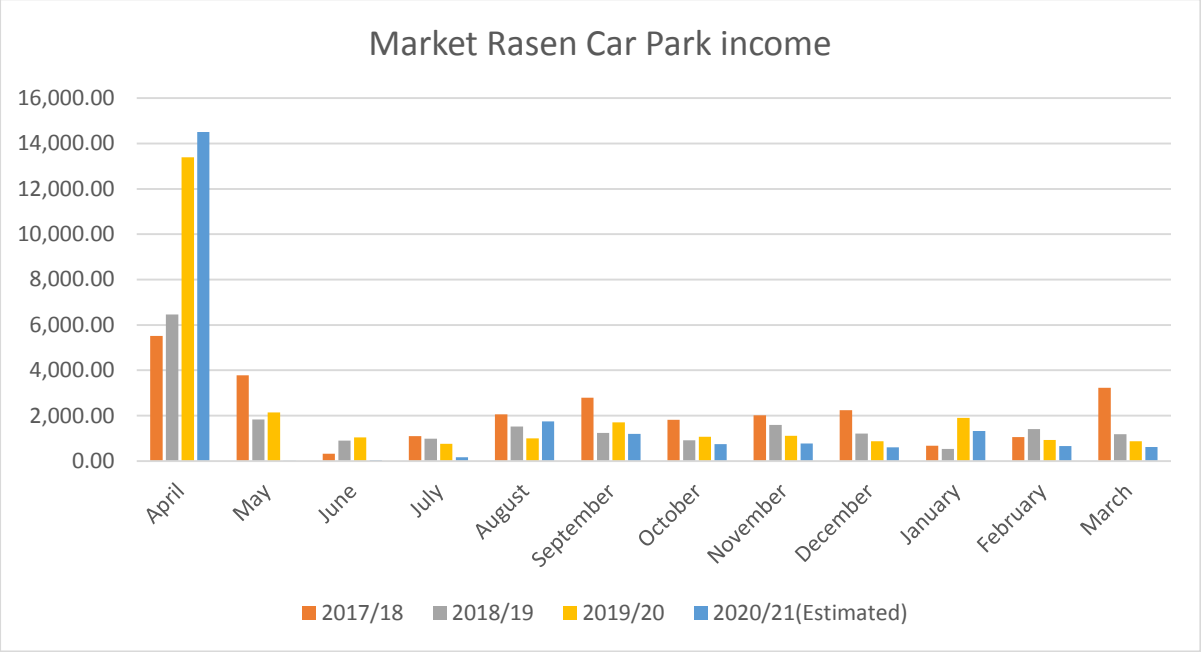
2. Prior years analysis, current financial year projections

The graphs below illustrate:

Gainsborough combined income (car parks & permits) 2017/18, 2018/19, 2019/20 and 2020/21 actuals to August with estimates to year-end.



Market Rasen combined income (carparks & permits) 2017/18, 2018/19, 2019/20 and actuals to August, estimates to year-end.



The table below highlights actual income achieved collectively across the car parks over the last three financial years (estimated for 2020/21).

	Total	Budget	Under/(over)
Income received 2017/18	225,135	262,700	37,565
Income received 2018/19	202,114	301,900	99,786
Income received 2019/20	252,009	262,000	9,991
Income received 2020/21 estimated	178,310	267,900	89,590

3. COVID Impact

Due to the COVID 19 pandemic, car parking charges were suspended from 01/04/2020 until 01/07/2020 and income during July and August was 64% of those taken during the same period in 2019. Based on this and the ongoing impact of Covid 19, the estimation is that income levels will be 70% of the income taken during 2019/2020 for the remaining 7 months of 2020/21. The income received from the car parks will rely on the resilience of the High Street, the ongoing effect of Covid 19 circulating in the community and that peoples shopping habits are not permanently altered – with all these consideration it has been estimated that income for 2021/22 will be around the 85% of income received during 2019/20 and for 2022/23 income will be back to the level received during 2019/20.

Permit charges were also suspended for the same period resulting in lost income of £23k. Between the start of the pandemic and 11/08/2020 there were 68 permit cancellations from a pre pandemic total of 261 permits, which has also reduced

income by a further £29k. The proposed budget for 2021/22 has been based on 200 permits on the present pricing structure.

4. **Pricing**

The car parking function is dependent on market demand in addition to the economy and cost.

Whilst fees have covered the costs in previous years, this didn't happen in 2018/19 and isn't expected to do so over the period of the Medium Term Financial Plan. Reasons for this are varied, including Roseway car park being closed for half of 2018/19 (one-off), moving to 1 hour free parking and use of supermarket free parking.

Whilst our car park fees have been identified as being in the mid-range, previous benchmarking showed that our permit fees were considerably lower. Because the benchmarking showed our permit fees could be detrimental to our financial position when compared to our Pay & Display income, since April 2018 for Gainsborough & April 2019 for Market Rasen we have worked to alleviate this by way of a 2 part price increase for both areas. Gainsborough has now been completed as of 1st April 2019 with Market Rasen applying their second increase in April 2020, as passed by Prosperous Communities Committee on 23rd October 2018.

5. **Understanding Customers and Markets**

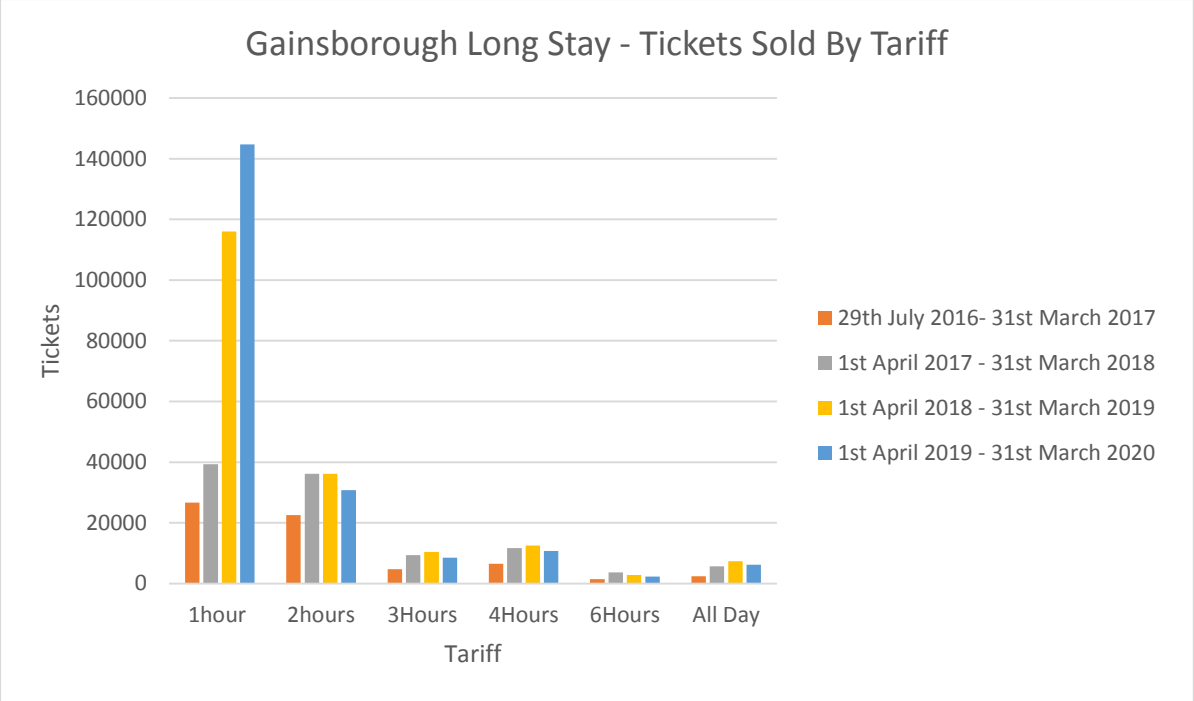
The new machines installed in Gainsborough in August 2016 and installed in Market Rasen in February 2017, support a data collection system which provides information on usage and are a key tool in assessing future fees and charges.

A recommendation of the strategy was a change to the Pay & Display tariff, replacing the 'free parking after 3pm' tariff with a 'free first hour at any time'. This was introduced in Gainsborough with effect from 1 April 18 following a consultation exercise where it was overwhelmingly preferred. As regards to Market Rasen a free first 2 hours policy was adopted in December 17 following a campaign by local businesses.

Information from the ticket machines shows that income has increased as a result of the completion of work at Roseway car park. Over the period Apr 19 to Mar 20 of the total number of tickets sold 72% of those in Gainsborough were free tickets (i.e. for 1 hour only). For the period Apr 18 to Mar 19 this figure was 63%.

In Market Rasen the figure was higher at 86% for the period April19 to March 20.

This can be seen in the graph below which shows the number of tickets sold for all Gainsborough car parks with the exception of Roseway as this is the sole short stay car park with a different tariff. The number of 1 hour tickets has increased considerably over the 4 year period and especially when the free first hour policy was introduced.



Following the introduction of the increase in permits prices in both Gainsborough and Market Rasen permit sales have increased marginally.

6. Proposed Charging

It is proposed that the pay and display tariffs for both Gainsborough and Market Rasen are left unchanged with effect from 1st April 2021.

The Car Park Strategy Report is being presented to Committee at a later date and it is proposed not to amend the parking fees at this time, pending the outcome of that review.

The bus station allocated stand charges have been removed from the Fees and Charges schedule and individual lease agreements with be put in place.

7. Recommendation

Members are asked to approve charges for the 2021/2022 financial year as detailed in the schedule below, but with consideration that these may be amend as a result of the Car Park Strategy Report being presented to Committee in the future.

Prosperous Communities Committee

Car Parks & Bus Station

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Car Parks									
Gainsborough not including Roseway	0-1 hours	£0.00	£0.00	0%	£0.00	£0.00	£0.00	£0.00	S
	1-2 hours	£0.92	£1.10	0%	£0.00	£0.92	£0.18	£1.10	S
	2-3 hours	£1.33	£1.60	0%	£0.00	£1.33	£0.27	£1.60	S
	3-4 hours	£1.67	£2.00	0%	£0.00	£1.67	£0.33	£2.00	S
	4-6 hours	£2.75	£3.30	0%	£0.00	£2.75	£0.55	£3.30	S
	6+ hours	£3.25	£3.90	0%	£0.00	£3.25	£0.65	£3.90	S
Roseway only	0-1 hours	£0.00	£0.00	0%	£0.00	£0.00	£0.00	£0.00	S
	1-2 hours	£1.17	£1.40	0%	£0.00	£1.17	£0.23	£1.40	S
	2-3 hours	£1.66	£2.00	0%	£0.00	£1.66	£0.33	£2.00	S
	3-4 hours	£2.08	£2.50	0%	£0.00	£2.08	£0.42	£2.50	S
	Travelodge permit	£5.42	£6.50	0%	£0.00	£5.42	£1.08	£6.50	S
Market Rasen	0-1 hours	£0.00	£0.00	0%	£0.00	£0.00	£0.00	£0.00	S
	1-2 hours	£0.00	£0.00	0%	£0.00	£0.00	£0.00	£0.00	S
	2-3 hours	£0.67	£0.80	0%	£0.00	£0.67	£0.13	£0.80	S
	3-4 hours	£0.83	£1.00	0%	£0.00	£0.83	£0.17	£1.00	S
	4-6 hours	£1.42	£1.70	0%	£0.00	£1.42	£0.28	£1.70	S
	6+ hours	£1.67	£2.00	0%	£0.00	£1.67	£0.33	£2.00	S
Annual Season Tickets									
Gainsborough only	Mon-Sat	£510.00	£612.00	0%	£0.00	£510.00	£102.00	£612.00	S
	Mon-Sat (If paid by monthly DD)	£440.00	£528.00	0%	£0.00	£440.00	£88.00	£528.00	S
	Mon-Fri	£430.00	£516.00	0%	£0.00	£430.00	£86.00	£516.00	S
	Mon-Fri (If paid by monthly DD)	£350.00	£420.00	0%	£0.00	£350.00	£70.00	£420.00	S
Market Rasen Only	Mon-Sat	£255.00	£306.00	0%	£0.00	£255.00	£51.00	£306.00	S
	Mon-Sat (If paid by monthly DD)	£220.00	£264.00	0%	£0.00	£220.00	£44.00	£264.00	S
	Mon-Fri	£215.00	£258.00	0%	£0.00	£215.00	£43.00	£258.00	S
	Mon-Fri (If paid by monthly DD)	£175.00	£210.00	0%	£0.00	£175.00	£35.00	£210.00	S
Penalty Charge Notice									
Higher Rate		£70.00	£70.00	0%	£0.00	£70.00	£0.00	£70.00	OS
Higher rate discounted if paid within 14 days		£35.00	£35.00	0%	£0.00	£35.00	£0.00	£35.00	OS
Lower Rate		£50.00	£50.00	0%	£0.00	£50.00	£0.00	£50.00	OS
Lower rate discounted if paid within 14 days		£25.00	£25.00	0%	£0.00	£25.00	£0.00	£25.00	OS

Penalty Charge Notices have replaced the Excess Charge Notice.
The Traffic Management Act 2004 has introduced differential Penalty Charge Notices.
Notices are categorised as 'Higher' or 'Lower' dependent on the severity of the parking infringement.
Higher penalties are payable at £70 and lower penalties at £50. These categories are as determined in National Guidance.

Electric Vehicle Charging	charge per kWh	£0.25	£0.30	0%	£0.00	£0.25	£0.05	£0.30	S

FEES AND CHARGES REPORT

APPENDIX 5 – CEMETERIES

1. Service Description

West Lindsey District Council currently maintains 2 open cemeteries – Legsby Road, Market Rasen and School Lane, Springthorpe.

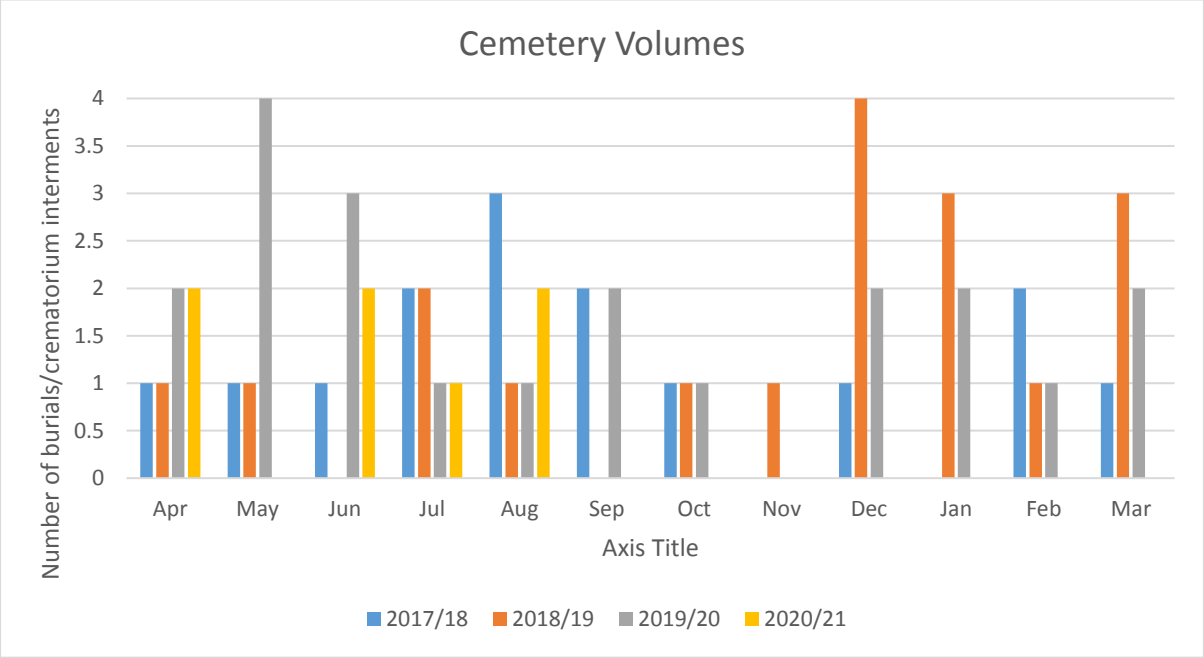
Costs for maintaining the grounds at these sites have been steadily increasing, but the income received from the sites is small and therefore the council heavily subsidises these areas. In 2019/20 the net cost was £77,223.

There are two service charges applied to the cemeteries:

- Exclusive Right of Burial (EROB) – allocation of grave space for period of 99 years
- Memorials and inscriptions – permission for erection of memorial or adding of inscription to existing memorial

2. Prior years analysis, current financial year projections

The Cemetery service is demand driven and cannot be influenced. The table below illustrates volumes for 2017-18, 2018-19, 2019-20 and actuals to August 2020.



3. Covid Impact

There has been no impact on the service or income levels as a direct result of Covid-19.

4. Pricing

Recent benchmarking shows the fees set for this service are now more in alignment with neighbouring councils. The 2019-20 approved increase was the final step towards the charges set by other councils. With effect from 2020-21 the proposal is to increase fees by inflation at 3%, rounded to the nearest 50p.

5. Understanding Customers and Markets

The table below shows the last 3 financial year volumes data for burials for West Lindsey District Council and volumes to 31st August for the current year. There has been a small increase in numbers over the last financial year.

The service is one that is linked to the demographics of the area and the space available.

Financial years	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Totals
2017/18	1	1	1	2	3	2	1	0	1	0	2	1	15
2018/19	1	1	0	2	1	0	1	1	4	3	1	3	18
2019/20	2	4	3	1	1	2	1	0	2	2	1	2	21
2020/21	2	0	2	1	2								7

6. Proposed Charging

The proposed charges are outlined in the table below.

7. Recommendation

Members are requested to recommend to Council the charges for the 2021/22 as detailed in the schedule below.

Prosperous Communities Committee

Cemeteries

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Exclusive Rights of Burial (B) or Cremated Remains (C) in Earthen Graves									
Single Grave not exceeding 9' x 4' (99 years) (B)		£618.50	£618.50	3%	£18.50	£637.00	£0.00	£637.00	OS
Double Grave not exceeding 9' x 4' (99 years) (B)		£866.00	£866.00	3%	£26.00	£892.00	£0.00	£892.00	OS
Triple Grave not exceeding 9' x 4' (99 years) (B)		£967.50	£967.50	3%	£29.00	£996.50	£0.00	£996.50	OS
Single Grave not exceeding 9' x 4' (50 years) (B)		£309.50	£309.50	3%	£9.50	£319.00	£0.00	£319.00	OS
Double Grave not exceeding 9' x 4' (50 years) (B)		£432.50	£432.50	3%	£13.00	£445.50	£0.00	£445.50	OS
Triple Grave not exceeding 9' x 4' (50 years) (B)		£484.00	£484.00	3%	£14.50	£498.50	£0.00	£498.50	OS
Cremated remains only grave not exceeding 4' 6" x 4' (C)		£371.00	£371.00	3%	£11.00	£382.00	£0.00	£382.00	OS
Cremated remains only grave not exceeding 4' 6" x 4' (C) (child up to 12 years)		£100.00	£100.00	3%	£3.00	£103.00	£0.00	£103.00	OS
Exhumation:									
Body		£537.50	£537.50	3%	£16.00	£553.50	£0.00	£553.50	OS
Cremated remains		£269.00	£269.00	3%	£8.00	£277.00	£0.00	£277.00	OS
Monuments, Gravestones, Tablets & Monumental Inscriptions (Permission to erect) (Includes initial inscription)									
Headstone up to 18 inches (C)		£124.00	£124.00	3%	£3.50	£127.50	£0.00	£127.50	OS
Headstone 18 inches to 3ft (B)		£148.00	£148.00	3%	£4.50	£152.50	£0.00	£152.50	OS
Headstone over 3ft but under 4ft (B)		£269.00	£269.00	3%	£8.00	£277.00	£0.00	£277.00	OS
Small vase (up to 6 inches) (B) (C)		£53.50	£53.50	3%	£1.50	£55.00	£0.00	£55.00	OS
Vase (6 inches to 1ft) (B) (C)		£99.00	£99.00	3%	£3.00	£102.00	£0.00	£102.00	OS
Plaque (not exceeding 8" x 4" (fixed)) (B) (C)		£53.50	£53.50	3%	£1.50	£55.00	£0.00	£55.00	OS
Plaque (not exceeding 12" x 6"(fixed)) (B) (C)		£99.00	£99.00	3%	£3.00	£102.00	£0.00	£102.00	OS
Flat stone (not exceeding 12" x 12") (B) (C)		£99.00	£99.00	3%	£3.00	£102.00	£0.00	£102.00	OS
Flat stone (not exceeding 12" x 18") (B) (C)		£109.50	£109.50	3%	£3.50	£113.00	£0.00	£113.00	OS
Memorial figurine (not exceeding 12" (fixed)) (B) (C)		£99.00	£99.00	3%	£3.00	£102.00	£0.00	£102.00	OS
Memorial figurine (12" up to 24" (fixed)) (B) (C)		£118.00	£118.00	3%	£3.50	£121.50	£0.00	£121.50	OS
For each inscription after the first		£44.00	£44.00	3%	£1.50	£45.50	£0.00	£45.50	OS
Registration Fees									
Per certified copy of a certificate of grant of exclusive Right of Burial		£70.50	£70.50	3%	£2.00	£72.50	£0.00	£72.50	OS
Per certified copy of entry in Register of Burials		£70.50	£70.50	3%	£2.00	£72.50	£0.00	£72.50	OS
Copies of Certificates									
Permission to plant memorial tree		£80.50	£80.50	3%	£2.50	£83.00	£0.00	£83.00	OS
Permission to install memorial seat		£80.50	£80.50	3%	£2.50	£83.00	£0.00	£83.00	OS

NB. Burial grounds are at Market Rasen & Springthorpe

FEES AND CHARGES REPORT

APPENDIX 6 - ENVIRONMENT SERVICES

1. Service Description

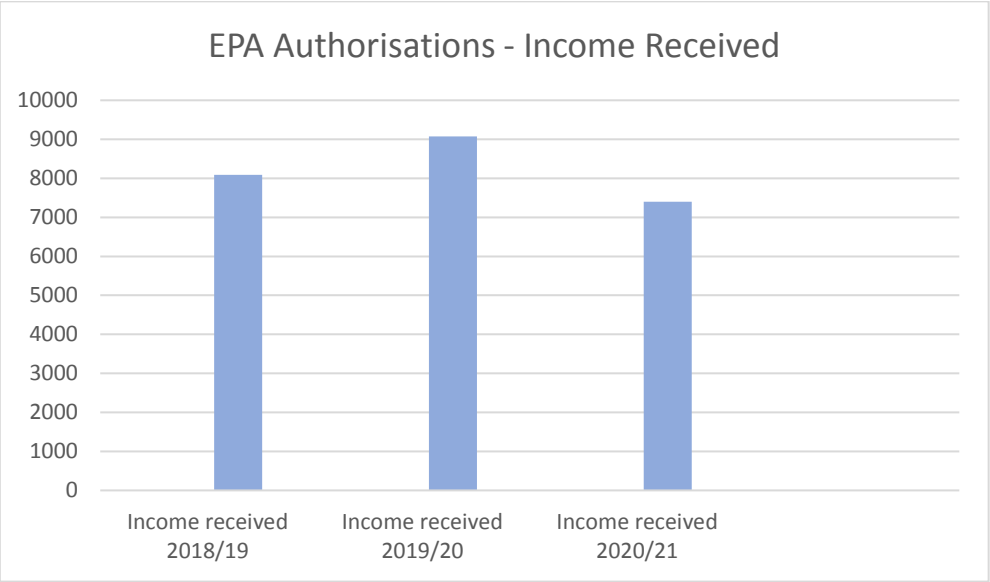
The Environmental Regulatory Service has a number of Fees and Charges namely:

- **Statutory Fees**
  - Environmental Services – Part B installations & Mobile plant and solvent emission activities.
  - Environmental Services – Part A (2) installations & small waste incineration plant.
  - Private water Supply Work – all fees are set as a maximum charge.
  - Request for Information

- **Non Statutory Fees**
  - Health Certificate
  - Food Advisory service
  - Food Hygiene Re-inspection

2. Prior years analysis, current financial year projections

The graph below demonstrates the total income received by the service for Environmental Protection Act (EPA) Authorisations over the last 3 years (2020/21 is a forecast).



Statutory Fees are set at a maximum and cannot be increased.

All works are charged the actual time taken up to the maximum cost that can be recovered. In the last 12 months, the maximum fee set by statute has been sufficient to cover costs.

Private Water Supply Work – This legislation does allow for total cost recovery, therefore the fees charged reflect the actual cost of providing this service.

Non-Statutory:

Non Statutory Income generated for 2019/20 totalled £2,700 (including health certificates). Included within this area is the provision for food hygiene re-visits which were introduced in 18/19 and are proposed to continue into future years.

3. COVID impact

The Food and Health, and Safety work areas have been significantly impacted by the Covid situation. Food inspections have not taken place and as a result there has been no scope to offer re inspections that can be charged for. Alongside this the relevant officers have been focussed on Covid advice and not on specific food business work. Work is being undertaken to consider how this returns to normal, but is guided by the Governments position on Covid.

Other environmental type services have not stalled during this period and we continue to charge as usual for work relating to private water supplies and permitting.

4. Pricing

Statutory Fees

These charges are all set by DEFRA. The charges for 2021/22 will be reviewed in February 2021 and the schedule of charges will be updated to reflect any changes.

All works undertaken are charged on a case by case basis, costed on the actual time taken up to a maximum charge that is set by statute. In the last 12 months the maximum fee set by statute has been sufficient to cover costs.

Non-statutory Fees

An inflationary increase of 3% has been applied for all non-statutory fees as appropriate, to bring into line with available benchmarking data.

5. Understanding Customers and Markets

The majority of fees and charges are statutory and set by the Government and therefore there is limited scope to reflect market conditions.

Where development takes place or industry grows, there is scope for the customer base to increase. Proactive work in regards to the identification of premises where fees may be charged is ongoing.

6. Proposed Charging

Statutory charges will be applied in accordance with legislation. Statutory charges are set by DEFRA and 2021/22 rates are not released until February 2021. The fees and charges schedule will be updated to reflect any changes at that time.

Non-statutory amendments:

Non-statutory charges have been increased by between 3% where appropriate to reflect inflation, and to bring into line with benchmarking data.

7. Recommendation

Members are requested to recommend to Council the charges for 2021/22 as set out in the schedule below.

Prosperous Communities Committee

Environment Services Local Air Pollution

All charges are set by DEFRA		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Application Fee									
- Standard Process		£1,650.00	£1,650.00	0%	£0.00	£1,650.00	£0.00	£1,650.00	OS
- Reduced fee activities		£155.00	£155.00	0%	£0.00	£155.00	£0.00	£155.00	OS
PVR I and PVR II activities		£257.00	£257.00	0%	£0.00	£257.00	£0.00	£257.00	OS
Vehicle refinishers, & Parts 2, 3, 4 reduced fee activity		£362.00	£362.00	0%	£0.00	£362.00	£0.00	£362.00	OS
- Mobile Screening and crushing plant		£1,650.00	£1,650.00	0%	£0.00	£1,650.00	£0.00	£1,650.00	OS
- For the third to seventh applications		£985.00	£985.00	0%	£0.00	£985.00	£0.00	£985.00	OS
- For the eighth and subsequent applications		£498.00	£498.00	0%	£0.00	£498.00	£0.00	£498.00	OS
An additional charge of £297 applies to the above where the permit is for a combined part B and waste installation.									
Late Application Fee Schedule B reduce fee activity		£71.00	£71.00	0%	£0.00	£71.00	£0.00	£71.00	OS
Late Application for other Part B activity or any other solvent emission		£1,188.00	£1,188.00	0%	£0.00	£1,188.00	£0.00	£1,188.00	OS
Late Application for Mobile Plant		£1,188.00	£1,188.00	0%	£0.00	£1,188.00	£0.00	£1,188.00	OS
Late Application Fee Schedule B Vehicle refinishers or any other Part B		£279.00	£279.00	0%	£0.00	£279.00	£0.00	£279.00	OS
Annual Subsistence Fee -Standard Process	Low	£772.00	£772.00	0%	£0.00	£772.00	£0.00	£772.00	OS
	Medium	£1,161.00	£1,161.00	0%	£0.00	£1,161.00	£0.00	£1,161.00	OS
	High	£1,747.00	£1,747.00	0%	£0.00	£1,747.00	£0.00	£1,747.00	OS
An additional charge of £104 for Low, £156 for Medium and £207 for High applies to the above where the permit is for a combined part B and waste installation.									
- Reduced fee activities	Low	£79.00	£79.00	0%	£0.00	£79.00	£0.00	£79.00	OS
	Medium	£158.00	£158.00	0%	£0.00	£158.00	£0.00	£158.00	OS
	High	£237.00	£237.00	0%	£0.00	£237.00	£0.00	£237.00	OS
- PVR I & II Combined	Low	£113.00	£113.00	0%	£0.00	£113.00	£0.00	£113.00	OS
	Medium	£226.00	£226.00	0%	£0.00	£226.00	£0.00	£226.00	OS
	High	£341.00	£341.00	0%	£0.00	£341.00	£0.00	£341.00	OS
- Vehicle refinishers	Low	£228.00	£228.00	0%	£0.00	£228.00	£0.00	£228.00	OS
	Medium	£365.00	£365.00	0%	£0.00	£365.00	£0.00	£365.00	OS
	High	£548.00	£548.00	0%	£0.00	£548.00	£0.00	£548.00	OS
- Mobile Screening and crushing plant 1st to 2nd Permits	Low	£626.00	£626.00	0%	£0.00	£626.00	£0.00	£626.00	OS
	Medium	£1,034.00	£1,034.00	0%	£0.00	£1,034.00	£0.00	£1,034.00	OS
	High	£1,551.00	£1,551.00	0%	£0.00	£1,551.00	£0.00	£1,551.00	OS
- Mobile Screening and crushing plant 3rd to 7th Permits	Low	£385.00	£385.00	0%	£0.00	£385.00	£0.00	£385.00	OS
	Medium	£617.00	£617.00	0%	£0.00	£617.00	£0.00	£617.00	OS
	High	£924.00	£924.00	0%	£0.00	£924.00	£0.00	£924.00	OS
- Mobile Screening and crushing plant 8th and Subsequent permits	Low	£198.00	£198.00	0%	£0.00	£198.00	£0.00	£198.00	OS
	Medium	£314.00	£314.00	0%	£0.00	£314.00	£0.00	£314.00	OS
	High	£473.00	£473.00	0%	£0.00	£473.00	£0.00	£473.00	OS

Prosperous Communities Committee

Environment Services Local Air Pollution continued

All charges are set by DEFRA		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Application Fee for Part A(2) Activity									
For Each Part A(2)		£3,363.00	£3,363.00	0%	£0.00	£3,363.00	£0.00	£3,363.00	OS
SWIP (Small Waste Incineration Plant Installation		£3,363.00	£3,363.00	0%	£0.00	£3,363.00	£0.00	£3,363.00	OS
Mobile Small Waste Incineration Plant		£3,363.00	£3,363.00	0%	£0.00	£3,363.00	£0.00	£3,363.00	OS
Late Fee Application Part A(2)		£1,188.00	£1,188.00	0%	£0.00	£1,188.00	£0.00	£1,188.00	OS
Variation of Part A(2) Permit		£1,368.00	£1,368.00	0%	£0.00	£1,368.00	£0.00	£1,368.00	OS
Subsistence Charge for Part A(2)	Low	£1,343.00	£1,343.00	0%	£0.00	£1,343.00	£0.00	£1,343.00	OS
	Medium	£1,507.00	£1,507.00	0%	£0.00	£1,507.00	£0.00	£1,507.00	OS
	High	£2,230.00	£2,230.00	0%	£0.00	£2,230.00	£0.00	£2,230.00	OS
Where a part B installation is subject to reporting under the E-PRTR regulation an additional charge of £104 applies.									
Transfer and Surrender									
Transfer Schedule B Part B Reduced Fee Activity	Total Transfer	£0.00	£0.00	0%	£0.00	£0.00	£0.00	£0.00	OS
Transfer Schedule B Part B Reduced Fee Activity	Partial Transfer	£47.00	£47.00	0%	£0.00	£47.00	£0.00	£47.00	OS
Transfer Schedule B Part B Any Other Part B or Solvent Emission Activity	Total Transfer	£169.00	£169.00	0%	£0.00	£169.00	£0.00	£169.00	OS
Transfer Schedule B Part B Any Other Part B or Solvent Emission Activity	Partial Transfer	£497.00	£497.00	0%	£0.00	£497.00	£0.00	£497.00	OS
Joint Application to Transfer Part B Mobile Plant		£53.00	£53.00	0%	£0.00	£53.00	£0.00	£53.00	OS
Surrender Part B Permit		£0.00	£0.00	0%	£0.00	£0.00	£0.00	£0.00	OS
Part A(2) Total Transfer		£235.00	£235.00	0%	£0.00	£235.00	£0.00	£235.00	OS
Part A(2) Partial Transfer		£698.00	£698.00	0%	£0.00	£698.00	£0.00	£698.00	OS
Party A(2) Surrender Permit		£698.00	£698.00	0%	£0.00	£698.00	£0.00	£698.00	OS
Part A (2) where the substantial change results in SWIP		£3,363.00	£3,363.00	0%	£0.00	£3,363.00	£0.00	£3,363.00	OS
Substantial Change									
Reduce Fee Activity		£102.00	£102.00	0%	£0.00	£102.00	£0.00	£102.00	OS
Other Part B or Solvent Emission Activity		£1,050.00	£1,050.00	0%	£0.00	£1,050.00	£0.00	£1,050.00	OS
- Standard process where the substantial change results in a new PPC activity		£1,650.00	£1,650.00	0%	£0.00	£1,650.00	£0.00	£1,650.00	OS
- New operator at low risk reduced fee		£78.00	£78.00	0%	£0.00	£78.00	£0.00	£78.00	OS
Subsistence charges can be paid in four equal instalments at an additional cost of £38 p.a.									
Reduced Subsistence Charge		£52.00	£52.00	0%	£0.00	£52.00	£0.00	£52.00	OS
Late Fee Payment of Subsistence Fees		£52.00	£52.00	0%	£0.00	£52.00	£0.00	£52.00	OS

Prosperous Communities Committee

Environment Services Local Air Pollution continued

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
All statutory charges are set by DEFRA		£	£	% Type	or £	£	£	£	
Request for Information / Document Disclosure where Charging is Permitted	Minimum per request plus cost of materials	£76.00	£76.00	3%	£2.00	£78.00	£0.00	£78.00	OS
	Thereafter per hour	£45.00	£45.00	3%	£1.00	£46.00	£0.00	£46.00	OS
Health Certificates		£55.00	£55.00	3%	£2.00	£57.00	£0.00	£57.00	OS
Food Premises Register	Per page	£3.00	£3.00	3%	£0.00	£3.00	£0.00	£3.00	OS
SFBB Pack	(including diary)	£11.00	£13.20	3%	£0.00	£11.00	£2.20	£13.20	S
Diary Refill		£6.00	£7.20	3%	£0.18	£6.18	£1.24	£7.42	S
Private Water Supply Work	Cost Recovery - Mileage (Per Mile)	£0.40	£0.40	0%	£0.00	£0.40	£0.00	£0.40	OS
**	Risk assessment - Maximum Hourly Charge	£42.31	£42.31	3%	£1.27	£43.58	£0.00	£43.58	OS
**	Sampling (each visit) - Maximum Hourly Charge	£42.31	£42.31	3%	£1.27	£43.58	£0.00	£43.58	OS
**	Investigation - Maximum Hourly Charge	£42.31	£42.31	3%	£1.27	£43.58	£0.00	£43.58	OS
**	Granting an authorisation (each authorisation) - Maximum Hourly Charge	£37.27	£37.27	3%	£1.12	£38.39	£0.00	£38.39	OS
**									
**	Full Laboratory Costs	as per laboratory costs				as per laboratory costs		as per laboratory costs	OS
**	Full Courier Charges	as per laboratory costs				as per laboratory costs		as per laboratory costs	OS
Food Advisory	Charge for a visit (up to a maximum 2 hours contact time)	£134.00	£160.80	3%	£4.00	£138.00	£27.60	£165.60	S
	Charge for additional hours	£43.00	£51.60	3%	£1.00	£44.00	£8.80	£52.80	S
Food Hygiene Rating Scheme	Re-inspections	£165.00	£165.00	3%	£5.00	£170.00	£0.00	£170.00	OS
** Health Act 2006	Smoking in a smoke free place	£50.00	£50.00	0%	£0.00	£50.00	£0.00	£50.00	OS
**	Failure to display no smoking sign	£200.00	£200.00	0%	£0.00	£200.00	£0.00	£200.00	OS

FEES AND CHARGES REPORT

APPENDIX 7 – FIXED PENALTY NOTICES

1. Service Description

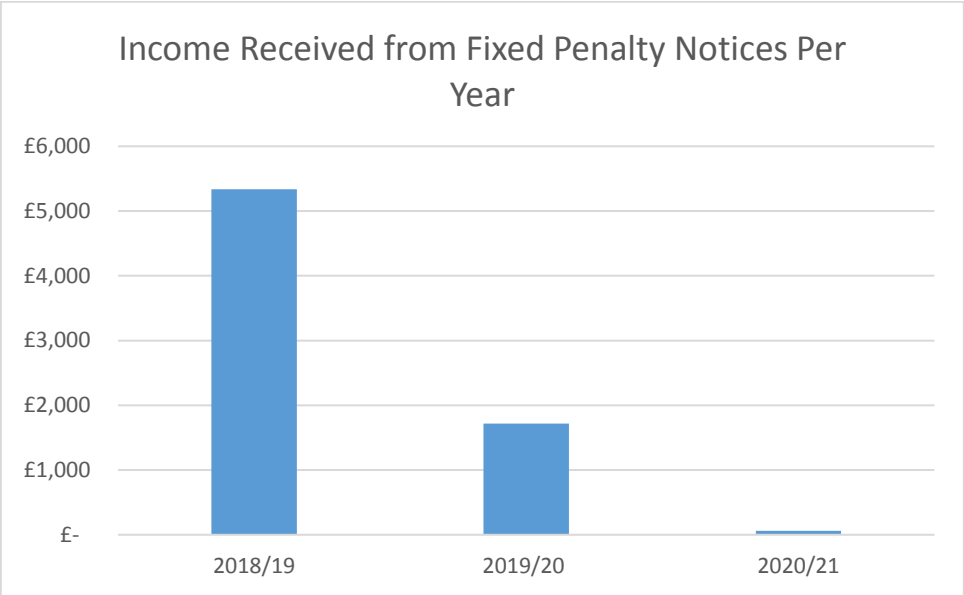
Fixed Penalty Notices (FPNs) are used to tackle specific problems associated with enviro- crime and anti-social behaviour. These charges are in the main set by statute and where appropriate set locally by the Council.

These charges are levied at a rate relevant to the specific incident and are used as an immediate deterrent to reduce the number of incidents in specific areas.

The vast majority of the fees are statutory and set by central government with a range between minimum and maximum full penalties.

2. Prior years analysis, current financial year projections

The graph below illustrates the levels of income achieved in previous financial years. As you can see this is a very low volume/income service with the majority of charges being statutory. Any variations in fees within our control would not generate a material surplus/deficit within this area.



3. Covid Impact

A large proportion of the fixed penalty notices that would usually be issued ceased during the initial lockdown. This reduction continued even when restrictions were eased as officers were redeployed to focus on Covid related matters. Progress has been made to issue a number of fly tipping related FPNs, however work in relation to

early presentation of waste has been scaled back accordingly. As a result the overall income expected for this year is likely to be reduced.

4. Pricing

The maximum charge allowed, as set by Government, for failure to comply with a waste receptacles notice has been increased to the maximum penalty of £100.

5. Understanding Customers and Markets

The approach taken in regards to enviro-crime specifically is currently under review and with it the use of Fixed Penalty Notices for enforcement. During 18/19 the Council enhanced its use of fixed penalty notices mainly in relation to the early presentation of waste with the Councils bagged collection areas.

6. Proposed Charging

The charging schedule sets out where fees are set by statute and where fees are set by the Council. It is proposed that the fees set by the Council remain largely the same as post analysis they are deemed to cover the costs that are incurred within the service.

Statutory charges will be applied in accordance with legislation.

Inflation at 3% has been applied to non-statutory fees and charges relating to high hedges.

7. Recommendation

Members are requested to recommend to Council the charges for 2021/22 as set out in the schedule below.

Prosperous Communities Committee

Fixed Penalty Notices

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Depositing Litter	Fee set by Government - payable within 14 days of issue	£75.00	£75.00	0%	£0.00	£75.00	£0.00	£75.00	OS
	Fee set by Government - discounted if paid within 10 days	£50.00	£50.00	0%	£0.00	£50.00	£0.00	£50.00	OS
Failure to produce Waste Documents	Fee set by Government - payable within 14 days of issue	£300.00	£300.00	0%	£0.00	£300.00	£0.00	£300.00	OS
Failure to produce Authority to Transport Waste	Fee set by Government - payable within 14 days of issue	£300.00	£300.00	0%	£0.00	£300.00	£0.00	£300.00	OS
Unauthorised Distribution of Free Printed Matter	Fee set by Government - payable within 14 days of issue	£75.00	£75.00	0%	£0.00	£75.00	£0.00	£75.00	OS
Failure to comply with a Domestic Waste Receptacles Notice	Fee set by Government - payable within 14 days of issue	£100.00	£100.00	0%	£0.00	£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	£75.00	0%	£0.00	£75.00	£0.00	£75.00	OS
Failure to comply with an Industrial and Commercial Waste Receptacles Notice	Fee set by Government - payable within 14 days of issue	£100.00	£100.00	0%	£0.00	£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	£75.00	0%	£0.00	£75.00	£0.00	£75.00	OS
Abandoning a Vehicle	Fee set by Government - payable within 14 days of issue	£200.00	£200.00	0%	£0.00	£200.00	£0.00	£200.00	OS
Nuisance Parking	Fee set by Government - payable within 14 days of issue	£100.00	£100.00	0%	£0.00	£100.00	£0.00	£100.00	OS
Anti Social Behaviour Crime and Policing Act 2014 - Community Protection Notice	Fee set by Government - payable within 14 days of issue	£100.00	£100.00	3%	£3.00	£103.00	£0.00	£103.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	£75.00	0%	£0.00	£75.00	£0.00	£75.00	OS
Anti Social Behaviour Crime and Policing Act 2014 - Public Space Protection Order	Fee set by Government - payable within 14 days of issue	£100.00	£100.00	3%	£3.00	£103.00	£0.00	£103.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	£75.00	0%	£0.00	£75.00	£0.00	£75.00	OS
Flytipping	Fee set by Government - payable within 14 days of issue	£400.00	£400.00	0%	£0.00	£400.00	£0.00	£400.00	OS
High Hedge Fee	Fee set locally	£316.00	£316.00	3%	£9.00	£325.00	£0.00	£325.00	OS
Fee for abandoned shopping trolleys	Fee set locally (maximum charge)	£100.00	£100.00	3%	£3.00	£103.00	£0.00	£103.00	OS
High Hedges Complaints Application		£316.00	£316.00	3%	£9.00	£325.00	£0.00	£325.00	OS

Prosperous Communities Committee

Pest Control and Stray Dogs

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Reclaim of Stray Dogs	Prescribed fee	£25.00	£25.00	0%	£0.00	£25.00	£0.00	£25.00	OS
	Collection fee	£42.00	£42.00	3%	£3.00	£43.50	£0.00	£43.50	OS
	Plus kennel and vet fees as incurred by the authority.								

FEES AND CHARGES REPORT

APPENDIX 8 - LAND CHARGES SERVICES

1. Service Description

The provision of a public register in the Local Land Charges service is a statutory requirement that provides an income to the authority on a cost recovery basis. The service is a key part of the wider conveyancing process used to buy, sell re-mortgage etc. land and property within England and Wales.

Conveyancers request standard information. This is split into two parts, information that is held within the register (statutory element) and information that forms part of the CON29, which refers to the contract that the Law Society and Local Authorities work under when requesting and providing this information.

There is a proposal within the new Infrastructure Act, to centralise the statutory element of the Local Land Charges search and make Land Registry responsible for administering the register. The Local Authority will retain liability and responsibility for information provided from the register.

2. Prior years analysis, current financial year projections

The table below illustrates the volumes of searches over the last three financial years (please note 2020-21 is an estimate) and the levels of income achieved month by month.

	2017/18	2018/19	2019/20	2020/21
Searches Received	2,591	2,681	2,489	2,273
Income Received	£116k	£103k	£93k	£100k

Total income received previous three financial years against budget (2020-21 estimated)

	Total £	**Budget £**	**Under/(over) £**
Income received 2017/18	115,788	117,400	1,612
Income received 2018/19	103,438	121,500	18,0862
Income received 2019/20	92,973	125,600	32,627
Income received 2020/21 (Forecast)	100,000	135,700	35,700

3. Covid Impact

Due to the pandemic, we have been unable to provide a face-to-face service for personal search companies, therefore we have had to undertake the searches that these companies usually do themselves. This has put on immense pressure to the team as additional workload that cannot be charged for under these current circumstances. This along with an increase in searches generally has led to our turnaround times increasing dramatically over the last few months as we are undertaking work we normally wouldn't do (this currently equates to 1 persons full time hours). Agency staff have been employed to help to clear the backlog.

4. Pricing

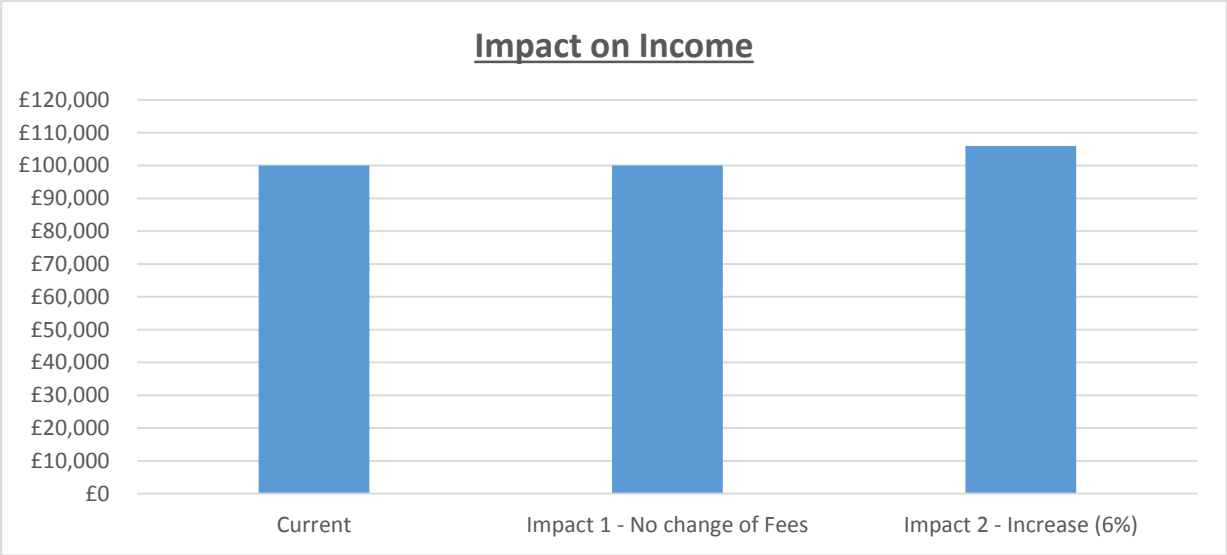
The service has proposed an increase of 6% across all fees and charges within the service area. The resulting charges are consistent with benchmarking data for neighbouring Authorities.

Impact on income of options for fees and charges;

Current budget 2021/22	£110,300
Impact 1 - No change of Fees	£110,300
Impact 2 - Increase (6%) *Increase of:*	£116,800 *£6,500*

Based on 2020/21 estimated volume.

Therefore, we are proposing to increase fees by 6% for 2021/22.



5. Understanding Customers and Markets

The Local Land Charges service (LLC), over the years has achieved a reputation across the district as being a quality and accurate service. This reputation has been built, primarily, by one person, who has led the service with professionalism, attention to detail and a huge, in depth knowledge of this statutory provision.

A core group of customers have remained loyal to the service because of this, however there has been no formal attempt by the service to increase its market share due to the lack of resilience in service due to the antiquated process and procedures created by the paper-based systems.

6. Proposed Charges

For non-statutory charges the Land Charges Service proposes to apply an increase of 6%.

7. Recommendation

Members are requested to recommend to Council the charges for 2021/22 as illustrated in the schedule below.

Prosperous Communities Committee

Land Charges

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Access to data	Access to information not held on public registers (includes £5 admin fee)	£22.50	£22.50	6%	£1.50	£24.00	£0.00	£24.00	OS
	Cancellation Fee	£6.00	£6.00	8%	£0.50	£6.50	£0.00	£6.50	OS
LLC1:	Any one part of the register	£7.50	£7.50	7%	£0.50	£8.00	£0.00	£8.00	OS
	Whole of the register	£22.50	£22.50	6%	£1.50	£24.00	£0.00	£24.00	OS
	Per additional parcel (maximum of £16)	£1.00	£1.00	50%	£0.50	£1.50	£0.00	£1.50	OS
CON 29R	One parcel	£71.00	£85.20	6%	£4.50	£75.50	£15.10	£90.60	S
	Each additional parcel	£16.00	£19.20	6%	£1.00	£17.00	£3.40	£20.40	S
	Lincolnshire County Council Fee	£23.10	£27.72	0%	£0.00	£23.10	£4.62	£27.72	S
CON 29O									
submitted with CON29R or LLC1	Each printed enquiry	£17.50	£21.00	6%	£1.00	£18.50	£3.70	£22.20	S
submitted on its own	Each printed enquiry	£17.50	£21.00	6%	£1.00	£18.50	£3.70	£22.20	S
Administration Fee		£12.50	£15.00	6%	£1.00	£13.50	£2.70	£16.20	S
Additional Enquiries *	Per additional enquiry	£30.00	£36.00	6%	£2.00	£32.00	£6.40	£38.40	S/O
Filing a definitive certificate of the Lands Tribunal		£3.00	£3.00	17%	£0.50	£3.50	£0.00	£3.50	OS
Office copy of any entry in the register (not including a copy or extract of any plan or document filed pursuant to these rules)		Fee set according to time and work involved							S

* The VAT treatment of this supply will follow the treatment of the initial search (e.g. if CON29 it will be taxable, but if LLC1 it will be outside the scope)

FEES AND CHARGES REPORT

APPENDIX 9 - LICENSING SERVICES

1. Service Description

The Licensing service processes many different types of licences, the majority of which but not all, incur a fee for the service we provide and can be broken down into the following categories;

- Licensing Fees – which are statutory set fees dependent upon type of application, the details of which are known by the Team Manager each year. The majority of these are derived from alcohol, entertainment and late night refreshment, all of which are governed by the Licensing Act 2003. It is important to note that the mandatory fees applied under this legislation have not been amended since the regime commenced in 2005 and in some cases we cannot recover our costs. Typically fees within this category are set for the sale of alcohol and entertainment in pubs, clubs, off-licences and supermarkets.

- Licensing Fees – which are totally discretionary gives us the opportunity to set the fees accordingly to recover the costs incurred. Typically fees within this category are set for dog breeding, boarding, pet shops, riding establishments, sex establishments and scrap metal etc.

- Licensing Fees – which are partially discretionary which allows us to set the fees to recover costs, however the fees we set are limited to prevent going beyond a statutory ceiling. Typically fees within this category are set for betting shops, betting tracks, bingo and adult gaming premises etc. all of which are governed by the Gambling Act 2005.

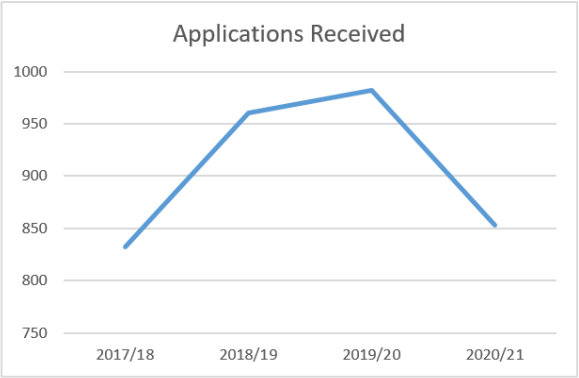
- There are also a number of applications that we process whereby we are prevented from setting any fee, such as house to house collections, street collections and some caravan site licences.

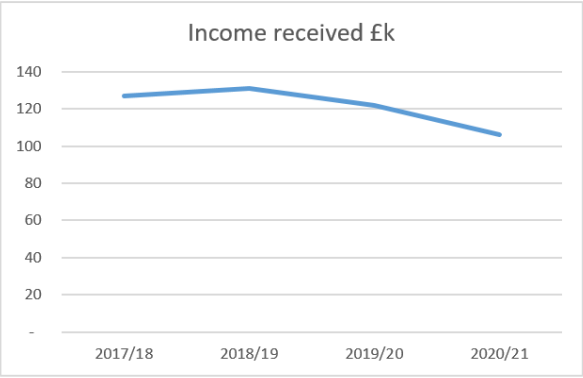
Whilst some of the fees are partially statutory charges the authority has the flexibility to set the fee up to a maximum. As with other service areas we are required to comply with the relevant regulations when compiling the fees and must be ready to justify the levels of fees which are approved. Licensing income cannot be used to subsidise other areas of work which the council undertakes and once any fees have been set there is always the potential risk that these can be challenged through the courts.

2. Prior years analysis, current financial year projections

The graph below illustrates income received compared to applications received over the last three years (please note that Sept 20 to Mar 21 is a forecast). A full analysis of fees and charges has been undertaken with a view to achieving full cost recovery. Some fees are limited as they have a price ceiling that we can't go over.

	2017/18	2018/19	2019/20	2020/21
Applications Received	832	960	982	853
Income Received	£127k	£131k	£122k	£106k





The table below highlights actual income achieved against budget for the last three financial years (estimated for 2020/21).

	Total £	**Budget £**	**Under/(over) £**
Income received 2017/18	126,811	111,800	(15,011)
Income received 2018/19	130,627	118,500	(12,127)
Income received 2019/20	122,314	118,700	(3,614)
Income forecast 2020/21	105,800	115,300	9,500

Many of the fees within the Licensing service are statutory, or statutory with a ceiling range as to what we can charge.

3. COVID Impact

Many of the businesses that pay fees and charges within this work area have been significantly affected by the pandemic. In the main the income has not decreased in a manner which was first feared as there have been no concessions made within the licensing fees by Government during this period.

4. Pricing

A mix of inflationary increase of 3% and 6% has been applied for all non-statutory fees that WLDC have the powers to set unless the statutory maximum has been reached. The proposed increases have been applied with a view to achieving total

cost recovery, and to be consistent with charges being applied by neighbouring Authorities.

The table below illustrates the impact on income at the RPI increase of 3%:

Current	£128,100
Impact 1 - No change of Fees	£128,100
Impact 2 - RPI increase (average 3%) *Increase of:*	£129,700 *£1,600*

5. Understanding Customers and Markets

The service has not carried out any customer satisfaction surveys relative to fee setting. 98% of licence applications are processed within the agreed timescales, the majority of which are from the statutory regime, which in turn have their own set turnaround times which we have to comply with, therefore it is highly unlikely that there is any scope for applicants to pay more for a faster turnaround.

6. Proposed Charging

Statutory charges will be applied in accordance with legislation.

For other charges the Licensing Service proposes to apply a mix of inflationary increases of 0%, 3% and 6% depending on where total cost recovery has been achieved in those areas of service provision, with consideration to benchmarking data and what the service manager believes is appropriate within the market.

7. Recommendation

Members are requested to recommend to Council the charges for 2021/22 as illustrated in the schedules below:

Prosperous Communities Committee

Licensing - Gambling Act

	2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
	£	£	% Type	or £	£	£	£	
Bingo Premises Licence								
Application Fee for Provisional Statement	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Licence for Provisional Statement Premises	£914.90	£914.90	6%	£54.90	£969.80	£0.00	£969.80	OS
Application Fee New Premises	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Annual Fee	£847.80	£847.80	6%	£50.90	£898.70	£0.00	£898.70	OS
Variation of Licence	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Transfer Fee	£879.80	£879.80	6%	£52.80	£932.60	£0.00	£932.60	OS
Application for Reinstatement	£879.80	£879.80	6%	£52.80	£932.60	£0.00	£932.60	OS
Adult Gaming Centre								
Application Fee for Provisional Statement	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Licence for Provisional Statement Premises	£914.90	£914.90	6%	£54.90	£969.80	£0.00	£969.80	OS
Application Fee New Premises	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Annual Fee	£879.80	£879.80	6%	£52.80	£932.60	£0.00	£932.60	OS
Variation of Licence	£923.40	£923.40	6%	£55.40	£978.80	£0.00	£978.80	OS
Transfer Fee	£879.80	£879.80	6%	£52.80	£932.60	£0.00	£932.60	OS
Application for Reinstatement	£879.80	£879.80	6%	£52.80	£932.60	£0.00	£932.60	OS
Family Entertainment Centre								
Application Fee for Provisional Statement	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Licence for Provisional Statement Premises	£913.80	£913.80	3%	£27.40	£941.20	£0.00	£941.20	OS
Application Fee New Premises	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Annual Fee	£750.00	£750.00	0%	£0.00	£750.00	£0.00	£750.00	OS
Variation of Licence	£923.40	£923.40	6%	£55.40	£978.80	£0.00	£978.80	OS
Transfer Fee	£847.80	£847.80	6%	£50.90	£898.70	£0.00	£898.70	OS
Application for Reinstatement	£847.80	£847.80	6%	£50.90	£898.70	£0.00	£898.70	OS
Betting Premises (Other)								
Application Fee for Provisional Statement	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Licence for Provisional Statement Premises	£913.80	£913.80	6%	£54.80	£968.60	£0.00	£968.60	OS
Application Fee New Premises	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Annual Fee	£600.00	£600.00	0%	£0.00	£600.00	£0.00	£600.00	OS
Variation of Licence	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Transfer Fee	£879.80	£879.80	6%	£52.80	£932.60	£0.00	£932.60	OS
Application for Reinstatement	£879.80	£879.80	6%	£52.80	£932.60	£0.00	£932.60	OS
Betting Premises (Tracks)								
Application Fee for Provisional Statement	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Licence for Provisional Statement Premises	£913.80	£913.80	3%	£27.40	£941.20	£0.00	£941.20	OS
Application Fee New Premises	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Annual Fee	£798.80	£798.80	6%	£47.90	£846.70	£0.00	£846.70	OS
Variation of Licence	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Transfer Fee	£847.80	£847.80	6%	£50.90	£898.70	£0.00	£898.70	OS
Application for Reinstatement	£847.80	£847.80	6%	£50.90	£898.70	£0.00	£898.70	OS

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Miscellaneous									
Change of Circumstances		£50.00	£50.00	0%	£0.00	£50.00	£0.00	£50.00	OS
Fee for Copy of a Licence Under the Gambling Act 2005		£25.00	£25.00	0%	£0.00	£25.00	£0.00	£25.00	OS
Temporary Usage License		£390.10	£390.10	3%	£11.70	£401.80	£0.00	£401.80	OS
Unlicensed FEC's & Prize gaming Permits (10 year duration)									
New Gaming Machine Permit (no annual fee)		£300.00	£300.00	0%	£0.00	£300.00	£0.00	£300.00	OS
Renewal		£300.00	£300.00	0%	£0.00	£300.00	£0.00	£300.00	OS
Change of name on permit		£25.00	£25.00	0%	£0.00	£25.00	£0.00	£25.00	OS
Copy of permit		£15.00	£15.00	0%	£0.00	£15.00	£0.00	£15.00	OS
New Prize Gaming Permit (no annual fee)		£300.00	£300.00	0%	£0.00	£300.00	£0.00	£300.00	OS
Renewal		£300.00	£300.00	0%	£0.00	£300.00	£0.00	£300.00	OS
Change of name on permit		£25.00	£25.00	0%	£0.00	£25.00	£0.00	£25.00	OS
Copy of permit		£15.00	£15.00	0%	£0.00	£15.00	£0.00	£15.00	OS
Club Gaming Permit & Club Machine Permit (10 year duration)									
New grant Club Gaming Permit		£200.00	£200.00	0%	£0.00	£200.00	£0.00	£200.00	OS
New grant Club Gaming Permit with Club Premises Certificate (fast track)		£100.00	£100.00	0%	£0.00	£100.00	£0.00	£100.00	OS
Renewal		£200.00	£200.00	0%	£0.00	£200.00	£0.00	£200.00	OS
Renewal of Club Gaming Permit with Club Premises Certificate (fast track)		£100.00	£100.00	0%	£0.00	£100.00	£0.00	£100.00	OS
Annual Fee		£50.00	£50.00	0%	£0.00	£50.00	£0.00	£50.00	OS
Variation		£100.00	£100.00	0%	£0.00	£100.00	£0.00	£100.00	OS
Copy of permit		£15.00	£15.00	0%	£0.00	£15.00	£0.00	£15.00	OS
Lotteries									
Society Lottery - New		£40.00	£40.00	0%	£0.00	£40.00	£0.00	£40.00	OS
Society Lottery - Renewal		£20.00	£20.00	0%	£0.00	£20.00	£0.00	£20.00	OS
Machines in Alcohol Licensed premises - 3 or more machines									
New		£150.00	£150.00	0%	£0.00	£150.00	£0.00	£150.00	OS
Annual Fee		£50.00	£50.00	0%	£0.00	£50.00	£0.00	£50.00	OS
Transfer		£25.00	£25.00	0%	£0.00	£25.00	£0.00	£25.00	OS
Variation		£100.00	£100.00	0%	£0.00	£100.00	£0.00	£100.00	OS
Change of name on permit		£25.00	£25.00	0%	£0.00	£25.00	£0.00	£25.00	OS
Copy of gaming machine permit		£15.00	£15.00	0%	£0.00	£15.00	£0.00	£15.00	OS
Gambling Machine Permit - Up to 2 Machines	One-off fee	£50.00	£50.00	0%	£0.00	£50.00	£0.00	£50.00	OS

Prosperous Communities Committee | **Licensing**

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Taxi Licensing (Including Horse Drawn Omnibus)									
Driver's License Application (3Yr)	New/Renewal	£171.00	£171.00	6%	£10.00	£181.00	£0.00	£181.00	OS
Knowledge Test Fee Including ID check	New Driver Licenses includes Right to licence checks	£35.00	£35.00	6%	£2.00	£37.00	£0.00	£37.00	OS
Knowledge Test Fee - Resit	New Driver Licenses	£35.00	£35.00	0%	£0.00	£35.00	£0.00	£35.00	OS
DBS Check	On New or Renewal	£44.00	£44.00	0%	£0.00	£44.00	£0.00	£44.00	OS
DBS Admin Fee*	On New or Renewal	£10.00	£10.00	0%	£0.00	£10.00	£0.00	£10.00	OS
	**This fee is controlled by City of Lincoln Council and subject to change*								
Vehicle License	New	£249.00	£249.00	3%	£7.00	£256.00	£0.00	£256.00	OS
Vehicle License	Renewal	£249.00	£249.00	3%	£7.00	£256.00	£0.00	£256.00	OS
Replacement Plate ADD cost of materials	Plate only (does not include cost of plate)	£29.00	£29.00	3%	£1.00	£30.00	£0.00	£30.00	OS
Replacement Plate & Bracket ADD cost of materials	Plate and Bracket (does not include cost of plate & bracket)	£38.00	£38.00	3%	£1.00	£39.00	£0.00	£39.00	OS
Private Hire Operators Licence (5Yr)		£223.00	£223.00	0%	£0.00	£223.00	£0.00	£223.00	OS
Transfer of Ownership of Taxi/Private Hire Vehicle License		£28.00	£28.00	3%	£1.00	£29.00	£0.00	£29.00	OS
Alcohol and Entertainment Licenses		**Charges set by Licensing Act 2003**							
New Premise Licence									
Category A		£100.00	£100.00	0%	£0.00	£100.00	£0.00	£100.00	OS
Category B		£190.00	£190.00	0%	£0.00	£190.00	£0.00	£190.00	OS
Category C		£315.00	£315.00	0%	£0.00	£315.00	£0.00	£315.00	OS
Category D		£450.00	£450.00	0%	£0.00	£450.00	£0.00	£450.00	OS
Category E		£635.00	£635.00	0%	£0.00	£635.00	£0.00	£635.00	OS
Large scale application >4999 (minimum fee applies)		£1,000.00	£1,000.00	0%	£0.00	£1,000.00	£0.00	£1,000.00	OS
Variation of Premises Licence		£100 - £635	£100 - £635	0%	£0.00	£100 - £635	£0.00	£100 - £635	OS
Change of DPS or Disapplication of DPS		£23.00	£23.00	0%	£0.00	£23.00	£0.00	£23.00	OS
Annual fee demand									
Category A		£70.00	£70.00	0%	£0.00	£70.00	£0.00	£70.00	OS
Category B		£180.00	£180.00	0%	£0.00	£180.00	£0.00	£180.00	OS
Category C		£295.00	£295.00	0%	£0.00	£295.00	£0.00	£295.00	OS
Category D		£320.00	£320.00	0%	£0.00	£320.00	£0.00	£320.00	OS
Category E		£350.00	£350.00	0%	£0.00	£350.00	£0.00	£350.00	OS
Large scale annual fee >4999 (minimum fee applies)		£500.00	£500.00	0%	£0.00	£500.00	£0.00	£500.00	OS
Minor Variation		£89.00	£89.00	0%	£0.00	£89.00	£0.00	£89.00	OS
Provisional Statement		£195.00	£195.00	0%	£0.00	£195.00	£0.00	£195.00	OS
Register of Interest		£21.00	£21.00	0%	£0.00	£21.00	£0.00	£21.00	OS
Copy of Licence		£10.50	£10.50	0%	£0.00	£10.50	£0.00	£10.50	OS

Club Premises Certificate - New		£100 - £635	£100 - £635	0%	£0.00	£100 - £635	£0.00	£100 - £635	OS
Club Premises Certificate - Variation		£100 - £635	£100 - £635	0%	£0.00	£100 - £635	£0.00	£100 - £635	OS
Club Premises Certificate - Minor Variation		£89.00	£89.00	0%	£0.00	£89.00	£0.00	£89.00	OS
Personal Licence - New		£37.00	£37.00	0%	£0.00	£37.00	£0.00	£37.00	OS
Personal Licence - Change of name /address		£10.50	£10.50	0%	£0.00	£10.50	£0.00	£10.50	OS
Personal Licence - Copy of Licence (card part, paper part or both)		£10.50	£10.50	0%	£0.00	£10.50	£0.00	£10.50	OS
Transfer of Premises Licence		£23.00	£23.00	0%	£0.00	£23.00	£0.00	£23.00	OS
Temporary Event Notice		£21.00	£21.00	0%	£0.00	£21.00	£0.00	£21.00	OS
Skin Piercing	Premises registration	£185.00	£185.00	3%	£6.00	£191.00	£0.00	£191.00	OS
	Personal registration	£50.00	£50.00	6%	£3.00	£53.00	£0.00	£53.00	OS
Street Trading Consents		£187.00	£187.00	6%	£11.00	£198.00	£0.00	£198.00	OS
Copy of Any License Not Covered by the Licensing Act 2003 or Gambling Act 2005		£26.00	£26.00	3%	£1.00	£27.00	£0.00	£27.00	OS

Prosperous Communities Committee

Licensing (contd)

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Sale of Animals	New (Part A)	£193.00	£193.00	6%	£12.00	£205.00	£0.00	£205.00	OS
	New (Part B)	£108.00	£108.00	3%	£3.00	£111.00	£0.00	£111.00	OS
	Renewal (Part A)	£193.00	£193.00	3%	£6.00	£199.00	£0.00	£199.00	OS
	Renewal (Part B)	£108.00	£108.00	0%	£0.00	£108.00	£0.00	£108.00	OS
Animal Boarding Establishments	Cats or Dogs - New (Part A)	£242.00	£242.00	6%	£15.00	£257.00	£0.00	£257.00	OS
	Cats or Dogs - New (Part B)	£108.00	£108.00	3%	£3.00	£111.00	£0.00	£111.00	OS
(Excludes vet fees payable direct to vet)	Cats or Dogs - Renewal (Part A)	£242.00	£242.00	3%	£7.00	£249.00	£0.00	£249.00	OS
	Cats or Dogs - Renewal (Part B)	£108.00	£108.00	0%	£0.00	£108.00	£0.00	£108.00	OS
	Cats and Dogs (Dual) - New (Part A)	£285.00	£285.00	6%	£17.00	£302.00	£0.00	£302.00	OS
	Cats and Dogs (Dual) - New (Part B)	£108.00	£108.00	3%	£3.00	£111.00	£0.00	£111.00	OS
	Cats and Dogs (Dual) - Renewal (Part A)	£285.00	£285.00	3%	£9.00	£294.00	£0.00	£294.00	OS
	Cats and Dogs (Dual) - Renewal (Part B)	£108.00	£108.00	0%	£0.00	£108.00	£0.00	£108.00	OS
	Home Boarding - New (Part A)	£160.00	£160.00	6%	£10.00	£170.00	£0.00	£170.00	OS
	Home Boarding - New (Part B)	£108.00	£108.00	3%	£3.00	£111.00	£0.00	£111.00	OS
	Home Boarding - Renewal (Part A)	£160.00	£160.00	3%	£5.00	£165.00	£0.00	£165.00	OS
	Home Boarding - Renewal (Part B)	£108.00	£108.00	0%	£0.00	£108.00	£0.00	£108.00	OS
Hiring of Horses	New or Renewal (Part A) + vet fee	£242.00	£242.00	6%	£15.00	£257.00	£0.00	£257.00	OS
	New or Renewal (Part B) + vet fee	£108.00	£108.00	6%	£6.00	£114.00	£0.00	£114.00	OS
Dog Breeding	New (part A) + vet fee	£242.00	£242.00	6%	£15.00	£257.00	£0.00	£257.00	OS
	New (part B)	£108.00	£108.00	6%	£6.00	£114.00	£0.00	£114.00	OS
	Renewal (Part A)	£242.00	£242.00	3%	£7.00	£249.00	£0.00	£249.00	OS
	Renewal (Part B)	£108.00	£108.00	6%	£6.00	£114.00	£0.00	£114.00	OS
Dog Day Care	New (Part A)	£160.00	£160.00	6%	£10.00	£170.00	£0.00	£170.00	OS
	New (Part B)	£108.00	£108.00	6%	£6.00	£114.00	£0.00	£114.00	OS
Dog Day Care	Renewal (Part A)	£160.00	£160.00	3%	£5.00	£165.00	£0.00	£165.00	OS
	Renewal (Part B)	£108.00	£108.00	0%	£0.00	£108.00	£0.00	£108.00	OS
Exhibition Of Animals	New or Renewal (Part A)	£160.00	£160.00	6%	£10.00	£170.00	£0.00	£170.00	OS
Application to be re-rated	per hour or part of	£63.00	£63.00	3%	£2.00	£65.00	£0.00	£65.00	OS
Variation to the licence	per hour or part of	£63.00	£63.00	3%	£2.00	£65.00	£0.00	£65.00	OS
Dangerous Wild Animals (Excluding vet fees)	Vets fees plus admin costs of	£159.00	£159.00	6%	£10.00	£169.00	£0.00	£169.00	OS
Zoos (Excluding vet fees) - 4 yr. initial application	Application fee plus Vets fees plus admin/costs inc	£696.00	£696.00	6%	£42.00	£738.00	£0.00	£738.00	OS
Zoos (Excluding vet fees) - 6 yr. licence	Application fee plus Vets fees plus admin/costs inc	£1,701.00	£1,701.00	6%	£102.00	£1,803.00	£0.00	£1,803.00	OS

Scrap Metal									
New/Renewal Collectors fee - 3 yr.	Admin/processing of application (part A)	£107.00	£107.00	6%	£6.00	£113.00	£0.00	£113.00	OS
	Document inspection - year 1 (part B)	£38.00	£38.00	6%	£2.00	£40.00	£0.00	£40.00	OS
	Document inspection - year 2 (part B)	£40.00	£40.00	6%	£2.00	£42.00	£0.00	£42.00	OS
	Document inspection - year 3 (part B)	£40.00	£40.00	6%	£2.00	£42.00	£0.00	£42.00	OS
Change of details, name / address		£40.00	£40.00	6%	£2.00	£42.00	£0.00	£42.00	OS
New/Renewal Site fee - 3 yr.	Part A Admin of application includes initial yr. 1 inspection by 2 officers	£408.00	£408.00	6%	£24.00	£432.00	£0.00	£432.00	OS
	Part B Follow up compliance inspection by 2 officers - year 1	£256.00	£256.00	6%	£15.00	£271.00	£0.00	£271.00	OS
	Part B Follow up compliance inspection - year 2 by 2 officers	£265.00	£265.00	6%	£16.00	£281.00	£0.00	£281.00	OS
Change of site manager		£40.00	£40.00	3%	£1.00	£41.00	£0.00	£41.00	OS
Sex Shop Licences and Sexual Entertainment Venues	Initial application (part A)	£1,887.00	£1,887.00	0%	£0.00	£1,887.00	£0.00	£1,887.00	OS
	compliance check (part B)	£133.00	£133.00	6%	£8.00	£141.00	£0.00	£141.00	OS
	Renewal (part A)	£317.00	£317.00	6%	£19.00	£336.00	£0.00	£336.00	OS
	compliance check (part B)	£133.00	£133.00	6%	£8.00	£141.00	£0.00	£141.00	OS
	Transfer fee	£221.00	£221.00	6%	£13.00	£234.00	£0.00	£234.00	OS

* To comply with legal requirements relevant licence fees are now made up of two parts. Part A is payable upon application, and Part B is only payable if the licence is granted and must be paid prior to the licence being issued. Applicants may, if they wish, pay both parts together at the time of the application but are under no obligation to do so. If an applicant does pay both parts of the fee at the time of the application and the licence is subsequently refused Part B will be refunded.

FEES AND CHARGES REPORT

APPENDIX 10 – GAINSBOROUGH MARKET

1. Service description

Gainsborough general market takes place every Tuesday and Saturday, with stalls located in the Market Place and Silver Street.

The market function is part of Operational Services and is managed on a day to day basis by the Street Cleansing Team Manager.

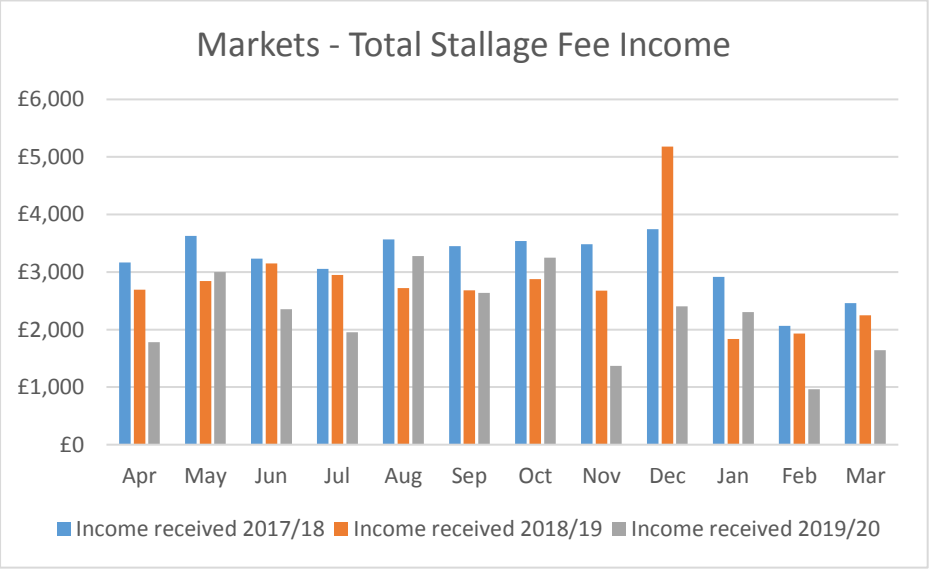
Traders pay their stall fees mostly by card payments, we do still have a minority paying with cash/cheques.

Gainsborough market is a key feature of the town and helps to attract footfall to support the wider shopping area, particularly on a Tuesday. However, consistent with the national picture, Gainsborough market has been in decline in recent years due to changing retail habits. Financial pressures have placed further strain on the resources needed to manage and develop the market.

The market is now subject to review and future delivery options are to be considered by the Council's Prosperous Communities Committee later in the financial year.

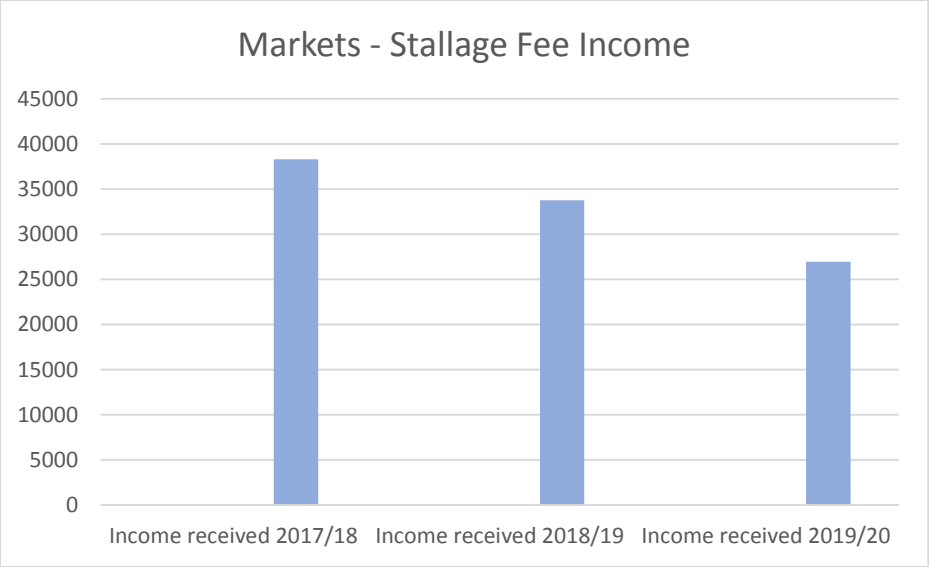
2. Prior years analysis, current financial year projections

The graph below illustrates the actual income that has been received over the last three financial years, split over months. There is no income for 2020/21 as Members have agreed free market rents until April 2021 due to Covid-19.



Total income received year on year is illustrated below, there is no income for 2020/21 as Members have agreed free market rents until April 2021 due to Covid-19.

As the table shows income has been gradually reducing since 2017-18.



3. Covid Impact

Covid-19 has had a severe impact on the market. From March 23rd 2020 to June 1st 2020 the market was closed in-line with Government guidelines, with the exception of food / pet stalls. Markets were able to reopen in June 2020 in-line with Government guidelines, amendments were made to the layout of the market to make the market Covid-19 safe.

To help support our traders during the pandemic and to aid recovery Members have agreed no rents would be charged for 2020/21.

4. Pricing

As the service is currently under review we are not proposing any amendments to fees and charges.

5. Future Operating Model

The market has capacity for 91 number of stalls, current levels of occupancy fall significantly short of this level. The number of traders has reduced over the past 3 years and function is currently the subject of an in-depth review by the Prosperous Communities Committee, with this committee considering a report in February 2021.

6. Proposed Charging

Members will consider re-introduction of market rental charges in February 2021, at this point it is anticipated that rent will be fully re-introduced from April 2021 at the 2020/21 rate.

7. Recommendation

Members are requested to recommend to Council the charges for 2021/22 as illustrated in the schedule below;

Prosperous Communities Committee

Markets

	2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
	£	£	% Type	or £	£	£	£	
Gainsborough Market								
Tuesday Market								
Registered Trader								
1 stall	£16.00	£16.00	0%	£0.00	£16.00	£0.00	£16.00	OS
2 stalls	£27.00	£27.00	0%	£0.00	£27.00	£0.00	£27.00	OS
3 stalls	£35.00	£35.00	0%	£0.00	£35.00	£0.00	£35.00	OS
4 stalls	£43.00	£43.00	0%	£0.00	£43.00	£0.00	£43.00	OS
5 stalls	£51.00	£51.00	0%	£0.00	£51.00	£0.00	£51.00	OS
Casual Trader								
1 stall	£17.50	£17.50	0%	£0.00	£17.50	£0.00	£17.50	OS
2 stalls	£35.00	£35.00	0%	£0.00	£35.00	£0.00	£35.00	OS
3 stalls	£52.50	£52.50	0%	£0.00	£52.50	£0.00	£52.50	OS
4 stalls	£70.00	£70.00	0%	£0.00	£70.00	£0.00	£70.00	OS
5 stalls	£87.50	£87.50	0%	£0.00	£87.50	£0.00	£87.50	OS
Saturday Market								
Registered Trader								
1 stall	£10.00	£10.00	0%	£0.00	£10.00	£0.00	£10.00	OS
2 stalls	£20.00	£20.00	0%	£0.00	£20.00	£0.00	£20.00	OS
3 stalls	£25.00	£25.00	0%	£0.00	£25.00	£0.00	£25.00	OS
4 stalls	£30.00	£30.00	0%	£0.00	£30.00	£0.00	£30.00	OS
5 stalls	£35.00	£35.00	0%	£0.00	£35.00	£0.00	£35.00	OS
Casual Trader								
1 stall	£16.50	£16.50	0%	£0.00	£16.50	£0.00	£16.50	OS
2 stalls	£33.00	£33.00	0%	£0.00	£33.00	£0.00	£33.00	OS
3 stalls	£49.50	£49.50	0%	£0.00	£49.50	£0.00	£49.50	OS
4 stalls	£66.00	£66.00	0%	£0.00	£66.00	£0.00	£66.00	OS
5 stalls	£82.50	£82.50	0%	£0.00	£82.50	£0.00	£82.50	OS

All new traders offered £7.50 per stall on Saturday for a maximum of 6 months
The 6 month period will be cumulative and will be calculated on a rolling basis for each trader
Once a trader has had 6 months discount no further discounts will be given irrespective of time gap between trading

Other Units (Vending Vans, Trailers etc.)								
Tuesday Market								
Registered Trader	£23.50	£23.50	0%	£0.00	£23.50	£0.00	£23.50	OS
Casual Trader	£25.50	£25.50	0%	£0.00	£25.50	£0.00	£25.50	OS
Saturday Market								
Registered Trader	£15.00	£15.00	0%	£0.00	£15.00	£0.00	£15.00	OS
Casual Trader	£20.00	£20.00	0%	£0.00	£20.00	£0.00	£20.00	OS

FEES AND CHARGES REPORT

APPENDIX 11 - PLANNING AND DEVELOPMENT SERVICES

1. Service description

The Planning and Development service has a number of Fees and Charges namely:

- Planning application fees – statutory set fees by Central Government that are dependent upon type of application. The Government's Planning White Paper[1], released in August and at consultation, proposes that *"Planning fees should continue to be set on a national basis and cover at least the full cost of processing the application type based on clear national benchmarking. This should involve the greater regulation of discretionary pre-application charging to ensure it is fair and proportionate."*

- Pre application advice – an optional, enhanced service to encourage early engagement, improve customer experience and reduce time spent on invalid applications by identifying potential issues prior to plan submission. Pre-application engagement and "front-loading" is actively encouraged by national planning policy. Fees for this service can be set locally by WLDC. It may be noted that The Government White Paper does propose "*greater regulation of discretionary pre-application charging to ensure it is fair and proportionate."*

In addition WLDC adopted Community Infrastructure Levy (CIL) at Council on 13 November 2017. The implementation of CIL took place on 22 January 2018 which means that any qualifying planning decision made after this point is subject to a CIL charge. As a result CIL is charged on the majority of all new buildings to ensure that development contributes towards the infrastructure needed to support growth in West Lindsey.

2. Prior years analysis, current financial year projections

The tables below illustrate the levels of income received 2018-19 and 2019-20 and an estimate for 2020-21.

Income achieved	2018-19 (£)	2019-20 (£)	2020-21 forecast (£)
Pre-application fees	(50,555)	(73,701)	(62,100)
Total Income	**(50,555)**	**(73,701)**	**(62,100)**

Budget	**(57,200)**	**(59,100)**	**(62,100)**

[1] Paragraph 5.18, Planning for the Future (MHCLG), August 2020.

Income achieved	2018-19 (£)	2019-20 (£)	2020-21 forecast (£)
Planning fees	(960,724)	(948,519)	(824,500)
Total Income	**(960,724)**	**(948,519)**	**(824,500)**

Budget	**(1,146,600)**	**(960,100)**	**(949,500)**

3. COVID Impact

The Government's position has been that planning is important for the economic recovery, and that planning decisions must continue to be processed within the statutory time periods (8/13wks), with extensions of time to be encouraged where necessary.

The Service has seen continuous levels of demand, so far seemingly unaffected by the pandemic. In Q1 2020/21 we received 384 applications, including 11 major planning applications – an average of 128 apps a month. By way of comparison, the 2019/20 average was 127 apps a month.

It suggests so far that service demand has remained consistent in spite of the current pandemic, although the position will continue to be monitored throughout the financial year.

4. Price

As the planning applications fees are statutory set we are unable to do any impact analysis.

The intention for the fees charged for pre-application advice is to increase them by 6% and move towards total cost recovery, except for the 'Household developer – Do I need Planning Permission' fee which is proposed to increase by 20% in line with benchmarking data. The proposed increases are not anticipated to decrease demand and are forecast to achieve an additional £4,400 p/a.

There has been a continued focus on reducing overhead service costs through more efficient practices. The service is no longer heavily reliant upon agency support staff and is continuing to move away from paper reliant processes.

5. Understanding Customers and Markets

During the current financial year the strategic growth agenda has continued to focus on developing key relationships with land owners and developers to restore confidence in the local housing market. Working with partners such at the HCA, the Council has sought to gain a much improved understanding of the local viability pressures that have impacted upon delivery in the past and coupled with this the

Council is investing heavily in regeneration and commercial projects. At the service level this requires an effective and engaged Development Management service working closely with all of these partners to make sure that the Planning service is fit for purpose and reflects modern industry development needs.

The focus on improving performance for our customers has ensured that the service has developed with a much sounder understanding of their needs. For instance the service introduced a simplified “Do I need planning permission?” enquiry for the benefit of customers in 2019. It is important that successes such as the restored confidence in our pre-application advice service are not undermined by unnecessarily high increases or that we lose our share of this service to the private sector, which is why a fee increase based on inflation only is proposed.

6. Proposed Charges

Statutory charges will be applied in accordance with legislation.

For non-statutory charges the Planning Service proposes to apply an increase equivalent to inflation at 3%.

CIL charges were proposed by WLDC prior to adoption and were subject to consultation. As part of this process they were subject to a public examination by an independent person, namely a Government Inspector from The Planning Inspectorate. These were then formally adopted by Council. As such these rates cannot be subject to change without a full inspection by a similar independent person.

The Planning Service are seeking to set ambitious targets but do not want to frame the service in an unrealistic light as significant change to the Planning system is proposed by the Government over the forthcoming years. In addition, the impact of significant factors that will directly affect the development industry, not least the effects of Brexit and the Covid19 pandemic, are not yet quantifiable.

7. Recommendation

Members are asked to approve charges for 2021/22 as illustrated in the schedule below.

Prosperous Communities Committee

Pre Application Advice

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Development									
Householder development - do I need planning permission?		£20.83	£25.00	20%	£4.17	£25.00	£5.00	£30.00	S
Householder development including alterations, extensions and outbuildings (this fee would also include establishing whether an application is required and any listed building consent enquiry if		£80.00	£96.00	6%	£5.00	£85.00	£17.00	£102.00	S
Non-residential changes of use including siting of caravans for sites under 1 ha or buildings under 1,000 m^2 (gross)		£171.00	£205.20	6%	£10.67	£181.67	£36.33	£218.00	S
Non-residential changes of use including siting of caravans for sites of 1 ha or above or buildings of 1,000 m^2 or above (gross)		£300.00	£360.00	6%	£18.33	£318.33	£63.67	£382.00	S
Development of 1-9 dwellings including changes of use to residential									
	1st dwelling	£206.00	£247.20	6%	£13.16	£219.16	£43.83	£263.00	S
	Additional dwellings	£114.00	£136.80	7%	£7.67	£121.67	£24.33	£146.00	S
Development of 10-49 dwellings including changes of use to residential									
	10th dwelling	£1,241.00	£1,489.20	6%	£74.83	£1,315.83	£263.17	£1,579.00	S
	Additional dwellings	£61.00	£73.20	7%	£4.00	£65.00	£13.00	£78.00	S
Development of 50 or more dwellings									
	minimum fee	£3,719.00	£4,462.80	6%	£223.50	£3,942.50	£788.50	£4,731.00	S
With additional fee subject to negotiation dependant on complexity of proposal. Encouragement to adopt a Planning Performance Agreement.									
Non-residential development where no floor space is created.		£110.00	£132.00	6%	£6.67	£116.67	£23.33	£140.00	S
Non-residential development up to 499 m^2 floor area, or 0.5 ha site area		£150.00	£180.00	6%	£9.17	£159.17	£31.83	£191.00	S
Non-residential development between 500 and 999 m^2 floor area, or between 0.51ha and 1.0 ha.									
	For 500 m^2 or 0.51ha	£227.00	£272.40	6%	£13.84	£240.84	£48.17	£289.00	S
	Each additional 100 m^2 or 0.1 ha	£114.00	£136.80	7%	£7.67	£121.67	£24.33	£146.00	S
Non-residential development between 1,000 and 4,999 m^2 floor area, or between 1.1ha and 2.0ha.									
	For 1,000 m^2 or 1.1ha	£778.00	£933.60	6%	£47.00	£825.00	£165.00	£990.00	S
	Each additional 100 m^2 or 0.1 ha	£58.00	£69.60	6%	£3.67	£61.67	£12.33	£74.00	S
Non-residential development of 5,000 m^2 or more or 2.1ha or more.									
	Minimum fee	£3,165.00	£3,798.00	6%	£190.00	£3,355.00	£671.00	£4,026.00	S
With additional fee subject to negotiation dependant on complexity of proposal. Encouragement to adopt a Planning Performance Agreement.									
Variation or removal of condition.		£80.00	£96.00	6%	£5.00	£85.00	£17.00	£102.00	S
Advertisements		£80.00	£96.00	6%	£5.00	£85.00	£17.00	£102.00	S
Non-householder listed building consent		£156.00	£187.20	6%	£9.84	£165.84	£33.17	£199.00	S
Additional site visit		£136.00	£163.20	6%	£8.17	£144.17	£28.83	£173.00	S
Hazardous Substances		£ negotiable			£ negotiable				S

N.B.

1. The fee for a mixed use developments would be derived from the total of the fees for all elements.
2. Agricultural development and telecommunications are not included as they have their own national notification procedures which dictate whether there is an pre-application process fee or not.
3. Cross boundary pre-application fees will be based upon the amount of development in each authority (if a dwelling straddles the boundary, the authority with the majority its floor space will receive the fee for that dwelling).

Prosperous Communities Committee | **Planning**

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Decision Notices, Consents, Determinations, Tree Preservation Orders, Enforcement Notices, S106 Agreements.	Per Item (black/white)	£27.00	£27.00	4%	£1.00	£28.00	£0.00	£28.00	OS
		Plus officer time per hour at cost recovery							
Other copies									
Copy plans - A4	Per side of A4 (black/white)	£0.20	£0.20	25%	£0.05	£0.25	£0.00	£0.25	OS
Copy plans - A3	Per copy	£0.50	£0.50	10%	£0.05	£0.55	£0.00	£0.55	OS
Copy plans - A2, A1, A0	Per copy	£6.30	£6.30	3%	£0.20	£6.50	£0.00	£6.50	OS
Information on planning records	Planning Control	£0.25	£0.30	16%	£0.04	£0.29	£0.06	£0.35	S
Requests for Planning Information	Planning - as per above plus officer time per hour	£59.50	£71.40	4%	£2.17	£61.67	£12.33	£74.00	S
		Plus officer time per hour at cost recovery							
Entry onto Self-Build and Custom-Build Housing Register		£50.00	£50.00	4%	£2.00	£52.00	£0.00	£52.00	OS
Public Path Orders, i.e. Diversion Orders	Minimum charge	£541.00	£541.00	3%	£17.00	£558.00	£0.00	£558.00	OS
	Maximum charge	£1,622.00	£1,622.00	3%	£49.00	£1,671.00	£0.00	£1,671.00	OS
Plus actual advertisement costs									

Prosperous Communities Committee

Planning Applications

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Outline Applications									
Site area	Every 0.1 ha where the site does not exceed 2.5 ha	£462.00	£462.00	0%	£0.00	£462.00	£0.00	£462.00	OS
	Where the site area exceeds 2.5 ha, £11,432 and an additional £138 for each 0.1 ha in excess of 2.5 hectares, subject to a maximum in total of £150,000	£138.00	£138.00	0%	£0.00	£138.00	£0.00	£138.00	OS
Householder Applications									
Alterations/extensions to a single dwellinghouse, including works within boundary									
Full Applications (and First Submissions of Reserved Matters; or Technical Details Consent)									
Alterations/extensions to dwellinghouses, including works within boundaries	Where the application relates to a single dwellinghouse (or single flat)	£206.00	£206.00	0%	£0.00	£206.00	£0.00	£206.00	OS
	Where the application relates to 2 or more dwellinghouses (or two or more flats)	£407.00	£407.00	0%	£0.00	£407.00	£0.00	£407.00	OS
New dwellinghouses	Where number of new dwellinghouses is not more than 50	£334.00	£334.00	0%	£0.00	£334.00	£0.00	£334.00	OS
	Where the number of dwellinghouses exceeds 50, £16,525 and an additional £100 for each dwelling in excess of 50 subject to a maximum in total of £300,000	£100.00	£100.00	0%	£0.00	£100.00	£0.00	£100.00	OS
Erection of building (not dwellinghouses, agricultural, glasshouses, plant nor machinery)	No increase in gross floor space or no more than 40m^2	£234.00	£234.00	0%	£0.00	£234.00	£0.00	£234.00	OS
	More than 40m^2 but no more than 75m^2	£462.00	£462.00	0%	£0.00	£462.00	£0.00	£462.00	OS
	More than 75m^2 but no more than 3,750m^2. £462 for each 75m^2 or part thereof	£462.00	£462.00	0%	£0.00	£462.00	£0.00	£462.00	OS
	More than 3,750m^2, £22,859 and an additional £138 for each 75m^2 in excess of 3,750m^2 up to a maximum of £300,000	£138.00	£138.00	0%	£0.00	£138.00	£0.00	£138.00	OS
Erection/alterations/replacement of plant and machinery	Where site area does not exceed 5 ha; per 0.1 ha	£462.00	£462.00	0%	£0.00	£462.00	£0.00	£462.00	OS
	Over 5 ha £22,859 and an additional £138 for each 0.1 ha in excess of 5 ha to a maximum of £300,000	£138.00	£138.00	0%	£0.00	£138.00	£0.00	£138.00	OS
The erection of buildings (on land used for agriculture for agricultural purposes)	Not more than 465 m^2 gross floor space created	£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
	More than 465m^2 but no more than 540m^2	£462.00	£462.00	0%	£0.00	£462.00	£0.00	£462.00	OS
Between 540 > 4215 m^2, £462 for the first 540 m^2 then £462 per additional 75 m^2	More than 540m^2 but not more than 4,215m^2. £462 for the first 540 m^2 then £462 per additional 75 m^2 (or part thereof) in excess of 540m^2	£462.00	£462.00	0%	£0.00	£462.00	£0.00	£462.00	OS
	More than 4,215 m^2, £22,859 and an additional £138 for each 75 m^2 in excess of 4,215 m^2 up to a maximum of £300,000	£138.00	£138.00	0%	£0.00	£138.00	£0.00	£138.00	OS
Erection of glasshouses (on land used for the purposes of agriculture)	Not more than 465 m^2 gross floor space created	£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
	More than 465 m^2 gross floor space created	£2,580.00	£2,580.00	0%	£0.00	£2,580.00	£0.00	£2,580.00	OS

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Applications other than Building Works									
Car parks, service roads or other accesses	For existing uses	£234.00	£234.00	0%	£0.00	£234.00	£0.00	£234.00	OS
Other Operations (not coming within any of the above categories)	Any site area. £234 for each 0.1 ha (or part thereof) up to a maximum of £2,028	£234.00	£234.00	0%	£0.00	£234.00	£0.00	£234.00	OS
Lawful Development Certificate	Existing use or operation	Same as Full							OS
	Existing use or operation - lawful not to comply with any condition or limitation	£234.00	£234.00	0%	£0.00	£234.00	£0.00	£234.00	OS
	Proposed use or operation	Half the normal planning fee							OS
Prior Approval									
Larger home extensions		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Agricultural and Forestry buildings & operations		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Demolition of buildings		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Communications (previously referred to as 'Telecommunications Code Systems Operators')		£462.00	£462.00	0%	£0.00	£462.00	£0.00	£462.00	OS
Change of Use from Shops (Class A1), Professional and Financial Services (Class A2), Takeaways (Class (A5), Betting Offices, Pay Day Loan Shops or Launderettes to Offices (Class B1a)		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from Business (Use Class B1), Hotels (Use Class C1). Residential Institutions (Use Class C2), Secure Residential Institutions (Use Class C2a) or Assembly and Leisure (Use Class D2) to a State Funded School or		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from an Agricultural Building to a State-Funded School or Registered Nursery		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from an Agricultural Building to a flexible use within Shops (Use Class A1), Financial and Professional services (Use Class A2), Restaurants and Cafes (Use Class A3), Business (Use Class B1), Storage or Distribution (Use Class B8), Hotels (Use Class C1), or Assembly or Leisure (Use		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from Offices (Use Class B1a) Use to Dwellinghouses (Use Class C3)		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from an Agricultural Building to Dwellinghouses (Use Class C3)		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
	if it includes building operations in connection with the change of use	£206.00	£206.00	0%	£0.00	£206.00	£0.00	£206.00	OS
Change of use of a building from Shops (Use Class A1), Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loans Shops, Launderette; or a mixed use combining one of these uses and use as a dwellinghouse to Dwellinghouses (Use Class C3)		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS

	if it includes building operations in connection with the change of use	£206.00	£206.00	0%	£0.00	£206.00	£0.00	£206.00	OS
Change of use of a building and any land within its curtilage from Light Industrial (Use Class B1c) to Dwellinghouses (Use Class C3)		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from Amusement Arcades/Centres and Casinos (Sui Generis Uses) to Dwellinghouses (Use Class C3)		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
	if it includes building operations in connection with the change of use	£206.00	£206.00	0%	£0.00	£206.00	£0.00	£206.00	OS
Change of Use of a building from Shops (Use Class A1), Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Café's (Use		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
	if it includes building operations in connection with the change of use	£206.00	£206.00	0%	£0.00	£206.00	£0.00	£206.00	OS

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Change of Use of a building from Shops (use Class A1) and Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses (Use Class D2)		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use from Shops (Class A1), Professional and Financial Services (Class A2), Takeaways (Class A5), Betting Offices, Pay Day Loan Shops or Launderettes to Offices (Class B1a)		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Installation, Alterations or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Reserved Matters									
Application for approval of reserved matters following outline approval		Full fee due or if full fee already paid then £462 due							OS
Approval/Variation/discharge of condition									
Application for removal or variation of a condition following grant of planning permission		£234.00	£234.00	0%	£0.00	£234.00	£0.00	£234.00	OS
Request for confirmation that one of more planning conditions have been complied with		£34 per request for Householder otherwise £116 per request							OS
Change of Use of a building to use as one or more separate dwellinghouses, or other cases									
	no. of dwellings 50 or less	£462.00	£462.00	0%	£0.00	£462.00	£0.00	£462.00	OS
	more than 50 dwellings, £22,859 and an additional £138 for each dwelling in excess of 50 dwellings up to a maximum of £300,000	£138.00	£138.00	0%	£0.00	£138.00	£0.00	£138.00	OS
Other Changes of Use of a building or land		£462.00	£462.00	0%	£0.00	£462.00	£0.00	£462.00	OS
Advertising									
Relating to the business on the premises		£132.00	£132.00	0%	£0.00	£132.00	£0.00	£132.00	OS
Advance signs which are not situated on or visible from the site, directing the public to a business		£132.00	£132.00	0%	£0.00	£132.00	£0.00	£132.00	OS
Other advertisements		£462.00	£462.00	0%	£0.00	£462.00	£0.00	£462.00	OS

Application for a Non-material Amendment Following a Grant of Planning Permission									
Applications in respect of householder developments		£34.00	£34.00	0%	£0.00	£34.00	£0.00	£34.00	OS
Applications in respect of other developments		£234.00	£234.00	0%	£0.00	£234.00	£0.00	£234.00	OS
Application for Permission in Principle									
Site Area	per 0.1 ha (or part thereof)	£402.00	£402.00	0%	£0.00	£402.00	£0.00	£402.00	OS
Concessions									
Non-Profit making club, society, organisation or trust, providing sports or recreational facilities		£462.00	£462.00	0%	£0.00	£462.00	£0.00	£462.00	OS

Prosperous Communities Committee

Community Infrastructure Levy (CIL)

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
CIL Charging Schedule - residential charging zones (charge per m²)									
Zone 1 Lincoln Strategy Area (LSA)	no. of dwellings 50 or less	£25.00	£25.00	0%	£0.00	£25.00	£0.00	£25.00	OS
Zone 2 Non Lincoln Strategy Area	more than 50 dwellings, £22,859 and an additional £138 for each dwelling in excess of 50 dwellings subject to maximum in total of £300,000	£15.00	£15.00	0%	£0.00	£15.00	£0.00	£15.00	OS
Zone 3 North East Quadrant Sustainable Urban Extension	Each 0.1 ha of the site area, where the site does not exceed 15 ha	£20.00	£20.00	0%	£0.00	£20.00	£0.00	£20.00	OS
Zone 4 Gainsborough West (as shown shaded green on the charging schedule map of Gainsborough)	Where the site exceeds 15 ha £34,934 and an additional £138 for each 0.1 ha in excess of 15ha subject to a maximum in total of £78,000	£0.00	£0.00	0%	£0.00	£0.00	£0.00	£0.00	OS
£0 charge for apartments across all zones									
CIL Charging Schedule - commercial charging zones (applicable to whole district) (charge per m²)									
Convenience Retail *		£40.00	£40.00	0%	£0.00	£40.00	£0.00	£40.00	OS
All Other Uses **		£0.00	£0.00	0%	£0.00	£0.00	£0.00	£0.00	OS

* Convenience retail is defined as everyday items including food, drink and non-durable household goods
** All other uses and the £0 rate include comparison retail and retail warehousing

No change is permitted to the CIL charging schedule without a full examination by The Planning Inspectorate

FEES AND CHARGES REPORT

APPENDIX 12 – STRATEGIC HOUSING

1. Service Description

Housing and Communities has a number of Fees and Charges namely;

- Housing Enforcement Charges
- Mobile Homes
- Selective Licensing

Housing Enforcement Charges

The Housing Act makes provision for the Council to recover its costs when carrying out certain enforcement functions. This is generally in relation to the serving of notices and the carrying out of works in default. A more proactive approach to enforcement is resulting in more cases where charges can be applied, therefore there is more potential to recover certain costs.

The Council can also now issue Civil Penalties for certain housing offences and the income derived from these is ring fenced to resource further private sector housing work.

Mobile Home Fees

The annual inspection of mobile home sites ceased during 2018/19. The decision to cease the annual inspection is based on the resources required to carry out inspections and the level of income that is received. It is not felt, that given the minimal income that is achieved that it is an effective use of officer time.

This does not remove any obligations from the Council in regards to taking any formal enforcement action.

Should the number of sites increase to an amount where the inspections are viable the decision to inspect annually can be revisited.

The Council can also charge for any enforcement work related to these sites and recover its costs accordingly.

Selective Licensing

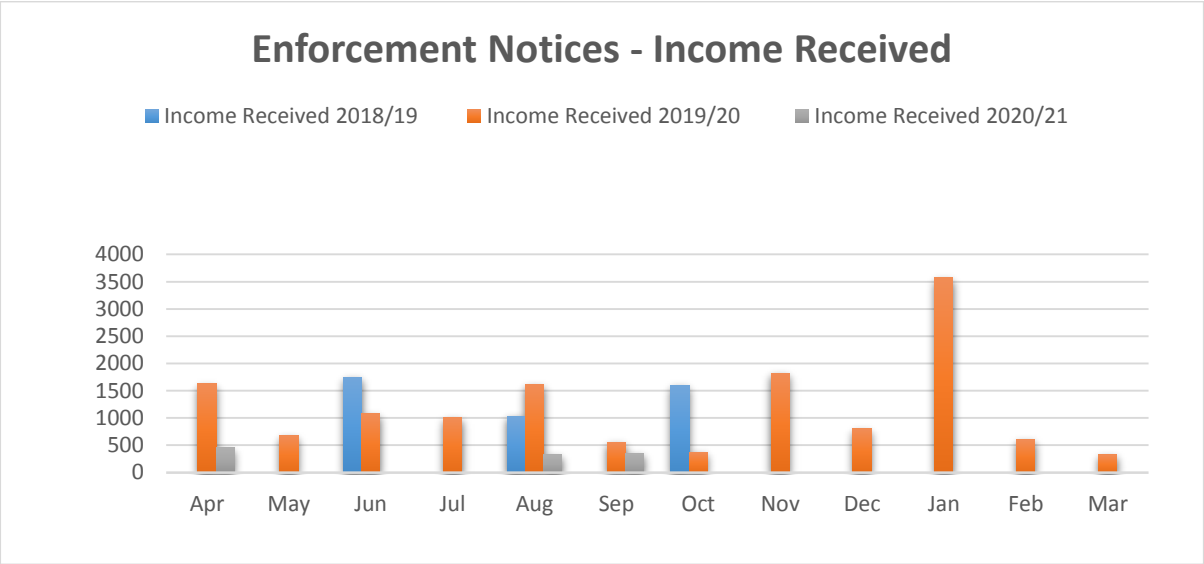
This is a new fee that the Council introduced in 2016 for properties in the private rented sector that fall within the designated selective licensing area. This fee is set

for a 5 year period at £375 and will not be changed for the duration of the scheme. A review of the service is due to take place early in 2021.

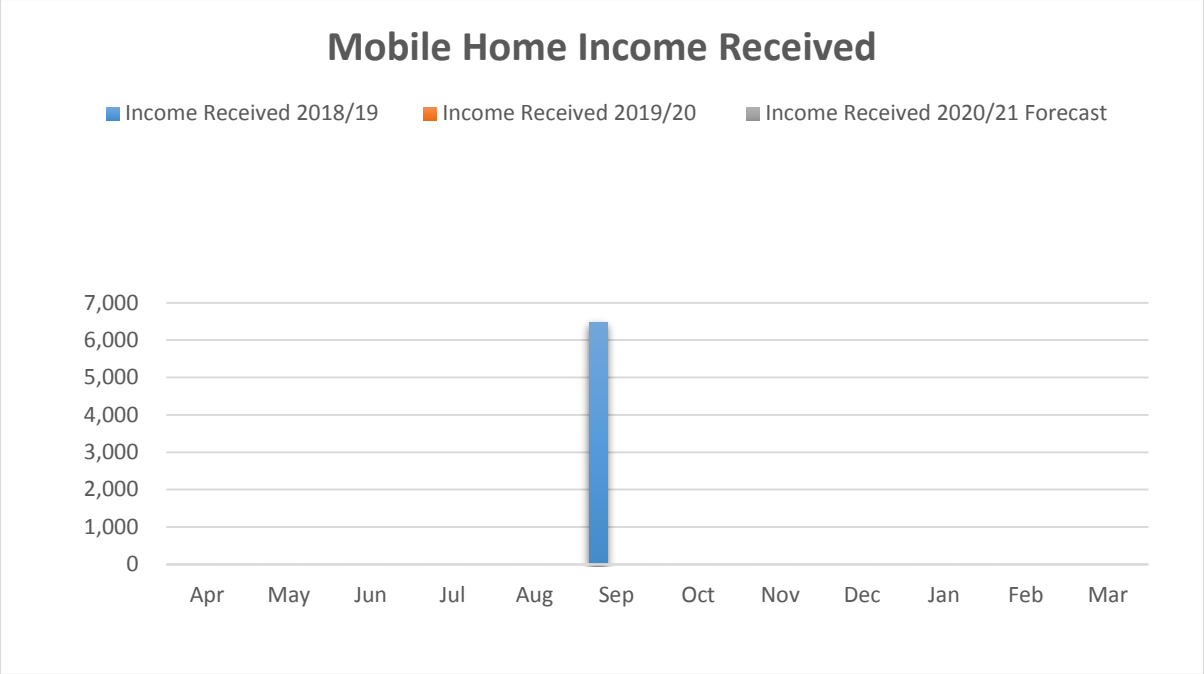
Any enforcement work related to selective licensing will be charged as per the housing enforcement charges schedule previously detailed.

2. Prior years analysis, current financial year projections

The table below illustrates Income achieved 2018/19, 2019/20 and actuals for 2020/21 to date for Enforcement.



The table below illustrates Income achieved 2018/19, 2019/20 and estimate for 2020/21 for Mobile Homes.



Total income achieved is also illustrated below;

	2018/19 £	2019/20 £	2020/21 to date £
Enforcement Actuals	14,044	1,125	1,125
Mobile Homes Actuals	6,483	-	-
Total	**20,527**	**1,125**	**1,125**

3. Covid Impact

Covid has had a significant impact on the ability to serve notices in the housing enforcement work area. This is due to the reduction in the number of face to face inspections during the pandemic. Whilst these inspections are slowly returning to normal it is clear that it will take some time to return to the pre pandemic levels.

Alongside this the ability to serve a civil penalty for additional offences has been impacted.

4. Pricing

Housing Enforcement Charges only represent a small element of the Housing and Communities Service.

The costing for each element has been calculated based on a proportionate hourly rate for staff time with absorption of overheads and additional costs.

5. Understanding Customers and Markets

Housing Enforcement Charges

The scope for increasing income within housing enforcement charges is limited. Charges can only be applied in set situations and our policy approach is to resolve matters reasonably and cooperatively. Charges are only applied when formal notices are served which is usually only as a last resort measure.

Mobile Home Fees

Any new sites that receive planning permission are added to the fees and charges schedule as per the planning application.

Selective Licensing

The legislation for selective licensing is very prescriptive in regards to fees and charges therefore the current scheme is in line with this. Should any other schemes be considered in the future the fees these will be reviewed accordingly.

6. Proposed Charging

Housing Enforcement Charges

It is proposed to apply inflation at 3% to the current years' fee.

Mobile Home Fees

We recommend no increase in this area. The costs incurred are fully recovered and our fees are set in the upper quartile of our geographic neighbours.

Selective Licensing

These fees are agreed and set for a 5 year period until 2020/21 in line with the original fee proposals relating to this legislation. A review of the service is due to take place early in 2021.

7. Recommendation

Members are asked to approve charges for the next year as detailed below;

Housing Enforcement Charges:
Members are requested to recommend to Council the fees for 2021/22.

Mobile Home Fees:
Members are requested to recommend to Council the maintained fees for 2021/22.

Selective Licensing

Members are requested to recommend to Council that the current fees are maintained for 2021/22. The service is due to be reviewed early 2021.

Prosperous Communities Committee

Strategic Housing

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Housing Enforcement Charges									
Mandatory HMO Licence Application	Up to 5 units / bedrooms	£825.00	£825.00	3%	£24.75	£849.75	£0.00	£849.75	OS
	Per additional unit	£50.00	£50.00	3%	£1.50	£51.50	£0.00	£51.50	OS
	Maximum charge - n/a								
Mandatory HMO Licence Renewal	Up to 5 units / bedrooms	£700.00	£700.00	3%	£21.00	£721.00	£0.00	£721.00	OS
	Per additional unit	£50.00	£50.00	3%	£1.50	£51.50	£0.00	£51.50	OS
	Maximum charge - n/a								
Hazard Awareness Notice	None	£0.00	£0.00	0%	£0.00	£0.00	£0.00	£0.00	OS
Improvement Notice	For one hazard	£350.00	£350.00	3%	£10.50	£360.50	£0.00	£360.50	OS
Emergency Remedial Action Notice (plus work - see below)	Cost of works plus hourly rate of officer time	Cost of works plus officer time to execute and arrange				Cost of works plus officer time to execute and arrange	£0.00	£0.00	OS
	Officer time charged at £30 per hour								
Prohibition Order		£350.00	£350.00	3%	£10.50	£360.50	£0.00	£360.50	OS
Emergency Prohibition Order		£350.00	£350.00	3%	£10.50	£360.50	£0.00	£360.50	OS
Demolition Order		£350.00	£350.00	3%	£10.50	£360.50	£0.00	£360.50	OS
Immigration Procedure Inspection	Per inspection	£70.00	£84.00	3%	£2.10	£72.10	£14.42	£86.52	S
Mobile Homes Act 2013 – Compliance Notice	Hourly rate of relevant officers with on costs plus work in default costs of works								OS
Mobile Homes Act 2014 – Emergency Remedial Action Notice	Hourly rate of relevant officers with on costs plus work in default cost of works								OS
Penalty Charge Notice (Smoke and Carbon Monoxide Alarm (England) Regulations 2015)	Up to £5,000								OS
Notice of Intent (Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) (England) Order 2014)	Up to £5,000								OS
Works In Default of any Legislation or Emergency Remedial Action *	Base charge	Cost of work plus hourly rate of officer with on costs							OS
Selective Licensing	WLDC Scheme Fee	£375.00	£375.00	0%	£0.00	£375.00	£0.00	£375.00	OS
	Co-Regulated Scheme (WLDC Fee)	£120.00	£120.00	0%	£0.00	£120.00	£0.00	£120.00	OS
Enforcement of the Domestic Minimum Level of Energy Efficiency (under the Energy Efficiency (Private Rented Property)(England and Wales) Regulations 2015, as amended)	up to £5,000								OS
Housing and Planning Act - Civil Penalties	up to £30,000								

* Outside the scope of VAT unless the owner agrees in which case VAT is chargeable at the standard rate.

Prosperous Communities Committee

Mobile Homes

	2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
	£	£	% Type	or £	£	£	£	
Mobile Homes Act 2013								
Issue of a New Licence	£300.00	£300.00	3%	£9.00	£309.00	£0.00	£309.00	OS
Deposit of Site Rules	£30.00	£30.00	3%	£1.00	£31.00	£0.00	£31.00	OS
Transfer and Alteration of a Licence	£100.00	£100.00	3%	£3.00	£103.00	£0.00	£103.00	OS

FEES AND CHARGES REPORT

APPENDIX 13 – WASTE SERVICES

1. Service Description

Waste services offers a range of much needed services to the local community including the collection of standard household and green waste collection, bulky and clinical waste collections and mechanical road sweeping.

In addition to these services private road sweeping and collection of bulky items such as fridges and freezers from commercial premises.

1a) Price on Application

Commercial Waste and Private Road Sweeping – all fees and charges with prices on application, this is due to the variety of requirements of customers. A pricing model has been developed for both service areas to assist officers in developing a price range, based on the individual requirements and specifications of the customer.

1b) Garden Waste Service

A charge for the collection of Garden Waste was implemented with effect from 1st April 2018. It is now part of the standard Fees and charges review.

The analysis of total cost recovery based on forecast budgets for 2021/22 resulted in a subscription fee of £36.55. However, it is proposed that the fee is not increased until 2022/23 and therefore the annual charge would remain at £35 for 2021/22.
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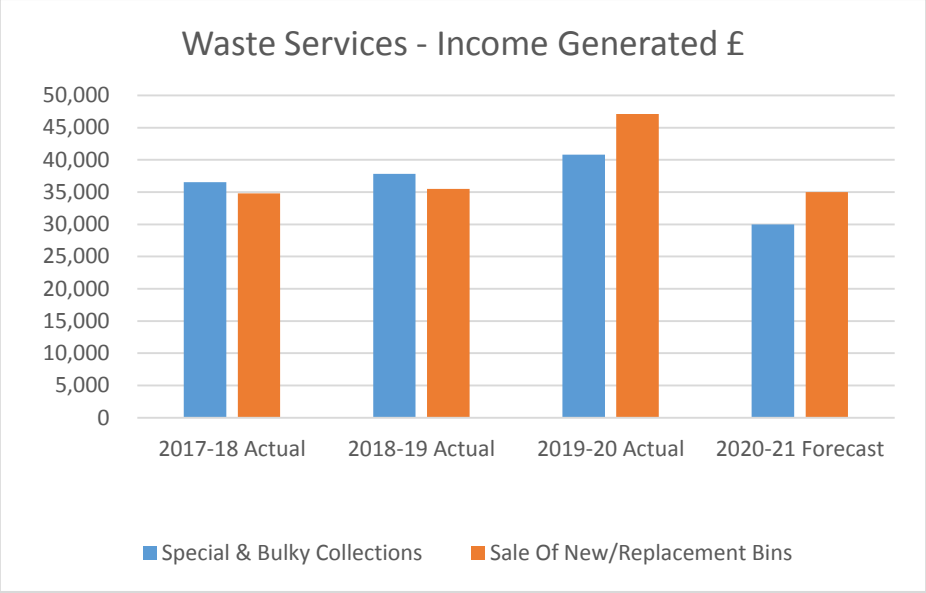
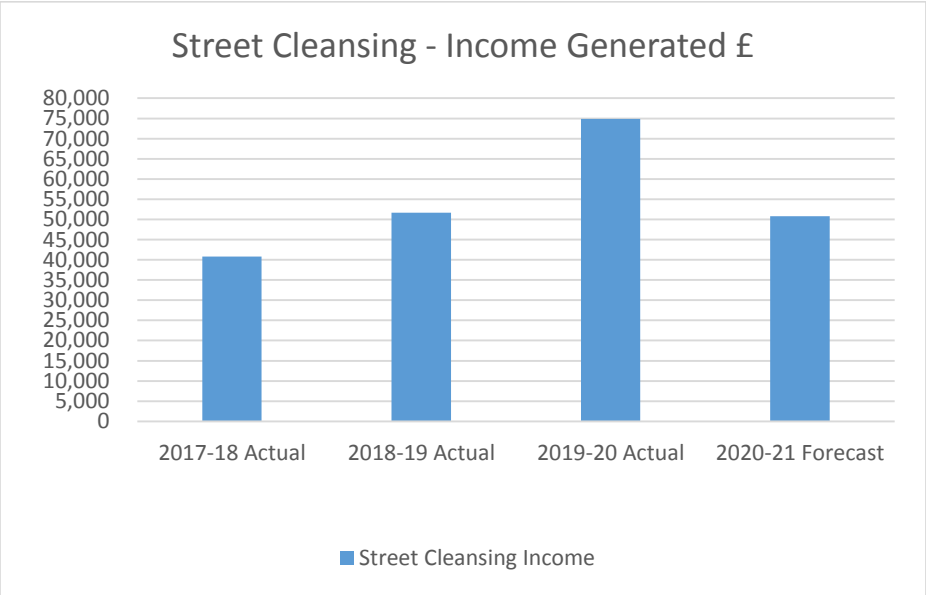
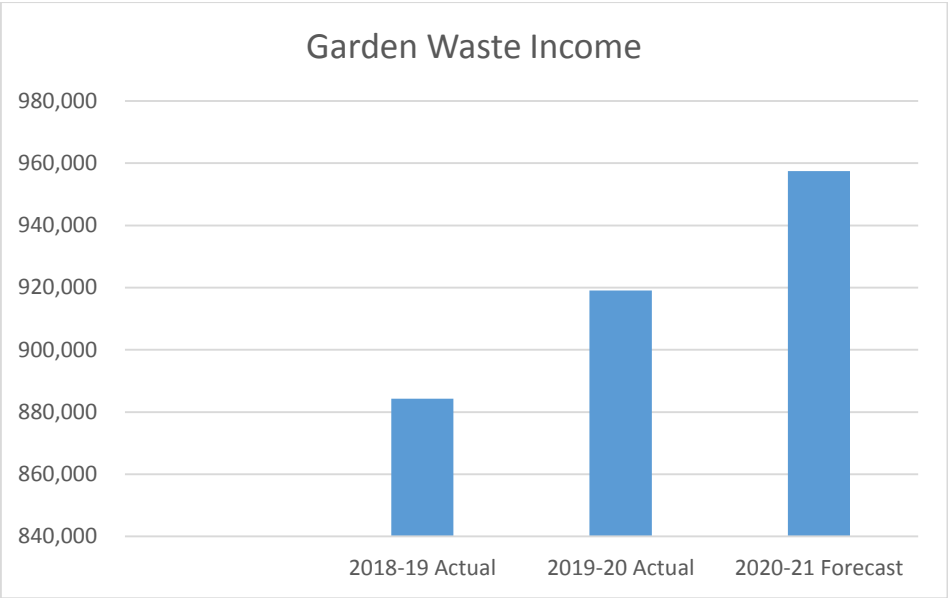
2. Prior years analysis, current financial year projections

The graphs below shows the actual income achieved for the previous 3 financial years plus an estimate for 2020-21.


Waste Services - Income Generated £
50,000
45,000
40,000
35,000
30,000
25,000
20,000
15,000
10,000
5,000
0
2017-18 Actual
2018-19 Actual
2019-20 Actual
2020-21 Forecast
Special & Bulky Collections
Sale Of New/Replacement Bins


Street Cleansing - Income Generated £
80,000
75,000
70,000
65,000
60,000
55,000
50,000
45,000
40,000
35,000
30,000
25,000
20,000
15,000
10,000
5,000
0
2017-18 Actual
2018-19 Actual
2019-20 Actual
2020-21 Forecast
Street Cleansing Income



As the graphs above demonstrate, income has increased for Garden Waste service subscriptions. Other Waste Services have seen a decrease in income, primarily due to the impact of Covid-19.

3. COVID Impact

The pandemic has had a significant impact on the income streams for waste collection services during 2020/21, particularly around street cleansing and bulky waste collections, as well as incurring additional costs for the service in the form of agency staff required to cover for those operatives who are required to self-isolate for periods.

However, the green waste service has continued to grow and has seen an increase in subscriptions year on year.

4. Pricing

Fees for Waste sacks have been increased by inflation at 3% and rounded up to the nearest 5p.

Fees for bulky household collections have also been increased by inflation at 3%, and rounded up to the nearest £1.

Replacement wheeled bins have been increased to cover the cost of purchase and delivery. Garden Waste wheeled bins have been brought into line with the residual and blue bin replacement charge. This reflects total cost recovery and is also consistent with benchmarking data available from other Local Authorities. There will be one consistent charge across all replacement bins and wheeled bins for new properties.

For Garden Waste subscriptions it is proposed to not raise the fee for this service until 2022/23.

The Street Cleansing price on application model has been updated so that for 2021/22 the revised budgets and pay structures will be applied.

5. Understanding Customers and Markets

Waste services as mentioned above offers a much needed service within the local community. Charges have had inflationary increases in previous years, these increases have been accepted by the users of the service as it is in line with previous years. An inflationary increase has been applied to waste sack charges and bulky waste collections.

Replacement bins and wheeled bins for new properties have been increased to reflect total cost recovery for supply and delivery, and to ensure one consistent charge is applied across all bin types.

6. Proposed Charging

The proposed charges for 2021/22 are illustrated below.

7. Recommendation

Members are requested to approve the charges for the 2021/22 financial year as detailed in the schedule below.

Prosperous Communities Committee

Operational Services

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Garden Waste and Additional Blue Sacks	Per 5 sacks	£8.85	£8.85	3%	£0.30	£9.15	£0.00	£9.15	OS
	Postage & packaging of 5 sacks	£2.25	£2.25	4%	£0.10	£2.35	£0.00	£2.35	OS
Garden Waste Wheeled Bin (Annual charge)	Collection of 1st bin	£35.00	£35.00	0%	£0.00	£35.00	£0.00	£35.00	OS
Garden Waste Wheeled Bin (Annual charge)	Collection of 2nd and subsequent bins	£35.00	£35.00	0%	£0.00	£35.00	£0.00	£35.00	OS
Wheeled Bin Replacement (supply & delivery)	Residual /blue recycling	£33.00	£33.00	6%	£2.00	£35.00	£0.00	£35.00	OS
	Garden Waste 2nd and subsequent bins	£15.00	£15.00	133%	£20.00	£35.00	£0.00	£35.00	OS
Wheeled Bins for New Properties (supply & delivery)	Residual/blue recycling	£33.00	£33.00	6%	£2.00	£35.00	£0.00	£35.00	OS
	Garden Waste 2nd and subsequent bins	£15.00	£15.00	133%	£20.00	£35.00	£0.00	£35.00	OS
Bulky Household Waste Collections	Collection articles worth up to 6 points	£32.00	£32.00	3%	£1.00	£33.00	£0.00	£33.00	OS
	Additional articles worth 1 point collected at the same time	£4.15	£4.15	3%	£0.15	£4.30	£0.00	£4.30	OS
Collection and Disposal of Fridges and Freezers from Commercial Premises		£88.60	£88.60	3%	£3.00	£91.60	£0.00	£91.60	OS

** Minimum charge for domestic sized appliances. For larger commercial sized appliances please contact for a quote.

FEES AND CHARGES REPORT

APPENDIX 14 – TRINITY ARTS CENTRE (TAC)

1. Service Description

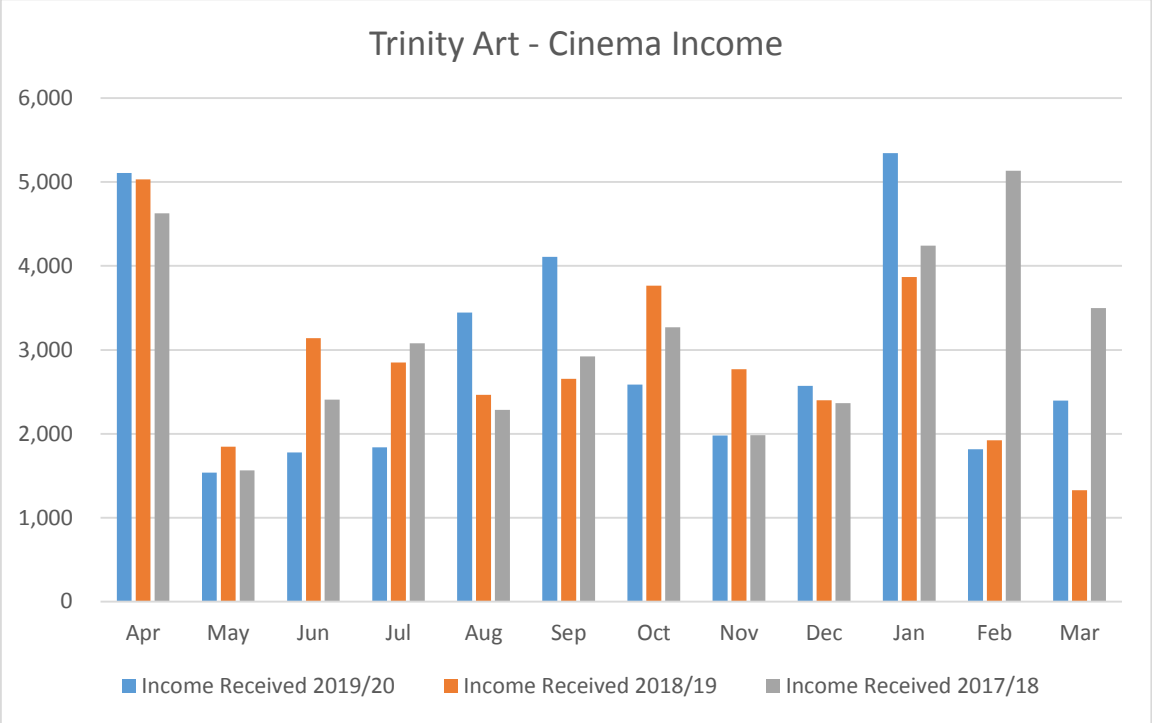
Trinity Arts Centre (TAC) is operated by West Lindsey District Council and is widely used by local and touring professional companies who stage shows at the centre. The centre also offers additional spaces for events and workshops and a one screen cinema.

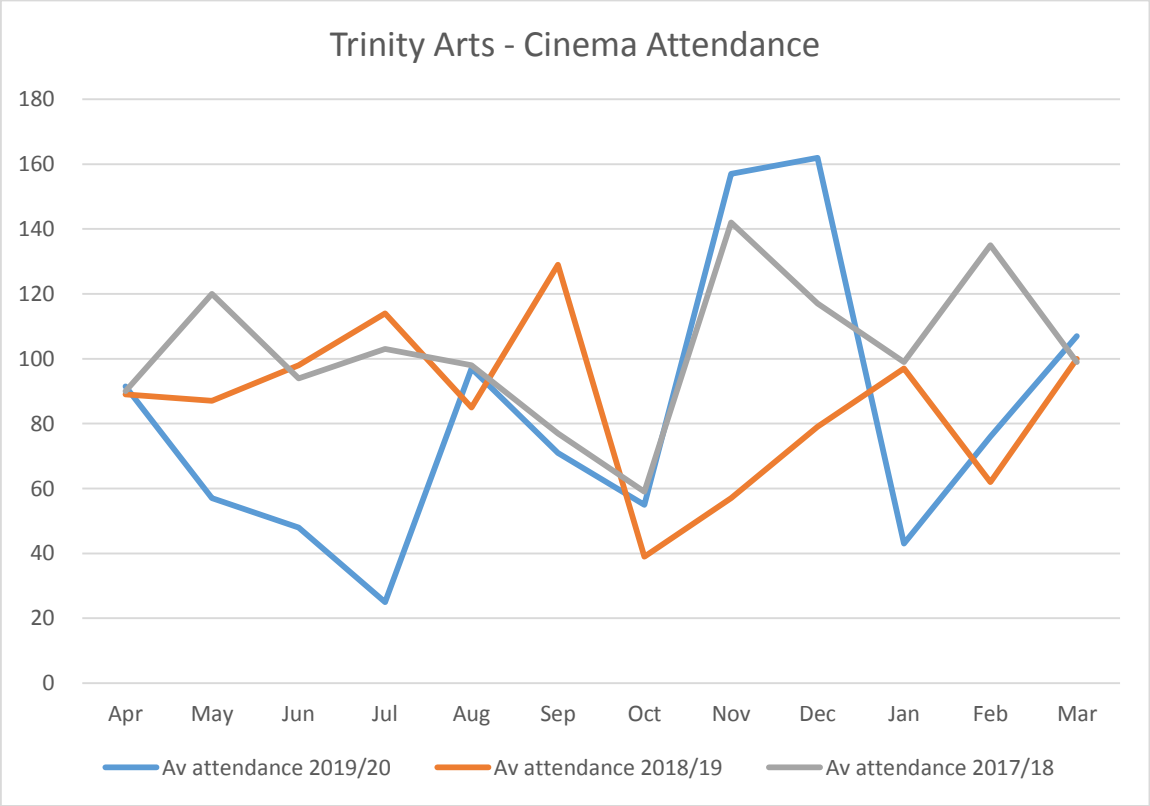
For many years, Trinity Arts Centre has received significant subsidy from the council, and with the appointment of a new manager in July 2018, the object to transition the centre to a more sustainable footing in three years was set.

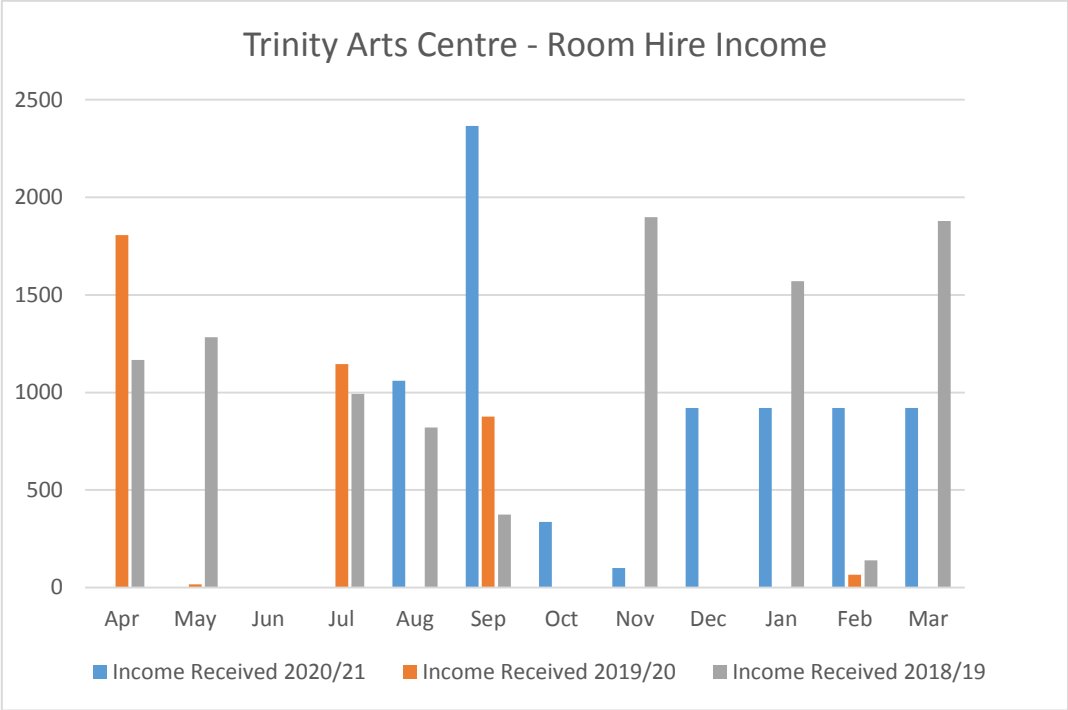
2. Prior years analysis, current financial year projections

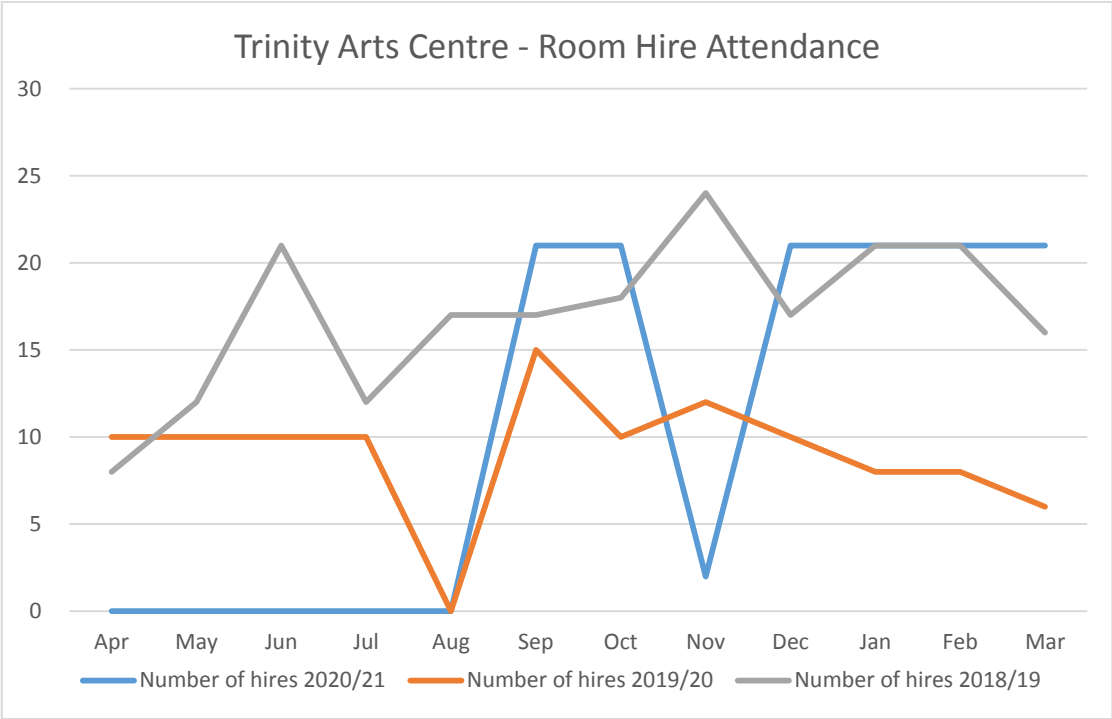
Historically cinema has offered TAC the most cost effective and simple of operations and is easily something the centre could have maximised on as an additional income as the centre already has the technology to support multiple screens. However, in light of a new cinema being established in the town centre, a significant change of identity is required in order to establish the centre as a live event space.

The graphs below shows cinema income and average attendance over the past 3 years. There will be no film income in 2020/21.









Since the hire fee changes fully took place with effect from 1 April 2019, the centre has retained its original customers and gained extra. Space hire income for 2019/20 was £3,912.

3. Covid Impact

A public event carries with it a significant cost. In normal times, we cover these costs adequately, however with consumer confidence at an all-time low right across the industry, this will prove a challenge in the short term.

Box Office sales have halted due to there being no clear indication as to when venues are allowed to reopen, and this will remain the case until the government provide clear guidance on the matter. Most patrons have requested refunds on their tickets. Scheduling to date has been based on assumptions, and whilst at the start of lockdown, the programme was rescheduled for the autumn, now we are closer to the autumn season, it's looking likely that it will get rescheduled again. This, for obvious reasons, can cause problems for our customers.

Reopening with performances/films is also heavily governed by what is available. When the government announced cinemas could reopen on 4th July, cinemas across the country filled their programme with old and in some cases nostalgic titles, however, their opening date was quickly pushed back when they realised that no new releases would be available and people weren't booking tickets.

The centre has been limited by the government restrictions however it has benefited from a £35,000 emergency grant from Arts Council England.

In addition, an award of £196,690 has been secured from the treasury's Cultural Recovery Fund. The allocation comes from a fund of £500m put aside to assist culturally significant organisations who were financially viable pre-Covid to weather the storm of Covid-19 for the remainder of this financial year.

4. Pricing

A review of the hire fees took place when the new manager started, with a new fee structure implemented from October 2018. The increase in hire fees didn't fully come into operation until 1 April 2019 however as it was appropriate to honour advance bookings at the original price. Previous years fees did not cover the true cost of running an event meaning the centre was operating at a loss. Therefore, a more realistic charging structure was developed ensuring costs were adequately covered whilst maintaining a competitive edge with neighbouring theatres.

The TAC booking system is being replaced in January 2021. Part of the change has resulted in the introduction of a booking fee for face to face/ over the phone bookings taken by Customer services. Currently customer are charged a booking fees but this forms part of the current booking system. This fee would be £1 (plus VAT) per transaction from January 2021, and is to remain at the same rate for 2021/22.

5. Understanding Customers and Markets

People associate TAC as being a cinema more often than a theatre for live performances. Over the years the promotion of Trinity has been more closely linked to its cinema operation than it has with its live performance programme. However in light of a new cinema being built in the town centre, a significant change of identity is required in order to establish the centre as a live space event.

The appointment of a new centre manager in 2018 has seen a significant change in programme already as he consciously programmes better quality and more live events which has seen a rise in attendances.

As part of the business plan mentioned above one proposal is to replace the current box office system with an intelligent box office system. Such a system will provide us with wide ranging and intelligent reports delivering crucial information to help inform decisions on programming, marketing, the customer journey and more.

6. Proposed Charges

The proposed charges for the room/theatre hire and cinema are outlined in the table below.

There is a proposed 3% increases to these charges from 1 April 2021, but there are no proposed changes to Film showing fees and charges.

It is proposed to remove the separate Sunday theatre hire and performance charges. Sunday charges will now be reduced to be the same as Friday and Saturday.

Introduction of new booking fee see paragraph 4.

All other fees & charges generated by the centre are Price on Application (POA) to assist officers in developing a price range, based on the individual requirements and specifications of the customer.

7. Recommendation

Members are asked to approve charges for the 2021/22 financial year as detailed in the schedule below.

Prosperous Communities Committee

Trinity Arts Centre

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Theatre (rehearsal) (Mon-Thurs)	per hour	£55.00	£66.00	3%	£1.50	£56.50	£11.30	£67.80	S
Theatre (rehearsal) (Mon-Thurs)	per half day	£180.00	£216.00	3%	£5.50	£185.50	£37.10	£222.60	S
Theatre (rehearsal) (Mon-Thurs)	per full day	£280.00	£336.00	3%	£8.50	£288.50	£57.70	£346.20	S
Theatre (rehearsal) (Fri-Sun)	per hour	£55.00	£66.00	3%	£1.50	£56.50	£11.30	£67.80	S
Theatre (rehearsal) (Fri-Sun)	per half day	£216.00	£259.20	3%	£6.50	£222.50	£44.50	£267.00	S
Theatre (rehearsal) (Fri-Sun)	per full day	£340.00	£408.00	3%	£10.00	£350.00	£70.00	£420.00	S
Theatre (performance) (Mon-Thurs)	per hour	£65.00	£78.00	3%	£2.00	£67.00	£13.40	£80.40	S
Theatre (performance) (Mon-Thurs)	per half day	£230.00	£276.00	3%	£7.00	£237.00	£47.40	£284.40	S
Theatre (performance) (Mon-Thurs)	per full day	£375.00	£450.00	3%	£11.50	£386.50	£77.30	£463.80	S
Theatre (performance) (Fri-Sun)	per hour	£65.00	£78.00	3%	£2.00	£67.00	£13.40	£80.40	S
Theatre (performance) (Fri-Sun)	per half day	£275.00	£330.00	3%	£8.50	£283.50	£56.70	£340.20	S
Theatre (performance) (Fri-Sun)	per full day	£450.00	£540.00	3%	£13.50	£463.50	£92.70	£556.20	S
Studio One/Two (Mon-Sat) (educational/charity)	per hour	£13.33	£16.00	3%	£0.17	£13.50	£2.70	£16.20	S
Studio One/Two (Mon-Sat)	per hour	£20.00	£24.00	3%	£0.50	£20.50	£4.10	£24.60	S
Studio One/Two (Mon-Sat)	per half day	£65.83	£79.00	3%	£2.17	£68.00	£13.60	£81.60	S
Studio One/Two (Mon-Sat)	per full day	£115.83	£139.00	3%	£3.67	£119.50	£23.90	£143.40	S
The Lounge (including duty manager)	per half day	£115.83	£139.00	3%	£3.67	£119.50	£23.90	£143.40	S
The Lounge (including duty manager)	per full day	£222.50	£267.00	3%	£6.50	£229.00	£45.80	£274.80	S
Duty Manager/Technician	per hour	£13.33	£16.00	3%	£0.17	£13.50	£2.70	£16.20	S
Booking Fee (face to face / phone)		£1.00	£1.20	0%	£0.00	£1.00	£0.20	£1.20	S
Film showings - adult		£5.00	£6.00	0%	£0.00	£5.00	£1.00	£6.00	S
Film showings - concessionary *		£4.17	£5.00	0%	£0.00	£4.17	£0.83	£5.00	S
Film showings - TAC member		£3.75	£4.50	0%	£0.00	£3.75	£0.75	£4.50	S

Box office commission for community production hire agreements is 10%
Box office commission for professional production hire agreements is 15%

* concessionary prices eligibility are school children, those on income support, senior citizens, students and those on disability allowance

FEES AND CHARGES REPORT

APPENDIX 15 –LEA FIELDS CREMATORIUM

1. Service description

Lea Fields crematorium offers an excellent bereavement service and facility for West Lindsey residents, in line with the Bereavement Strategy and in accordance with all relevant legislation, policies and procedures.

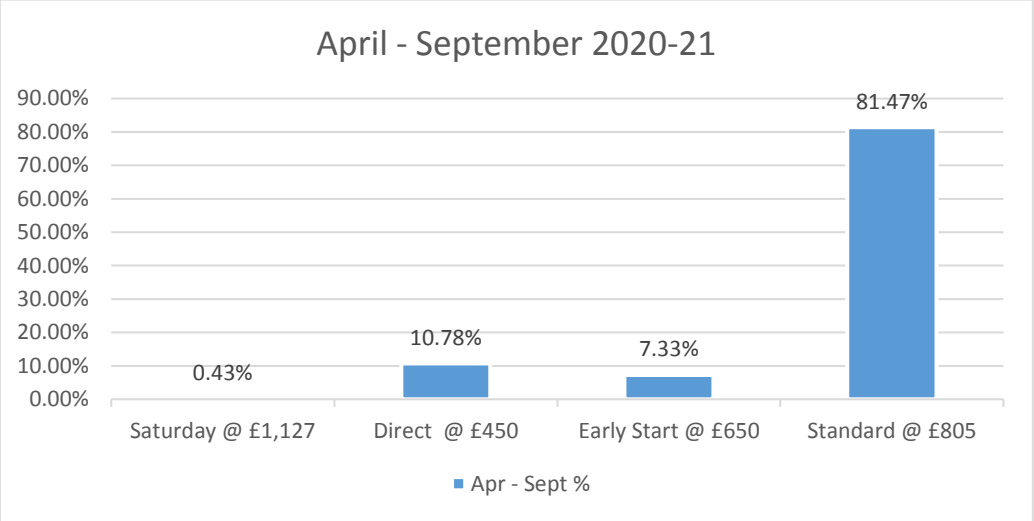
Lea Fields delivers cost effective operations, compassionate cremations and a supportive after care service.

There is also the opportunity for family and friends to lease memorials, for loved ones who have died as a way of coping with the overwhelming grief felt after a death.

2. Prior years analysis, current financial year projections

Since the first service on 3rd February 2020, as at the end of September, we have carried out 300 services and 5 memorial services. Lea Fields continue to receive positive feedback form both funeral directors and families.

The chart below shows the actual percentage split of the cremation service types from 1st April 2020 to 30th September 2020.



The table below shows the cremations figures for 2020-21. The forecast total number of cremations is 567. Using the percentage split of services above the forecast income for 2020-21 is £427,437.

	Apr - Sept 2020 Actuals	Oct - mar 2021 Forecast	2020-21 Total Forecast
Number of Cremations	232	335	567
Income for Cremations	£175,572	£251,865	£427,437

3. COVID-19 impact

The facility has been popular with Funeral Directors and families for cremations and funerals, but has not received the expected footfall essential for raising the profile of Lea Fields and to what Lea Fields has on offer.

Secondary spend purchases on memorialisation have not been as lucrative due to COVID-19 virus and the restrictions this has imposed. The strewing area landscaping is yet to be completed however once the strewing areas are usable, any remains scattered on site will generate memorial interest.

4. Pricing

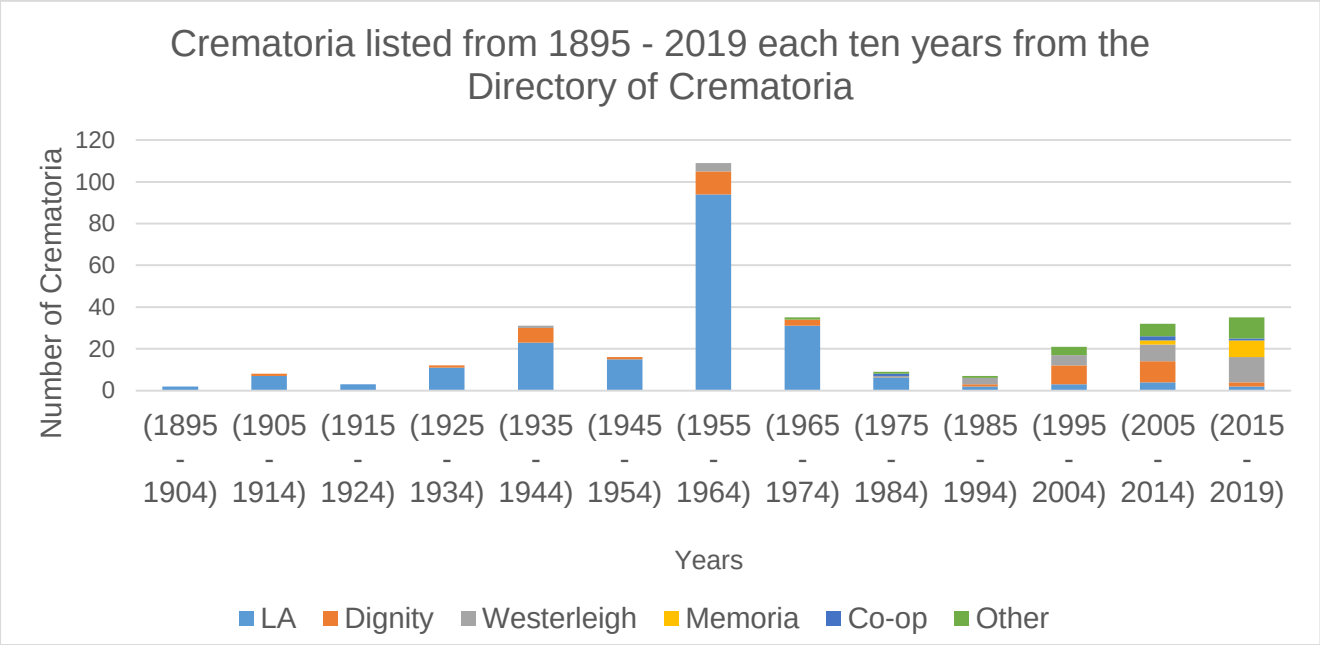
Lea Fields pricing is benchmarked against competing facilities in Lincoln, North Lincolnshire (Scunthorpe) and Doncaster.

Whilst the pricing remains competitive, the fees and charges also protect the profit margin to ensure the facility remains viable. Secondary spend on items not directly related to the funeral are considered a luxury item.

Income generation through memorial sales is an important element of service provision. This is handled with sensitivity and tactfully to ensure that low income families have affordable memorial options.

5. Understanding Customers and Markets

Local Authority operated crematoria no longer have the monopoly in the crematoria industry. Since the late 1970’s private investors have invested in this area, marketed well, and becoming profitable. Lea Fields compete with the private investors in this highly competitive and fast-changing environment, seeking new information and inviting innovation to ensure a sustainable business model.



Customer expectations continue to rise in the bereavement industry and is constantly evolving, driven by greater choice. Whilst ensuring that Lea Fields remains true to the West Lindsey District Council ethos, we also understand and appreciate that change is essential for survival in this highly competitive and fast-changing environment.

6. Proposed Charges

The proposed charges are outlined in the table below.

7. Recommendation

Members are requested to recommend to Council the charges for 2021/22 as illustrated in the schedule below

Prosperous Communities Committee

Crematorium

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Cremation		£805.00	£805.00	3%	£24.00	£829.00	£0.00	£829.00	X
Early start (09:00 & 09:45)		£650.00	£650.00	3%	£19.50	£669.50	£0.00	£669.50	X
Direct Cremation (no attendance 08:45)		£450.00	£450.00	3%	£13.50	£463.50	£0.00	£463.50	X
Body parts/slides and blocks		£75.00	£75.00	3%	£2.50	£77.50	£0.00	£77.50	X
Saturday service (with discussion with Manager)		£1,127.00	£1,127.00	3%	£34.00	£1,161.00	£0.00	£1,161.00	X
Late cancellation fee (cancellations within 72 hours of service)		£110.00	£110.00	3%	£3.50	£113.50	£0.00	£113.50	X
Chapel fee (extension 20 minutes)		£175.00	£175.00	3%	£5.50	£180.50	£0.00	£180.50	X
Chapel fee (extension 40 minutes)		£225.00	£225.00	3%	£7.00	£232.00	£0.00	£232.00	X
Strewing/scattering of cremated remains from elsewhere		£55.00	£55.00	0%	£0.00	£55.00	£0.00	£55.00	X
The Farewell Service	A 10 minute service, for 6 mourners, 1 piece of music played on repeat. No minister.	£500.00	£500.00	3%	£15.00	£515.00	£0.00	£515.00	X
Webcast recording		£40.00	£48.00	0%	£0.00	£40.00	£8.00	£48.00	S
Webcast recording (available for 28 days and download)		£45.00	£54.00	0%	£0.00	£45.00	£9.00	£54.00	S
DVD recording (1st copy)		£50.00	£60.00	0%	£0.00	£50.00	£10.00	£60.00	S
DVD recording (each subsequent copy)		£25.00	£30.00	0%	£0.00	£25.00	£5.00	£30.00	S
Visual tribute (1 photograph)		£15.00	£18.00	0%	£0.00	£15.00	£3.00	£18.00	S
Visual tribute (2-25 photographs)	Slideshow played on a loop throughout service	£40.00	£48.00	0%	£0.00	£40.00	£8.00	£48.00	S
Pro Visual tribute (2-25 photographs)	Professionally edited slideshow	£66.67	£80.00	0%	£0.00	£66.67	£13.33	£80.00	S
Visual tribute (for additional 25 photos)	Both standard and professionally edited slideshow	£25.83	£31.00	0%	£0.00	£25.83	£5.17	£31.00	S
Video tribute (up to 5 minutes)		£35.00	£42.00	0%	£0.00	£35.00	£7.00	£42.00	S
DVD containing the tribute (1st copy)		£25.00	£30.00	0%	£0.00	£25.00	£5.00	£30.00	S
DVD containing the tribute (each subsequent copy)		£20.00	£24.00	0%	£0.00	£20.00	£4.00	£24.00	S
Downloadable copy of Visual Tribute		£10.00	£12.00	0%	£0.00	£10.00	£2.00	£12.00	S
Book of Remembrance (2 lines)		£75.00	£90.00	0%	£0.00	£75.00	£15.00	£90.00	S
Book of Remembrance (each additional line) (to a maximum of 8 lines)		£8.33	£10.00	0%	£0.00	£8.33	£1.67	£10.00	S
Book of Remembrance (illustrations)	plus Admin Fee £10-£30 dependent on requirements	POA	POA			POA		POA	S
Miniature book (leather - 2 lines)		£90.00	£108.00	0%	£0.00	£90.00	£18.00	£108.00	S
Miniature book (leather - 5 lines)		£110.00	£132.00	0%	£0.00	£110.00	£22.00	£132.00	S
Miniature book (leather - 8 lines)		£120.00	£144.00	0%	£0.00	£120.00	£24.00	£144.00	S
Memorial card (2 lines)		£40.00	£48.00	0%	£0.00	£40.00	£8.00	£48.00	S
Memorial card (5 lines)		£60.00	£72.00	0%	£0.00	£60.00	£12.00	£72.00	S
Memorial card (8 lines)		£70.00	£84.00	0%	£0.00	£70.00	£14.00	£84.00	S
Additional inscription to existing books and cards		£18.33	£22.00	0%	£0.00	£18.33	£3.67	£22.00	S
Floral design (available for 5 and 8 lines only)		£40.00	£48.00	0%	£0.00	£40.00	£8.00	£48.00	S
Caskets *		£45.00	£54.00	0%	£0.00	£45.00	£9.00	£54.00	S
Temporary deposit of Cremated remains per month after initial month		£10.00	£12.00	0%	£0.00	£10.00	£2.00	£12.00	S
Witnessed scattering		£20.00	£20.00	0%	£0.00	£20.00	£0.00	£20.00	X
Sanctum 2000 vault (leased for 10 years) including up to 80 letters **		£791.67	£950.00	0%	£0.00	£791.67	£158.33	£950.00	S
Sanctum 2000 vault - per letter above 80		£1.75	£2.10	0%	£0.00	£1.75	£0.35	£2.10	S
Barbican memorial (space lease for 5 years) **		£192.50	£231.00	0%	£0.00	£192.50	£38.50	£231.00	S
Mulberry Tree - per leaf, space leased for 5 years **		£137.50	£165.00	0%	£0.00	£137.50	£27.50	£165.00	S

* If a casket is sold as part of a funeral package it will be exempt from VAT; if supplied on its own it will be standard rated

** Sanctum 2000 vault/Barbican memorial/Mulberry tree - additional artwork/photo plaque can be provided - POA (plus Admin Fee £10-£30 dependent on requirements)

*** When a Mulberry leaf, Barbican plaque or Sanctum vault is purchased there will be a 10% discount applied to any book of remembrance purchase.

FEES AND CHARGES REPORT

APPENDIX 16 – COMMUNITIES – DEFIBRILLATOR MAINTENANCE SCHEME

1. Service description

On 23rd April 2020, a Community Defibrillator Scheme was approved by Delegated Decision to include the provision of a maintenance service provided by the Council.

The Delegated Decision Notice requested that Full Council be presented with a recommendation to approve the new annual maintenance fee of £100 (incl. VAT).

Council subsequently approved the introduction of the service and fee on the 9th September 2020, for immediate implementation.

Automated External Defibrillators (AED's) are portable devices that can be used on someone having a cardiac arrest. They check the heart rhythm and send an electric shock to the heart to try and restore a normal rhythm. They have been in wide use for many years and form part of the standard equipment that paramedics, ambulances and first responders carry. In the event of someone suffering a cardiac arrest, the time it takes to administer aid is critical.

Having access to a nearby defibrillator can greatly reduce the amount of time it takes to administer lifesaving support. They give the best possible chance for someone to survive until medical services arrive.

For a set annual fee of £100 (incl. VAT) per device, each defibrillator guardian would receive:

- Replacement battery and pads when activated.
- Replacement battery and pads when expired.
- Online reporting tool.
- Out of hours contact.
- Annual check.
- Access for First Aid Roadshows around the District.

2. Prior years analysis, current financial year projections

The introduction of the defibrillator maintenance was approved by Council 07.09.20 and as such there is no data available for the current financial year.

Cost recovery will be monitored through monthly budget monitoring. There are currently 80 defibrillators in the community, if 60 (75%) were to sign up to the scheme this would result in a small surplus of £300 pa.

After Council approved the maintenance fee 07.09.20 it was made automatic for new installations of defibrillators to sign up to the scheme. There has been one new

installation since the fee was implemented and five more scheduled in for autumn 2020.

Marketing of the scheme is underway and all communities with defibrillators will be informed of the service.

3. Impact of Covid-19

Installations were continuing throughout 'lockdown' in a COVID safe manner. However, there was a decreased amount of applications received due to the lack of community meetings and activities. The maintenance scheme will not be impacted by COVID-19.

4. Pricing

The fee has been set on the basis of cost recovery being achieved if 75% of communities with defibrillators (i.e. 60 out of the 80 communities who currently have a defibrillator) signed up to the scheme.

Cost recovery analysis will be undertaken as the scheme is rolled out and will inform the fees and charges review for this service for 2022/23.

5. Understanding Customers and Markets

The market has capacity for approximately 100-120 defibrillators, of which 80 communities currently have defibrillators installed by West Lindsey District Council.

All new installations from September 2020 are automatically signed up to the annual maintenance scheme.

There were 79 defibrillators installed prior to September 2020.

6. Proposed Charges

In light of the implementation of the fee being effective from September 2020, it is proposed that the fee is maintained at the current level of £100 (incl. VAT) for 2021/22.

An analysis of cost recovery and service take up will inform a review of the fee for the year 2022/23.

7. Recommendation

Members are requested to recommend to Council the charges for 2021/22 as illustrated in the schedule below:

Prosperous Communities Committee								Communities
	2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
	£	£	% Type	or £	£	£	£	
Defibrillator maintenance service (annual charge)	£83.33	£100.00	0%	£0.00	£83.33	£16.67	£100.00	S

APPENDIX A – Fees and Charges 2021/2022
Corporate Policy & Resources Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Policy and Resources Committee — **Central & Democratic Services**

Statutory fees are set by section 110 of the Representation of the People Regulations 2001.

	2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
	£	£	% Type	£	£	£	£	
Electoral Services (Statutory):								
Sales of Electoral Registers/ Postal Vote Return report following Election	£10.00	£10.00	0%	£0.00	£10.00	£0.00	£10.00	OS
- Per thousand names or part	£5.00	£5.00	0%	£0.00	£5.00	£0.00	£5.00	OS
Sales of full or edited (Open) Register/ Notice of alteration/ Supply of Overseas Register	£10.00	£10.00	0%	£0.00	£10.00	£0.00	£10.00	OS
- Per thousand names or part	£5.00	£5.00	0%	£0.00	£5.00	£0.00	£5.00	OS
Supply of Computer Data: Electoral Registers/ Postal Vote Return report following Election	£20.00	£20.00	0%	£0.00	£20.00	£0.00	£20.00	OS
- Per thousand names of part	£1.50	£1.50	0%	£0.00	£1.50	£0.00	£1.50	OS
Supply of Computer Data: Full or edited (Open) Register/ Notice of alteration/ Supply of Overseas Register	£20.00	£20.00	0%	£0.00	£20.00	£0.00	£20.00	OS
- Per thousand names of part	£1.50	£1.50	0%	£0.00	£1.50	£0.00	£1.50	OS
Copy of a Return of Declaration of Election Expenses - Per side	£0.20	£0.20	0%	£0.00	£0.20	£0.00	£0.20	OS

Policy and Resources Committee — **Central & Democratic Services**

	2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
	£	£	% Type	or £	£	£	£	
Street Naming and Numbering:								
Naming or renaming of a registered property	£70.00	£70.00	4%	£3.00	£73.00	£0.00	£73.00	OS
Renaming an existing street at resident request, per street	£250.00	£250.00	3%	£8.00	£258.00	£0.00	£258.00	OS
Renumbering an existing street at resident request, per property	£50.00	£50.00	4%	£2.00	£52.00	£0.00	£52.00	OS
Naming a new street	£100.00	£100.00	3%	£3.00	£103.00	£0.00	£103.00	OS
Naming of additional streets on the same application	£30.00	£30.00	3%	£1.00	£31.00	£0.00	£31.00	OS
Numbering new development (plots 1-10), per plot	£30.00	£30.00	3%	£1.00	£31.00	£0.00	£31.00	OS
Numbering new development (plots 11+), per plot	£20.00	£20.00	5%	£1.00	£21.00	£0.00	£21.00	OS
Numbering a block of flats, per block	£100.00	£100.00	3%	£3.00	£103.00	£0.00	£103.00	OS
Renumbering due to change in layout plan by developer (plots 1-10), per plot	£20.00	£20.00	5%	£1.00	£21.00	£0.00	£21.00	OS
Renumbering due to change in layout plan by developer (plots 11+), per plot	£15.00	£15.00	7%	£1.00	£16.00	£0.00	£16.00	OS
Confirmation of address details	£50.00	£50.00	4%	£2.00	£52.00	£0.00	£52.00	OS

APPENDIX A – Fees and Charges 2021/2022
Corporate Policy & Resources Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Policy and Resources Committee — **Revenue Services**

	2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
	£	£	% Type	or £	£	£	£	
Revenues *								
Court costs added to Council Tax accounts.	£70.00	£70.00	4%	£2.50	£72.50	£0.00	£72.50	OS
Court costs added to NNDR accounts.	£82.50	£82.50	3%	£2.50	£85.00	£0.00	£85.00	OS

* Charges agreed with Magistrates

APPENDIX B – Fees and Charges 2021/2022
Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee — **Car Parks & Bus Station**

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Car Parks									
Gainsborough not including Roseway	0-1 hours	£0.00	£0.00	0%	£0.00	£0.00	£0.00	£0.00	S
	1-2 hours	£0.92	£1.10	0%	£0.00	£0.92	£0.18	£1.10	S
	2-3 hours	£1.33	£1.60	0%	£0.00	£1.33	£0.27	£1.60	S
	3-4 hours	£1.67	£2.00	0%	£0.00	£1.67	£0.33	£2.00	S
	4-6 hours	£2.75	£3.30	0%	£0.00	£2.75	£0.55	£3.30	S
	6+ hours	£3.25	£3.90	0%	£0.00	£3.25	£0.65	£3.90	S
Roseway only	0-1 hours	£0.00	£0.00	0%	£0.00	£0.00	£0.00	£0.00	S
	1-2 hours	£1.17	£1.40	0%	£0.00	£1.17	£0.23	£1.40	S
	2-3 hours	£1.66	£2.00	0%	£0.00	£1.66	£0.33	£2.00	S
	3-4 hours	£2.08	£2.50	0%	£0.00	£2.08	£0.42	£2.50	S
	Travelodge permit	£5.42	£6.50	0%	£0.00	£5.42	£1.08	£6.50	S
Market Rasen	0-1 hours	£0.00	£0.00	0%	£0.00	£0.00	£0.00	£0.00	S
	1-2 hours	£0.00	£0.00	0%	£0.00	£0.00	£0.00	£0.00	S
	2-3 hours	£0.67	£0.80	0%	£0.00	£0.67	£0.13	£0.80	S
	3-4 hours	£0.83	£1.00	0%	£0.00	£0.83	£0.17	£1.00	S
	4-6 hours	£1.42	£1.70	0%	£0.00	£1.42	£0.28	£1.70	S
	6+ hours	£1.67	£2.00	0%	£0.00	£1.67	£0.33	£2.00	S
Annual Season Tickets									
Gainsborough only	Mon-Sat	£510.00	£612.00	0%	£0.00	£510.00	£102.00	£612.00	S
	Mon-Sat (If paid by monthly DD)	£440.00	£528.00	0%	£0.00	£440.00	£88.00	£528.00	S
	Mon-Fri	£430.00	£516.00	0%	£0.00	£430.00	£86.00	£516.00	S
	Mon-Fri (If paid by monthly DD)	£350.00	£420.00	0%	£0.00	£350.00	£70.00	£420.00	S
Market Rasen Only	Mon-Sat	£255.00	£306.00	0%	£0.00	£255.00	£51.00	£306.00	S
	Mon-Sat (If paid by monthly DD)	£220.00	£264.00	0%	£0.00	£220.00	£44.00	£264.00	S
	Mon-Fri	£215.00	£258.00	0%	£0.00	£215.00	£43.00	£258.00	S
	Mon-Fri (If paid by monthly DD)	£175.00	£210.00	0%	£0.00	£175.00	£35.00	£210.00	S
Penalty Charge Notice									
Higher Rate		£70.00	£70.00	0%	£0.00	£70.00	£0.00	£70.00	OS
Higher rate discounted if paid within 14 days		£35.00	£35.00	0%	£0.00	£35.00	£0.00	£35.00	OS
Lower Rate		£50.00	£50.00	0%	£0.00	£50.00	£0.00	£50.00	OS
Lower rate discounted if paid within 14 days		£25.00	£25.00	0%	£0.00	£25.00	£0.00	£25.00	OS

Penalty Charge Notices have replaced the Excess Charge Notice.
The Traffic Management Act 2004 has introduced differential Penalty Charge Notices.
Notices are categorised as 'Higher' or 'Lower' dependent on the severity of the parking infringement.
Higher penalties are payable at £70 and lower penalties at £50. These categories are as determined in National Guidance.

Electric Vehicle Charging	charge per kWh	£0.25	£0.30	0%	£0.00	£0.25	£0.05	£0.30	S

APPENDIX B – Fees and Charges 2021/2022
Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee — **Markets**

	2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
	£	£	% Type	or £	£	£	£	
Gainsborough Market								
Tuesday Market								
Registered Trader								
1 stall	£16.00	£16.00	0%	£0.00	£16.00	£0.00	£16.00	OS
2 stalls	£27.00	£27.00	0%	£0.00	£27.00	£0.00	£27.00	OS
3 stalls	£35.00	£35.00	0%	£0.00	£35.00	£0.00	£35.00	OS
4 stalls	£43.00	£43.00	0%	£0.00	£43.00	£0.00	£43.00	OS
5 stalls	£51.00	£51.00	0%	£0.00	£51.00	£0.00	£51.00	OS
Casual Trader								
1 stall	£17.50	£17.50	0%	£0.00	£17.50	£0.00	£17.50	OS
2 stalls	£35.00	£35.00	0%	£0.00	£35.00	£0.00	£35.00	OS
3 stalls	£52.50	£52.50	0%	£0.00	£52.50	£0.00	£52.50	OS
4 stalls	£70.00	£70.00	0%	£0.00	£70.00	£0.00	£70.00	OS
5 stalls	£87.50	£87.50	0%	£0.00	£87.50	£0.00	£87.50	OS
Saturday Market								
Registered Trader								
1 stall	£10.00	£10.00	0%	£0.00	£10.00	£0.00	£10.00	OS
2 stalls	£20.00	£20.00	0%	£0.00	£20.00	£0.00	£20.00	OS
3 stalls	£25.00	£25.00	0%	£0.00	£25.00	£0.00	£25.00	OS
4 stalls	£30.00	£30.00	0%	£0.00	£30.00	£0.00	£30.00	OS
5 stalls	£35.00	£35.00	0%	£0.00	£35.00	£0.00	£35.00	OS
Casual Trader								
1 stall	£16.50	£16.50	0%	£0.00	£16.50	£0.00	£16.50	OS
2 stalls	£33.00	£33.00	0%	£0.00	£33.00	£0.00	£33.00	OS
3 stalls	£49.50	£49.50	0%	£0.00	£49.50	£0.00	£49.50	OS
4 stalls	£66.00	£66.00	0%	£0.00	£66.00	£0.00	£66.00	OS
5 stalls	£82.50	£82.50	0%	£0.00	£82.50	£0.00	£82.50	OS

All new traders offered £7.50 per stall on Saturday for a maximum of 6 months
The 6 month period will be cumulative and will be calculated on a rolling basis for each trader
Once a trader has had 6 months discount no further discounts will be given irrespective of time gap between trading

Other Units (Vending Vans, Trailers etc.)								
Tuesday Market								
Registered Trader	£23.50	£23.50	0%	£0.00	£23.50	£0.00	£23.50	OS
Casual Trader	£25.50	£25.50	0%	£0.00	£25.50	£0.00	£25.50	OS
Saturday Market								
Registered Trader	£15.00	£15.00	0%	£0.00	£15.00	£0.00	£15.00	OS
Casual Trader	£20.00	£20.00	0%	£0.00	£20.00	£0.00	£20.00	OS

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Prosperous Communities Committee Schedules

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Prosperous Communities Committee

Pre Application Advice

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Development									
Householder development - do I need planning permission?		£20.83	£25.00	20%	£4.17	£25.00	£5.00	£30.00	S
Householder development including alterations, extensions and outbuildings (this fee would also include establishing whether an application is required and any listed building consent enquiry if		£80.00	£96.00	6%	£5.00	£85.00	£17.00	£102.00	S
Non-residential changes of use including siting of caravans for sites under 1 ha or buildings under 1,000 m^2 (gross)		£171.00	£205.20	6%	£10.67	£181.67	£36.33	£218.00	S
Non-residential changes of use including siting of caravans for sites of 1 ha or above or buildings of 1,000 m^2 or above (gross)		£300.00	£360.00	6%	£18.33	£318.33	£63.67	£382.00	S
Development of 1-9 dwellings including changes of use to residential									
	1st dwelling	£206.00	£247.20	6%	£13.16	£219.16	£43.83	£263.00	S
	Additional dwellings	£114.00	£136.80	7%	£7.67	£121.67	£24.33	£146.00	S
Development of 10-49 dwellings including changes of use to residential									
	10th dwelling	£1,241.00	£1,489.20	6%	£74.83	£1,315.83	£263.17	£1,579.00	S
	Additional dwellings	£61.00	£73.20	7%	£4.00	£65.00	£13.00	£78.00	S
Development of 50 or more dwellings									
	minimum fee	£3,719.00	£4,462.80	6%	£223.50	£3,942.50	£788.50	£4,731.00	S
With additional fee subject to negotiation dependant on complexity of proposal. Encouragement to adopt a Planning Performance Agreement.									
Non-residential development where no floor space is created.		£110.00	£132.00	6%	£6.67	£116.67	£23.33	£140.00	S
Non-residential development up to 499 m^2 floor area, or 0.5 ha site area		£150.00	£180.00	6%	£9.17	£159.17	£31.83	£191.00	S
Non-residential development between 500 and 999 m^2 floor area, or between 0.51ha and 1.0 ha.									
	For 500 m^2 or 0.51ha	£227.00	£272.40	6%	£13.84	£240.84	£48.17	£289.00	S
	Each additional 100 m^2 or 0.1 ha	£114.00	£136.80	7%	£7.67	£121.67	£24.33	£146.00	S
Non-residential development between 1,000 and 4,999 m^2 floor area, or between 1.1ha and 2.0ha.									
	For 1,000 m^2 or 1.1ha	£778.00	£933.60	6%	£47.00	£825.00	£165.00	£990.00	S
	Each additional 100 m^2 or 0.1 ha	£58.00	£69.60	6%	£3.67	£61.67	£12.33	£74.00	S
Non-residential development of 5,000 m^2 or more or 2.1ha or more.									
	Minimum fee	£3,165.00	£3,798.00	6%	£190.00	£3,355.00	£671.00	£4,026.00	S
With additional fee subject to negotiation dependant on complexity of proposal. Encouragement to adopt a Planning Performance Agreement.									
Variation or removal of condition.		£80.00	£96.00	6%	£5.00	£85.00	£17.00	£102.00	S
Advertisements		£80.00	£96.00	6%	£5.00	£85.00	£17.00	£102.00	S
Non-householder listed building consent		£156.00	£187.20	6%	£9.84	£165.84	£33.17	£199.00	S
Additional site visit		£136.00	£163.20	6%	£8.17	£144.17	£28.83	£173.00	S
Hazardous Substances		£ negotiable			£ negotiable				S

N.B.
1. The fee for a mixed use developments would be derived from the total of the fees for all elements.
2. Agricultural development and telecommunications are not included as they have their own national notification procedures which dictate whether there is an pre-application process fee or not.
3. Cross boundary pre-application fees will be based upon the amount of development in each authority (if a dwelling straddles the boundary, the authority with the majority its floor space will receive the fee for that dwelling).

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Prosperous Communities Committee Schedules

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X	Exempt

Prosperous Communities Committee — **Planning**

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Decision Notices, Consents, Determinations, Tree Preservation Orders, Enforcement Notices, S106 Agreements	Per Item (black/white)	£27.00	£27.00	4%	£1.00	£28.00	£0.00	£28.00	OS
		Plus officer time per hour at cost recovery							
Other copies									
Copy plans - A4	Per side of A4 (black/white)	£0.20	£0.20	25%	£0.05	£0.25	£0.00	£0.25	OS
Copy plans - A3	Per copy	£0.50	£0.50	10%	£0.05	£0.55	£0.00	£0.55	OS
Copy plans - A2, A1, A0	Per copy	£6.30	£6.30	3%	£0.20	£6.50	£0.00	£6.50	OS
Information on planning records	Planning Control	£0.25	£0.30	16%	£0.04	£0.29	£0.06	£0.35	S
Requests for Planning Information	Planning - as per above plus officer time per hour	£59.50	£71.40	4%	£2.17	£61.67	£12.33	£74.00	S
		Plus officer time per hour at cost recovery							
Entry onto Self-Build and Custom-Build Housing Register		£50.00	£50.00	4%	£2.00	£52.00	£0.00	£52.00	OS
Public Path Orders, i.e. Diversion Orders	Minimum charge	£541.00	£541.00	3%	£17.00	£558.00	£0.00	£558.00	OS
	Maximum charge	£1,622.00	£1,622.00	3%	£49.00	£1,671.00	£0.00	£1,671.00	OS
Plus actual advertisement costs									

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OS	Outside Scope
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Prosperous Communities Committee — **Planning Applications**

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Outline Applications									
Site area	Every 0.1 ha where the site does not exceed 2.5 ha	£462.00	£462.00	0%	£0.00	£462.00	£0.00	£462.00	OS
	Where the site area exceeds 2.5 ha, £11,432 and an additional £138 for each 0.1 ha in excess of 2.5 hectares, subject to a maximum in total of £150,000	£138.00	£138.00	0%	£0.00	£138.00	£0.00	£138.00	OS
Householder Applications									
Alterations/extensions to a single dwellinghouse, including works within boundary									
Full Applications (and First Submissions of Reserved Matters; or Technical Details Consent)									
Alterations/extensions to dwellinghouses, including works within boundaries	Where the application relates to a single dwellinghouse (or single flat)	£206.00	£206.00	0%	£0.00	£206.00	£0.00	£206.00	OS
	Where the application relates to 2 or more dwellinghouses (or two or more flats)	£407.00	£407.00	0%	£0.00	£407.00	£0.00	£407.00	OS
New dwellinghouses	Where number of new dwellinghouses is not more than 50	£334.00	£334.00	0%	£0.00	£334.00	£0.00	£334.00	OS
	Where the number of dwellinghouses exceeds 50, £16,525 and an additional £100 for each dwelling in excess of 50 subject to a maximum in total of £300,000	£100.00	£100.00	0%	£0.00	£100.00	£0.00	£100.00	OS
Erection of building (not dwellinghouses, agricultural, glasshouses, plant nor machinery)	No increase in gross floor space or no more than 40m^2	£234.00	£234.00	0%	£0.00	£234.00	£0.00	£234.00	OS
	More than 40m^2 but no more than 75m^2	£462.00	£462.00	0%	£0.00	£462.00	£0.00	£462.00	OS
	More than 75m^2 but no more than 3,750m^2. £462 for each 75m^2 or part thereof	£462.00	£462.00	0%	£0.00	£462.00	£0.00	£462.00	OS
	More than 3,750m^2, £22,859 and an additional £138 for each 75m^2 in excess of 3,750m^2 up to a maximum of £300,000	£138.00	£138.00	0%	£0.00	£138.00	£0.00	£138.00	OS
Erection/alterations/replacement of plant and machinery	Where site area does not exceed 5 ha; per 0.1 ha	£462.00	£462.00	0%	£0.00	£462.00	£0.00	£462.00	OS
	Over 5 ha £22,859 and an additional £138 for each 0.1 ha in excess of 5 ha to a maximum of £300,000	£138.00	£138.00	0%	£0.00	£138.00	£0.00	£138.00	OS
The erection of buildings (on land used for agriculture for agricultural purposes)	Not more than 465 m^2 gross floor space created	£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
	More than 465m^2 but no more than 540m^2	£462.00	£462.00	0%	£0.00	£462.00	£0.00	£462.00	OS
Between 540 > 4215 m^2, £462 for the first 540 m^2 then £462 per additional 75 m^2	More than 540m^2 but not more than 4,215m^2. £462 for the first 540 m^2 then £462 per additional 75 m^2 (or part thereof) in excess of 540m^2	£462.00	£462.00	0%	£0.00	£462.00	£0.00	£462.00	OS
	More than 4,215 m^2, £22,859 and an additional £138 for each 75 m^2 in excess of 4,215 m^2 up to a maximum of £300,000	£138.00	£138.00	0%	£0.00	£138.00	£0.00	£138.00	OS
Erection of glasshouses (on land used for the purposes of agriculture)	Not more than 465 m^2 gross floor space created	£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
	More than 465 m^2 gross floor space created	£2,580.00	£2,580.00	0%	£0.00	£2,580.00	£0.00	£2,580.00	OS

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Prosperous Communities Committee Schedules

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OS	Outside Scope
X	Exempt

Prosperous Communities Committee

Planning Applications Continued

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Applications other than Building Works									
Car parks, service roads or other accesses	For existing uses	£234.00	£234.00	0%	£0.00	£234.00	£0.00	£234.00	OS
Other Operations (not coming within any of the above categories)	Any site area. £234 for each 0.1 ha (or part thereof) up to a maximum of £2,028	£234.00	£234.00	0%	£0.00	£234.00	£0.00	£234.00	OS
Lawful Development Certificate	Existing use or operation	Same as Full							OS
	Existing use or operation - lawful not to comply with any condition or limitation	£234.00	£234.00	0%	£0.00	£234.00	£0.00	£234.00	OS
	Proposed use or operation	Half the normal planning fee							OS
Prior Approval									
Larger home extensions		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Agricultural and Forestry buildings & operations		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Demolition of buildings		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Communications (previously referred to as 'Telecommunications Code Systems Operators')		£462.00	£462.00	0%	£0.00	£462.00	£0.00	£462.00	OS
Change of Use from Shops (Class A1), Professional and Financial Services (Class A2), Takeaways (Class (A5), Betting Offices, Pay Day Loan Shops or Launderettes to Offices (Class B1a)		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from Business (Use Class B1), Hotels (Use Class C1). Residential Institutions (Use Class C2), Secure Residential Institutions (Use Class C2a) or Assembly and Leisure (Use Class D2) to a State Funded School or		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from an Agricultural Building to a State-Funded School or Registered Nursery		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from an Agricultural Building to a flexible use within Shops (Use Class A1), Financial and Professional services (Use Class A2), Restaurants and Cafes (Use Class A3), Business (Use Class B1), Storage or Distribution (Use Class B8), Hotels (Use Class C1), or Assembly or Leisure (Use		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from Offices (Use Class B1a) Use to Dwellinghouses (Use Class C3)		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from an Agricultural Building to Dwellinghouses (Use Class C3)		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
	if it includes building operations in connection with the change of use	£206.00	£206.00	0%	£0.00	£206.00	£0.00	£206.00	OS
Change of use of a building from Shops (Use Class A1), Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loans Shops, Launderette; or a mixed use combining one of these uses and use as a dwellinghouse to Dwellinghouses (Use Class C3)		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS

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OS	Outside Scope
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	if it includes building operations in connection with the change of use	£206.00	£206.00	0%	£0.00	£206.00	£0.00	£206.00	OS
Change of use of a building and any land within its curtilage from Light Industrial (Use Class B1c) to Dwellinghouses (Use Class C3)		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use of a building and any land within its curtilage from Amusement Arcades/Centres and Casinos (Sui Generis Uses) to Dwellinghouses (Use Class C3)		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
	if it includes building operations in connection with the change of use	£206.00	£206.00	0%	£0.00	£206.00	£0.00	£206.00	OS
Change of Use of a building from Shops (Use Class A1), Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Café's (Use		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
	if it includes building operations in connection with the change of use	£206.00	£206.00	0%	£0.00	£206.00	£0.00	£206.00	OS

APPENDIX B – Fees and Charges 2021/2022
Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee

Planning Applications Continued

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Change of Use of a building from Shops (use Class A1) and Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses (Use Class D2)		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Change of Use from Shops (Class A1), Professional and Financial Services (Class A2), Takeaways (Class A5), Betting Offices, Pay Day Loan Shops or Launderettes to Offices (Class B1a)		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Development Consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Temporary Use of Buildings or Land for the Purpose of Commercial Film-Making and the Associated Temporary Structures, Works, Plant or Machinery required in Connection with that Use		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Installation, Alterations or Replacement of other Solar Photovoltaics (PV) equipment on the Roofs of Non-domestic Buildings, up to a Capacity of 1 Megawatt		£96.00	£96.00	0%	£0.00	£96.00	£0.00	£96.00	OS
Reserved Matters									
Application for approval of reserved matters following outline approval		Full fee due or if full fee already paid then £462 due							OS
Approval/Variation/discharge of condition									
Application for removal or variation of a condition following grant of planning permission		£234.00	£234.00	0%	£0.00	£234.00	£0.00	£234.00	OS
Request for confirmation that one of more planning conditions have been complied with		£34 per request for Householder otherwise £116 per request							OS
Change of Use of a building to use as one or more separate dwellinghouses, or other cases									
	no. of dwellings 50 or less	£462.00	£462.00	0%	£0.00	£462.00	£0.00	£462.00	OS
	more than 50 dwellings, £22,859 and an additional £138 for each dwelling in excess of 50 dwellings up to a maximum of £300,000	£138.00	£138.00	0%	£0.00	£138.00	£0.00	£138.00	OS
Other Changes of Use of a building or land		£462.00	£462.00	0%	£0.00	£462.00	£0.00	£462.00	OS
Advertising									
Relating to the business on the premises		£132.00	£132.00	0%	£0.00	£132.00	£0.00	£132.00	OS
Advance signs which are not situated on or visible from the site, directing the public to a business		£132.00	£132.00	0%	£0.00	£132.00	£0.00	£132.00	OS
Other advertisements		£462.00	£462.00	0%	£0.00	£462.00	£0.00	£462.00	OS

APPENDIX B – Fees and Charges 2021/2022
Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
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Application for a Non-material Amendment Following a Grant of Planning Permission									
Applications in respect of householder developments		£34.00	£34.00	0%	£0.00	£34.00	£0.00	£34.00	OS
Applications in respect of other developments		£234.00	£234.00	0%	£0.00	£234.00	£0.00	£234.00	OS
Application for Permission in Principle									
Site Area	per 0.1 ha (or part thereof)	£402.00	£402.00	0%	£0.00	£402.00	£0.00	£402.00	OS
Concessions									
Non-Profit making club, society, organisation or trust, providing sports or recreational facilities		£462.00	£462.00	0%	£0.00	£462.00	£0.00	£462.00	OS

APPENDIX B – Fees and Charges 2021/2022
Prosperous Communities Committee Schedules

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Prosperous Communities Committee

Community Infrastructure Levy (CIL)

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
CIL Charging Schedule - residential charging zones (charge per m²)									
Zone 1 Lincoln Strategy Area (LSA)	no. of dwellings 50 or less	£25.00	£25.00	0%	£0.00	£25.00	£0.00	£25.00	OS
Zone 2 Non Lincoln Strategy Area	more than 50 dwellings, £22,859 and an additional £138 for each dwelling in excess of 50 dwellings subject to maximum in total of £300,000	£15.00	£15.00	0%	£0.00	£15.00	£0.00	£15.00	OS
Zone 3 North East Quadrant Sustainable Urban Extension	Each 0.1 ha of the site area, where the site does not exceed 15 ha	£20.00	£20.00	0%	£0.00	£20.00	£0.00	£20.00	OS
Zone 4 Gainsborough West (as shown shaded green on the charging schedule map of Gainsborough)	Where the site exceeds 15 ha £34,934 and an additional £138 for each 0.1 ha in excess of 15ha subject to a maximum in total of £78,000	£0.00	£0.00	0%	£0.00	£0.00	£0.00	£0.00	OS
£0 charge for apartments across all zones									
CIL Charging Schedule - commercial charging zones (applicable to whole district) (charge per m²)									
Convenience Retail *		£40.00	£40.00	0%	£0.00	£40.00	£0.00	£40.00	OS
All Other Uses **		£0.00	£0.00	0%	£0.00	£0.00	£0.00	£0.00	OS

* Convenience retail is defined as everyday items including food, drink and non-durable household goods
** All other uses and the £0 rate include comparison retail and retail warehousing

No change is permitted to the CIL charging schedule without a full examination by The Planning Inspectorate

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S	Standard Rate 20%
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OS	Outside Scope
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APPENDIX B – Fees and Charges 2021/2022
Prosperous Communities Committee Schedules

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Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee

Fixed Penalty Notices

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Depositing Litter	Fee set by Government - payable within 14 days of issue	£75.00	£75.00	0%	£0.00	£75.00	£0.00	£75.00	OS
	Fee set by Government - discounted if paid within 10 days	£50.00	£50.00	0%	£0.00	£50.00	£0.00	£50.00	OS
Failure to produce Waste Documents	Fee set by Government - payable within 14 days of issue	£300.00	£300.00	0%	£0.00	£300.00	£0.00	£300.00	OS
Failure to produce Authority to Transport Waste	Fee set by Government - payable within 14 days of issue	£300.00	£300.00	0%	£0.00	£300.00	£0.00	£300.00	OS
Unauthorised Distribution of Free Printed Matter	Fee set by Government - payable within 14 days of issue	£75.00	£75.00	0%	£0.00	£75.00	£0.00	£75.00	OS
Failure to comply with a Domestic Waste Receptacles Notice	Fee set by Government - payable within 14 days of issue	£100.00	£100.00	0%	£0.00	£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	£75.00	0%	£0.00	£75.00	£0.00	£75.00	OS
Failure to comply with an Industrial and Commercial Waste Receptacles Notice	Fee set by Government - payable within 14 days of issue	£100.00	£100.00	0%	£0.00	£100.00	£0.00	£100.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	£75.00	0%	£0.00	£75.00	£0.00	£75.00	OS
Abandoning a Vehicle	Fee set by Government - payable within 14 days of issue	£200.00	£200.00	0%	£0.00	£200.00	£0.00	£200.00	OS
Nuisance Parking	Fee set by Government - payable within 14 days of issue	£100.00	£100.00	0%	£0.00	£100.00	£0.00	£100.00	OS
Anti Social Behaviour Crime and Policing Act 2014 - Community Protection Notice	Fee set by Government - payable within 14 days of issue	£100.00	£100.00	3%	£3.00	£103.00	£0.00	£103.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	£75.00	0%	£0.00	£75.00	£0.00	£75.00	OS
Anti Social Behaviour Crime and Policing Act 2014 - Public Space Protection Order	Fee set by Government - payable within 14 days of issue	£100.00	£100.00	3%	£3.00	£103.00	£0.00	£103.00	OS
	Fee set by Government - discounted if paid within 10 days	£75.00	£75.00	0%	£0.00	£75.00	£0.00	£75.00	OS
Flytipping	Fee set by Government - payable within 14 days of issue	£400.00	£400.00	0%	£0.00	£400.00	£0.00	£400.00	OS
High Hedge Fee	Fee set locally	£316.00	£316.00	3%	£9.00	£325.00	£0.00	£325.00	OS
Fee for abandoned shopping trolleys	Fee set locally (maximum charge)	£100.00	£100.00	3%	£3.00	£103.00	£0.00	£103.00	OS
High Hedges Complaints Application		£316.00	£316.00	3%	£9.00	£325.00	£0.00	£325.00	OS

APPENDIX B – Fees and Charges 2021/2022
Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee

Pest Control and Stray Dogs

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Reclaim of Stray Dogs	Prescribed fee	£25.00	£25.00	0%	£0.00	£25.00	£0.00	£25.00	OS
	Collection fee	£42.00	£42.00	3%	£3.00	£43.50	£0.00	£43.50	OS
	Plus kennel and vet fees as incurred by the authority.								

APPENDIX B – Fees and Charges 2021/2022
Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee — **Strategic Housing**

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Housing Enforcement Charges									
Mandatory HMO Licence Application	Up to 5 units / bedrooms	£825.00	£825.00	3%	£24.75	£849.75	£0.00	£849.75	OS
	Per additional unit	£50.00	£50.00	3%	£1.50	£51.50	£0.00	£51.50	OS
	Maximum charge - n/a								
Mandatory HMO Licence Renewal	Up to 5 units / bedrooms	£700.00	£700.00	3%	£21.00	£721.00	£0.00	£721.00	OS
	Per additional unit	£50.00	£50.00	3%	£1.50	£51.50	£0.00	£51.50	OS
	Maximum charge - n/a								
Hazard Awareness Notice	None	£0.00	£0.00	0%	£0.00	£0.00	£0.00	£0.00	OS
Improvement Notice	For one hazard	£350.00	£350.00	3%	£10.50	£360.50	£0.00	£360.50	OS
Emergency Remedial Action Notice (plus work - see below)	Cost of works plus hourly rate of officer time	Cost of works plus officer time to execute and arrange				Cost of works plus officer time to execute and arrange	£0.00	£0.00	OS
	Officer time charged at £30 per hour								
Prohibition Order		£350.00	£350.00	3%	£10.50	£360.50	£0.00	£360.50	OS
Emergency Prohibition Order		£350.00	£350.00	3%	£10.50	£360.50	£0.00	£360.50	OS
Demolition Order		£350.00	£350.00	3%	£10.50	£360.50	£0.00	£360.50	OS
Immigration Procedure Inspection	Per inspection	£70.00	£84.00	3%	£2.10	£72.10	£14.42	£86.52	S
Mobile Homes Act 2013 – Compliance Notice	Hourly rate of relevant officers with on costs plus work in default costs of works								OS
Mobile Homes Act 2014 – Emergency Remedial Action Notice	Hourly rate of relevant officers with on costs plus work in default cost of works								OS
Penalty Charge Notice (Smoke and Carbon Monoxide Alarm (England) Regulations 2015)	Up to £5,000								OS
Notice of Intent (Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) (England) Order 2014)	Up to £5,000								OS
Works In Default of any Legislation or Emergency Remedial Action *	Base charge	Cost of work plus hourly rate of officer with on costs							OS
Selective Licensing	WLDC Scheme Fee	£375.00	£375.00	0%	£0.00	£375.00	£0.00	£375.00	OS
	Co-Regulated Scheme (WLDC Fee)	£120.00	£120.00	0%	£0.00	£120.00	£0.00	£120.00	OS
Enforcement of the Domestic Minimum Level of Energy Efficiency (under the Energy Efficiency (Private Rented Property)(England and Wales) Regulations 2015, as amended)	up to £5,000								OS
Housing and Planning Act - Civil Penalties	up to £30,000								

* Outside the scope of VAT unless the owner agrees in which case VAT is chargeable at the standard rate.

APPENDIX B – Fees and Charges 2021/2022
Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee — **Mobile Homes**

	2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
	£	£	% Type	or £	£	£	£	
Mobile Homes Act 2013								
Issue of a New Licence	£300.00	£300.00	3%	£9.00	£309.00	£0.00	£309.00	OS
Deposit of Site Rules	£30.00	£30.00	3%	£1.00	£31.00	£0.00	£31.00	OS
Transfer and Alteration of a Licence	£100.00	£100.00	3%	£3.00	£103.00	£0.00	£103.00	OS

Prosperous Communities Committee — **Communities**

	2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
	£	£	% Type	or £	£	£	£	
Defibrillator maintenance service (annual charge)	£83.33	£100.00	0%	£0.00	£83.33	£16.67	£100.00	S

APPENDIX B – Fees and Charges 2021/2022
Prosperous Communities Committee Schedules

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OS	Outside Scope
X	Exempt

APPENDIX B – Fees and Charges 2021/2022
Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee

Environment Services Local Air Pollution

All charges are set by DEFRA		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Application Fee									
- Standard Process		£1,650.00	£1,650.00	0%	£0.00	£1,650.00	£0.00	£1,650.00	OS
- Reduced fee activities		£155.00	£155.00	0%	£0.00	£155.00	£0.00	£155.00	OS
PVR I and PVR II activities		£257.00	£257.00	0%	£0.00	£257.00	£0.00	£257.00	OS
Vehicle refinishers, & Parts 2, 3, 4 reduced fee activity		£362.00	£362.00	0%	£0.00	£362.00	£0.00	£362.00	OS
- Mobile Screening and crushing plant		£1,650.00	£1,650.00	0%	£0.00	£1,650.00	£0.00	£1,650.00	OS
- For the third to seventh applications		£985.00	£985.00	0%	£0.00	£985.00	£0.00	£985.00	OS
- For the eighth and subsequent applications		£498.00	£498.00	0%	£0.00	£498.00	£0.00	£498.00	OS
An additional charge of £297 applies to the above where the permit is for a combined part B and waste installation.									
Late Application Fee Schedule B reduce fee activity		£71.00	£71.00	0%	£0.00	£71.00	£0.00	£71.00	OS
Late Application for other Part B activity or any other solvent emission		£1,188.00	£1,188.00	0%	£0.00	£1,188.00	£0.00	£1,188.00	OS
Late Application for Mobile Plant		£1,188.00	£1,188.00	0%	£0.00	£1,188.00	£0.00	£1,188.00	OS
Late Application Fee Schedule B Vehicle refinishers or any other Part B		£279.00	£279.00	0%	£0.00	£279.00	£0.00	£279.00	OS
Annual Subsistence Fee -Standard Process	Low	£772.00	£772.00	0%	£0.00	£772.00	£0.00	£772.00	OS
	Medium	£1,161.00	£1,161.00	0%	£0.00	£1,161.00	£0.00	£1,161.00	OS
	High	£1,747.00	£1,747.00	0%	£0.00	£1,747.00	£0.00	£1,747.00	OS
An additional charge of £104 for Low, £156 for Medium and £207 for High applies to the above where the permit is for a combined part B and waste installation.									
- Reduced fee activities	Low	£79.00	£79.00	0%	£0.00	£79.00	£0.00	£79.00	OS
	Medium	£158.00	£158.00	0%	£0.00	£158.00	£0.00	£158.00	OS
	High	£237.00	£237.00	0%	£0.00	£237.00	£0.00	£237.00	OS
- PVR I & II Combined	Low	£113.00	£113.00	0%	£0.00	£113.00	£0.00	£113.00	OS
	Medium	£226.00	£226.00	0%	£0.00	£226.00	£0.00	£226.00	OS
	High	£341.00	£341.00	0%	£0.00	£341.00	£0.00	£341.00	OS
- Vehicle refinishers	Low	£228.00	£228.00	0%	£0.00	£228.00	£0.00	£228.00	OS
	Medium	£365.00	£365.00	0%	£0.00	£365.00	£0.00	£365.00	OS
	High	£548.00	£548.00	0%	£0.00	£548.00	£0.00	£548.00	OS
- Mobile Screening and crushing plant 1st to 2nd Permits	Low	£626.00	£626.00	0%	£0.00	£626.00	£0.00	£626.00	OS
	Medium	£1,034.00	£1,034.00	0%	£0.00	£1,034.00	£0.00	£1,034.00	OS
	High	£1,551.00	£1,551.00	0%	£0.00	£1,551.00	£0.00	£1,551.00	OS
- Mobile Screening and crushing plant 3rd to 7th Permits	Low	£385.00	£385.00	0%	£0.00	£385.00	£0.00	£385.00	OS
	Medium	£617.00	£617.00	0%	£0.00	£617.00	£0.00	£617.00	OS
	High	£924.00	£924.00	0%	£0.00	£924.00	£0.00	£924.00	OS
- Mobile Screening and crushing plant 8th and Subsequent permits	Low	£198.00	£198.00	0%	£0.00	£198.00	£0.00	£198.00	OS
	Medium	£314.00	£314.00	0%	£0.00	£314.00	£0.00	£314.00	OS
	High	£473.00	£473.00	0%	£0.00	£473.00	£0.00	£473.00	OS

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Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
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Prosperous Communities Committee

Environment Services Local Air Pollution continued

All charges are set by DEFRA		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Application Fee for Part A(2) Activity									
For Each Part A(2)		£3,363.00	£3,363.00	0%	£0.00	£3,363.00	£0.00	£3,363.00	OS
SWIP (Small Waste Incineration Plant Installation		£3,363.00	£3,363.00	0%	£0.00	£3,363.00	£0.00	£3,363.00	OS
Mobile Small Waste Incineration Plant		£3,363.00	£3,363.00	0%	£0.00	£3,363.00	£0.00	£3,363.00	OS
Late Fee Application Part A(2)		£1,188.00	£1,188.00	0%	£0.00	£1,188.00	£0.00	£1,188.00	OS
Variation of Part A(2) Permit		£1,368.00	£1,368.00	0%	£0.00	£1,368.00	£0.00	£1,368.00	OS
Subsistence Charge for Part A(2)	Low	£1,343.00	£1,343.00	0%	£0.00	£1,343.00	£0.00	£1,343.00	OS
	Medium	£1,507.00	£1,507.00	0%	£0.00	£1,507.00	£0.00	£1,507.00	OS
	High	£2,230.00	£2,230.00	0%	£0.00	£2,230.00	£0.00	£2,230.00	OS
Where a part B installation is subject to reporting under the E-PRTR regulation an additional charge of £104 applies.									
Transfer and Surrender									
Transfer Schedule B Part B Reduced Fee Activity	Total Transfer	£0.00	£0.00	0%	£0.00	£0.00	£0.00	£0.00	OS
Transfer Schedule B Part B Reduced Fee Activity	Partial Transfer	£47.00	£47.00	0%	£0.00	£47.00	£0.00	£47.00	OS
Transfer Schedule B Part B Any Other Part B or Solvent Emission Activity	Total Transfer	£169.00	£169.00	0%	£0.00	£169.00	£0.00	£169.00	OS
Transfer Schedule B Part B Any Other Part B or Solvent Emission Activity	Partial Transfer	£497.00	£497.00	0%	£0.00	£497.00	£0.00	£497.00	OS
Joint Application to Transfer Part B Mobile Plant		£53.00	£53.00	0%	£0.00	£53.00	£0.00	£53.00	OS
Surrender Part B Permit		£0.00	£0.00	0%	£0.00	£0.00	£0.00	£0.00	OS
Part A(2) Total Transfer		£235.00	£235.00	0%	£0.00	£235.00	£0.00	£235.00	OS
Part A(2) Partial Transfer		£698.00	£698.00	0%	£0.00	£698.00	£0.00	£698.00	OS
Party A(2) Surrender Permit		£698.00	£698.00	0%	£0.00	£698.00	£0.00	£698.00	OS
Part A (2) where the substantial change results in SWIP		£3,363.00	£3,363.00	0%	£0.00	£3,363.00	£0.00	£3,363.00	OS
Substantial Change									
Reduce Fee Activity		£102.00	£102.00	0%	£0.00	£102.00	£0.00	£102.00	OS
Other Part B or Solvent Emission Activity		£1,050.00	£1,050.00	0%	£0.00	£1,050.00	£0.00	£1,050.00	OS
- Standard process where the substantial change results in a new PPC activity		£1,650.00	£1,650.00	0%	£0.00	£1,650.00	£0.00	£1,650.00	OS
- New operator at low risk reduced fee		£78.00	£78.00	0%	£0.00	£78.00	£0.00	£78.00	OS
Subsistence charges can be paid in four equal instalments at an additional cost of £38 p.a.									
Reduced Subsistence Charge		£52.00	£52.00	0%	£0.00	£52.00	£0.00	£52.00	OS
Late Fee Payment of Subsistence Fees		£52.00	£52.00	0%	£0.00	£52.00	£0.00	£52.00	OS

APPENDIX B – Fees and Charges 2021/2022
Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee

Environment Services Local Air Pollution continued

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
**All statutory charges are set by DEFRA		£	£	% Type	or £	£	£	£	
Request for Information / Document Disclosure where Charging is Permitted	Minimum per request plus cost of materials	£76.00	£76.00	3%	£2.00	£78.00	£0.00	£78.00	OS
	Thereafter per hour	£45.00	£45.00	3%	£1.00	£46.00	£0.00	£46.00	OS
Health Certificates		£55.00	£55.00	3%	£2.00	£57.00	£0.00	£57.00	OS
Food Premises Register	Per page	£3.00	£3.00	3%	£0.00	£3.00	£0.00	£3.00	OS
SFBB Pack	(including diary)	£11.00	£13.20	3%	£0.00	£11.00	£2.20	£13.20	S
Diary Refill		£6.00	£7.20	3%	£0.18	£6.18	£1.24	£7.42	S
Private Water Supply Work	Cost Recovery - Mileage (Per Mile)	£0.40	£0.40	0%	£0.00	£0.40	£0.00	£0.40	OS
**	Risk assessment - Maximum Hourly Charge	£42.31	£42.31	3%	£1.27	£43.58	£0.00	£43.58	OS
**	Sampling (each visit) - Maximum Hourly Charge	£42.31	£42.31	3%	£1.27	£43.58	£0.00	£43.58	OS
**	Investigation - Maximum Hourly Charge	£42.31	£42.31	3%	£1.27	£43.58	£0.00	£43.58	OS
**	Granting an authorisation (each authorisation) - Maximum Hourly Charge	£37.27	£37.27	3%	£1.12	£38.39	£0.00	£38.39	OS
**									
**	Full Laboratory Costs	as per laboratory costs				as per laboratory costs		as per laboratory costs	OS
**	Full Courier Charges	as per laboratory costs				as per laboratory costs		as per laboratory costs	OS
Food Advisory	Charge for a visit (up to a maximum 2 hours contact time)	£134.00	£160.80	3%	£4.00	£138.00	£27.60	£165.60	S
	Charge for additional hours	£43.00	£51.60	3%	£1.00	£44.00	£8.80	£52.80	S
Food Hygiene Rating Scheme	Re-inspections	£165.00	£165.00	3%	£5.00	£170.00	£0.00	£170.00	OS
** Health Act 2006	Smoking in a smoke free place	£50.00	£50.00	0%	£0.00	£50.00	£0.00	£50.00	OS
**	Failure to display no smoking sign	£200.00	£200.00	0%	£0.00	£200.00	£0.00	£200.00	OS

APPENDIX B – Fees and Charges 2021/2022
Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee — **Licensing - Gambling Act**

	2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
	£	£	% Type	or £	£	£	£	
Bingo Premises Licence								
Application Fee for Provisional Statement	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Licence for Provisional Statement Premises	£914.90	£914.90	6%	£54.90	£969.80	£0.00	£969.80	OS
Application Fee New Premises	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Annual Fee	£847.80	£847.80	6%	£50.90	£898.70	£0.00	£898.70	OS
Variation of Licence	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Transfer Fee	£879.80	£879.80	6%	£52.80	£932.60	£0.00	£932.60	OS
Application for Reinstatement	£879.80	£879.80	6%	£52.80	£932.60	£0.00	£932.60	OS
Adult Gaming Centre								
Application Fee for Provisional Statement	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Licence for Provisional Statement Premises	£914.90	£914.90	6%	£54.90	£969.80	£0.00	£969.80	OS
Application Fee New Premises	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Annual Fee	£879.80	£879.80	6%	£52.80	£932.60	£0.00	£932.60	OS
Variation of Licence	£923.40	£923.40	6%	£55.40	£978.80	£0.00	£978.80	OS
Transfer Fee	£879.80	£879.80	6%	£52.80	£932.60	£0.00	£932.60	OS
Application for Reinstatement	£879.80	£879.80	6%	£52.80	£932.60	£0.00	£932.60	OS
Family Entertainment Centre								
Application Fee for Provisional Statement	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Licence for Provisional Statement Premises	£913.80	£913.80	3%	£27.40	£941.20	£0.00	£941.20	OS
Application Fee New Premises	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Annual Fee	£750.00	£750.00	0%	£0.00	£750.00	£0.00	£750.00	OS
Variation of Licence	£923.40	£923.40	6%	£55.40	£978.80	£0.00	£978.80	OS
Transfer Fee	£847.80	£847.80	6%	£50.90	£898.70	£0.00	£898.70	OS
Application for Reinstatement	£847.80	£847.80	6%	£50.90	£898.70	£0.00	£898.70	OS
Betting Premises (Other)								
Application Fee for Provisional Statement	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Licence for Provisional Statement Premises	£913.80	£913.80	6%	£54.80	£968.60	£0.00	£968.60	OS
Application Fee New Premises	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Annual Fee	£600.00	£600.00	0%	£0.00	£600.00	£0.00	£600.00	OS
Variation of Licence	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Transfer Fee	£879.80	£879.80	6%	£52.80	£932.60	£0.00	£932.60	OS
Application for Reinstatement	£879.80	£879.80	6%	£52.80	£932.60	£0.00	£932.60	OS
Betting Premises (Tracks)								
Application Fee for Provisional Statement	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Licence for Provisional Statement Premises	£913.80	£913.80	3%	£27.40	£941.20	£0.00	£941.20	OS
Application Fee New Premises	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Annual Fee	£798.80	£798.80	6%	£47.90	£846.70	£0.00	£846.70	OS
Variation of Licence	£1,015.70	£1,015.70	6%	£60.90	£1,076.60	£0.00	£1,076.60	OS
Transfer Fee	£847.80	£847.80	6%	£50.90	£898.70	£0.00	£898.70	OS
Application for Reinstatement	£847.80	£847.80	6%	£50.90	£898.70	£0.00	£898.70	OS

APPENDIX B – Fees and Charges 2021/2022
Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee

Licensing - Gambling Act (contd)

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Miscellaneous									
Change of Circumstances		£50.00	£50.00	0%	£0.00	£50.00	£0.00	£50.00	OS
Fee for Copy of a Licence Under the Gambling Act 2005		£25.00	£25.00	0%	£0.00	£25.00	£0.00	£25.00	OS
Temporary Usage License		£390.10	£390.10	3%	£11.70	£401.80	£0.00	£401.80	OS
Unlicensed FEC's & Prize gaming Permits (10 year duration)									
New Gaming Machine Permit (no annual fee)		£300.00	£300.00	0%	£0.00	£300.00	£0.00	£300.00	OS
Renewal		£300.00	£300.00	0%	£0.00	£300.00	£0.00	£300.00	OS
Change of name on permit		£25.00	£25.00	0%	£0.00	£25.00	£0.00	£25.00	OS
Copy of permit		£15.00	£15.00	0%	£0.00	£15.00	£0.00	£15.00	OS
New Prize Gaming Permit (no annual fee)		£300.00	£300.00	0%	£0.00	£300.00	£0.00	£300.00	OS
Renewal		£300.00	£300.00	0%	£0.00	£300.00	£0.00	£300.00	OS
Change of name on permit		£25.00	£25.00	0%	£0.00	£25.00	£0.00	£25.00	OS
Copy of permit		£15.00	£15.00	0%	£0.00	£15.00	£0.00	£15.00	OS
Club Gaming Permit & Club Machine Permit (10 year duration)									
New grant Club Gaming Permit		£200.00	£200.00	0%	£0.00	£200.00	£0.00	£200.00	OS
New grant Club Gaming Permit with Club Premises Certificate (fast track)		£100.00	£100.00	0%	£0.00	£100.00	£0.00	£100.00	OS
Renewal		£200.00	£200.00	0%	£0.00	£200.00	£0.00	£200.00	OS
Renewal of Club Gaming Permit with Club Premises Certificate (fast track)		£100.00	£100.00	0%	£0.00	£100.00	£0.00	£100.00	OS
Annual Fee		£50.00	£50.00	0%	£0.00	£50.00	£0.00	£50.00	OS
Variation		£100.00	£100.00	0%	£0.00	£100.00	£0.00	£100.00	OS
Copy of permit		£15.00	£15.00	0%	£0.00	£15.00	£0.00	£15.00	OS
Lotteries									
Society Lottery - New		£40.00	£40.00	0%	£0.00	£40.00	£0.00	£40.00	OS
Society Lottery - Renewal		£20.00	£20.00	0%	£0.00	£20.00	£0.00	£20.00	OS
Machines in Alcohol Licensed premises - 3 or more machines									
New		£150.00	£150.00	0%	£0.00	£150.00	£0.00	£150.00	OS
Annual Fee		£50.00	£50.00	0%	£0.00	£50.00	£0.00	£50.00	OS
Transfer		£25.00	£25.00	0%	£0.00	£25.00	£0.00	£25.00	OS
Variation		£100.00	£100.00	0%	£0.00	£100.00	£0.00	£100.00	OS
Change of name on permit		£25.00	£25.00	0%	£0.00	£25.00	£0.00	£25.00	OS
Copy of gaming machine permit		£15.00	£15.00	0%	£0.00	£15.00	£0.00	£15.00	OS
Gambling Machine Permit - Up to 2 Machines	One-off fee	£50.00	£50.00	0%	£0.00	£50.00	£0.00	£50.00	OS

APPENDIX B – Fees and Charges 2021/2022
Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee — **Licensing**

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Taxi Licensing (Including Horse Drawn Omnibus)									
Driver's License Application (3Yr)	New/Renewal	£171.00	£171.00	6%	£10.00	£181.00	£0.00	£181.00	OS
Knowledge Test Fee Including ID check	New Driver Licenses includes Right to licence checks	£35.00	£35.00	6%	£2.00	£37.00	£0.00	£37.00	OS
Knowledge Test Fee - Resit	New Driver Licenses	£35.00	£35.00	0%	£0.00	£35.00	£0.00	£35.00	OS
DBS Check	On New or Renewal	£44.00	£44.00	0%	£0.00	£44.00	£0.00	£44.00	OS
DBS Admin Fee*	On New or Renewal	£10.00	£10.00	0%	£0.00	£10.00	£0.00	£10.00	OS
	**This fee is controlled by City of Lincoln Council and subject to change*								
Vehicle License	New	£249.00	£249.00	3%	£7.00	£256.00	£0.00	£256.00	OS
Vehicle License	Renewal	£249.00	£249.00	3%	£7.00	£256.00	£0.00	£256.00	OS
Replacement Plate ADD cost of materials	Plate only (does not include cost of plate)	£29.00	£29.00	3%	£1.00	£30.00	£0.00	£30.00	OS
Replacement Plate & Bracket ADD cost of materials	Plate and Bracket (does not include cost of plate & bracket)	£38.00	£38.00	3%	£1.00	£39.00	£0.00	£39.00	OS
Private Hire Operators Licence (5Yr)		£223.00	£223.00	0%	£0.00	£223.00	£0.00	£223.00	OS
Transfer of Ownership of Taxi/Private Hire Vehicle License		£28.00	£28.00	3%	£1.00	£29.00	£0.00	£29.00	OS
Alcohol and Entertainment Licenses		**Charges set by Licensing Act 2003**							
New Premise Licence									
Category A		£100.00	£100.00	0%	£0.00	£100.00	£0.00	£100.00	OS
Category B		£190.00	£190.00	0%	£0.00	£190.00	£0.00	£190.00	OS
Category C		£315.00	£315.00	0%	£0.00	£315.00	£0.00	£315.00	OS
Category D		£450.00	£450.00	0%	£0.00	£450.00	£0.00	£450.00	OS
Category E		£635.00	£635.00	0%	£0.00	£635.00	£0.00	£635.00	OS
Large scale application >4999 (minimum fee applies)		£1,000.00	£1,000.00	0%	£0.00	£1,000.00	£0.00	£1,000.00	OS
Variation of Premises Licence		£100 - £635	£100 - £635	0%	£0.00	£100 - £635	£0.00	£100 - £635	OS
Change of DPS or Disapplication of DPS		£23.00	£23.00	0%	£0.00	£23.00	£0.00	£23.00	OS
Annual fee demand									
Category A		£70.00	£70.00	0%	£0.00	£70.00	£0.00	£70.00	OS
Category B		£180.00	£180.00	0%	£0.00	£180.00	£0.00	£180.00	OS
Category C		£295.00	£295.00	0%	£0.00	£295.00	£0.00	£295.00	OS
Category D		£320.00	£320.00	0%	£0.00	£320.00	£0.00	£320.00	OS
Category E		£350.00	£350.00	0%	£0.00	£350.00	£0.00	£350.00	OS
Large scale annual fee >4999 (minimum fee applies)		£500.00	£500.00	0%	£0.00	£500.00	£0.00	£500.00	OS
Minor Variation		£89.00	£89.00	0%	£0.00	£89.00	£0.00	£89.00	OS
Provisional Statement		£195.00	£195.00	0%	£0.00	£195.00	£0.00	£195.00	OS
Register of Interest		£21.00	£21.00	0%	£0.00	£21.00	£0.00	£21.00	OS
Copy of Licence		£10.50	£10.50	0%	£0.00	£10.50	£0.00	£10.50	OS

APPENDIX B – Fees and Charges 2021/2022
Prosperous Communities Committee Schedules

Note: VAT rates	
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Club Premises Certificate - New		£100 - £635	£100 - £635	0%	£0.00	£100 - £635	£0.00	£100 - £635	OS
Club Premises Certificate - Variation		£100 - £635	£100 - £635	0%	£0.00	£100 - £635	£0.00	£100 - £635	OS
Club Premises Certificate - Minor Variation		£89.00	£89.00	0%	£0.00	£89.00	£0.00	£89.00	OS
Personal Licence - New		£37.00	£37.00	0%	£0.00	£37.00	£0.00	£37.00	OS
Personal Licence - Change of name /address		£10.50	£10.50	0%	£0.00	£10.50	£0.00	£10.50	OS
Personal Licence - Copy of Licence (card part, paper part or both)		£10.50	£10.50	0%	£0.00	£10.50	£0.00	£10.50	OS
Transfer of Premises Licence		£23.00	£23.00	0%	£0.00	£23.00	£0.00	£23.00	OS
Temporary Event Notice		£21.00	£21.00	0%	£0.00	£21.00	£0.00	£21.00	OS
Skin Piercing	Premises registration	£185.00	£185.00	3%	£6.00	£191.00	£0.00	£191.00	OS
	Personal registration	£50.00	£50.00	6%	£3.00	£53.00	£0.00	£53.00	OS
Street Trading Consents		£187.00	£187.00	6%	£11.00	£198.00	£0.00	£198.00	OS
Copy of Any License Not Covered by the Licensing Act 2003 or Gambling Act 2005		£26.00	£26.00	3%	£1.00	£27.00	£0.00	£27.00	OS

APPENDIX B – Fees and Charges 2021/2022
Prosperous Communities Committee Schedules

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OS	Outside Scope
X	Exempt

Prosperous Communities Committee

Licensing (contd)

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Sale of Animals	New (Part A)	£193.00	£193.00	6%	£12.00	£205.00	£0.00	£205.00	OS
	New (Part B)	£108.00	£108.00	3%	£3.00	£111.00	£0.00	£111.00	OS
	Renewal (Part A)	£193.00	£193.00	3%	£6.00	£199.00	£0.00	£199.00	OS
	Renewal (Part B)	£108.00	£108.00	0%	£0.00	£108.00	£0.00	£108.00	OS
Animal Boarding Establishments	Cats or Dogs - New (Part A)	£242.00	£242.00	6%	£15.00	£257.00	£0.00	£257.00	OS
	Cats or Dogs - New (Part B)	£108.00	£108.00	3%	£3.00	£111.00	£0.00	£111.00	OS
(Excludes vet fees payable direct to vet)	Cats or Dogs - Renewal (Part A)	£242.00	£242.00	3%	£7.00	£249.00	£0.00	£249.00	OS
	Cats or Dogs - Renewal (Part B)	£108.00	£108.00	0%	£0.00	£108.00	£0.00	£108.00	OS
	Cats and Dogs (Dual) - New (Part A)	£285.00	£285.00	6%	£17.00	£302.00	£0.00	£302.00	OS
	Cats and Dogs (Dual) - New (Part B)	£108.00	£108.00	3%	£3.00	£111.00	£0.00	£111.00	OS
	Cats and Dogs (Dual) - Renewal (Part A)	£285.00	£285.00	3%	£9.00	£294.00	£0.00	£294.00	OS
	Cats and Dogs (Dual) - Renewal (Part B)	£108.00	£108.00	0%	£0.00	£108.00	£0.00	£108.00	OS
	Home Boarding - New (Part A)	£160.00	£160.00	6%	£10.00	£170.00	£0.00	£170.00	OS
	Home Boarding - New (Part B)	£108.00	£108.00	3%	£3.00	£111.00	£0.00	£111.00	OS
	Home Boarding - Renewal (Part A)	£160.00	£160.00	3%	£5.00	£165.00	£0.00	£165.00	OS
	Home Boarding - Renewal (Part B)	£108.00	£108.00	0%	£0.00	£108.00	£0.00	£108.00	OS
Hiring of Horses	New or Renewal (Part A) + vet fee	£242.00	£242.00	6%	£15.00	£257.00	£0.00	£257.00	OS
	New or Renewal (Part B) + vet fee	£108.00	£108.00	6%	£6.00	£114.00	£0.00	£114.00	OS
Dog Breeding	New (part A) + vet fee	£242.00	£242.00	6%	£15.00	£257.00	£0.00	£257.00	OS
	New (part B)	£108.00	£108.00	6%	£6.00	£114.00	£0.00	£114.00	OS
	Renewal (Part A)	£242.00	£242.00	3%	£7.00	£249.00	£0.00	£249.00	OS
	Renewal (Part B)	£108.00	£108.00	6%	£6.00	£114.00	£0.00	£114.00	OS
Dog Day Care	New (Part A)	£160.00	£160.00	6%	£10.00	£170.00	£0.00	£170.00	OS
	New (Part B)	£108.00	£108.00	6%	£6.00	£114.00	£0.00	£114.00	OS
Dog Day Care	Renewal (Part A)	£160.00	£160.00	3%	£5.00	£165.00	£0.00	£165.00	OS
	Renewal (Part B)	£108.00	£108.00	0%	£0.00	£108.00	£0.00	£108.00	OS
Exhibition Of Animals	New or Renewal (Part A)	£160.00	£160.00	6%	£10.00	£170.00	£0.00	£170.00	OS
Application to be re-rated	per hour or part of	£63.00	£63.00	3%	£2.00	£65.00	£0.00	£65.00	OS
Variation to the licence	per hour or part of	£63.00	£63.00	3%	£2.00	£65.00	£0.00	£65.00	OS
Dangerous Wild Animals (Excluding vet fees)	Vets fees plus admin costs of	£159.00	£159.00	6%	£10.00	£169.00	£0.00	£169.00	OS
Zoos (Excluding vet fees) - 4 yr. initial application	Application fee plus Vets fees plus admin/costs inc	£696.00	£696.00	6%	£42.00	£738.00	£0.00	£738.00	OS
Zoos (Excluding vet fees) - 6 yr. licence	Application fee plus Vets fees plus admin/costs inc	£1,701.00	£1,701.00	6%	£102.00	£1,803.00	£0.00	£1,803.00	OS

APPENDIX B – Fees and Charges 2021/2022
Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Scrap Metal									
New/Renewal Collectors fee - 3 yr.	Admin/processing of application (part A)	£107.00	£107.00	6%	£6.00	£113.00	£0.00	£113.00	OS
	Document inspection - year 1 (part B)	£38.00	£38.00	6%	£2.00	£40.00	£0.00	£40.00	OS
	Document inspection - year 2 (part B)	£40.00	£40.00	6%	£2.00	£42.00	£0.00	£42.00	OS
	Document inspection - year 3 (part B)	£40.00	£40.00	6%	£2.00	£42.00	£0.00	£42.00	OS
Change of details, name / address		£40.00	£40.00	6%	£2.00	£42.00	£0.00	£42.00	OS
New/Renewal Site fee - 3 yr.	Part A Admin of application includes initial yr. 1 inspection by 2 officers	£408.00	£408.00	6%	£24.00	£432.00	£0.00	£432.00	OS
	Part B Follow up compliance inspection by 2 officers - year 1	£256.00	£256.00	6%	£15.00	£271.00	£0.00	£271.00	OS
	Part B Follow up compliance inspection - year 2 by 2 officers	£265.00	£265.00	6%	£16.00	£281.00	£0.00	£281.00	OS
Change of site manager		£40.00	£40.00	3%	£1.00	£41.00	£0.00	£41.00	OS
Sex Shop Licences and Sexual Entertainment Venues	Initial application (part A)	£1,887.00	£1,887.00	0%	£0.00	£1,887.00	£0.00	£1,887.00	OS
	compliance check (part B)	£133.00	£133.00	6%	£8.00	£141.00	£0.00	£141.00	OS
	Renewal (part A)	£317.00	£317.00	6%	£19.00	£336.00	£0.00	£336.00	OS
	compliance check (part B)	£133.00	£133.00	6%	£8.00	£141.00	£0.00	£141.00	OS
	Transfer fee	£221.00	£221.00	6%	£13.00	£234.00	£0.00	£234.00	OS

* To comply with legal requirements relevant licence fees are now made up of two parts. Part A is payable upon application, and Part B is only payable if the licence is granted and must be paid prior to the licence being issued. Applicants may, if they wish, pay both parts together at the time of the application but are under no obligation to do so. If an applicant does pay both parts of the fee at the time of the application and the licence is subsequently refused Part B will be refunded.

APPENDIX B – Fees and Charges 2021/2022
Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
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OS	Outside Scope
X	Exempt

Prosperous Communities Committee

Land Charges

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Access to data	Access to information not held on public registers (includes £5 admin fee)	£22.50	£22.50	6%	£1.50	£24.00	£0.00	£24.00	OS
	Cancellation Fee	£6.00	£6.00	8%	£0.50	£6.50	£0.00	£6.50	OS
LLC1:	Any one part of the register	£7.50	£7.50	7%	£0.50	£8.00	£0.00	£8.00	OS
	Whole of the register	£22.50	£22.50	6%	£1.50	£24.00	£0.00	£24.00	OS
	Per additional parcel (maximum of £16)	£1.00	£1.00	50%	£0.50	£1.50	£0.00	£1.50	OS
CON 29R	One parcel	£71.00	£85.20	6%	£4.50	£75.50	£15.10	£90.60	S
	Each additional parcel	£16.00	£19.20	6%	£1.00	£17.00	£3.40	£20.40	S
	Lincolnshire County Council Fee	£23.10	£27.72	0%	£0.00	£23.10	£4.62	£27.72	S
CON 29O									
submitted with CON29R or LLC1	Each printed enquiry	£17.50	£21.00	6%	£1.00	£18.50	£3.70	£22.20	S
submitted on its own	Each printed enquiry	£17.50	£21.00	6%	£1.00	£18.50	£3.70	£22.20	S
Administration Fee		£12.50	£15.00	6%	£1.00	£13.50	£2.70	£16.20	S
Additional Enquiries *	Per additional enquiry	£30.00	£36.00	6%	£2.00	£32.00	£6.40	£38.40	S/O
Filing a definitive certificate of the Lands Tribunal		£3.00	£3.00	17%	£0.50	£3.50	£0.00	£3.50	OS
Office copy of any entry in the register (not including a copy or extract of any plan or document filed pursuant to these rules)		Fee set according to time and work involved							S

* The VAT treatment of this supply will follow the treatment of the initial search (e.g. if CON29 it will be taxable, but if LLC1 it will be outside the scope)

APPENDIX B – Fees and Charges 2021/2022
Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee — **Cemeteries**

	2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
	£	£	% Type	or £	£	£	£	
Exclusive Rights of Burial (B) or Cremated Remains (C) in Earthen Graves								
Single Grave not exceeding 9' x 4' (99 years) (B)	£618.50	£618.50	3%	£18.50	£637.00	£0.00	£637.00	OS
Double Grave not exceeding 9' x 4' (99 years) (B)	£866.00	£866.00	3%	£26.00	£892.00	£0.00	£892.00	OS
Triple Grave not exceeding 9' x 4' (99 years) (B)	£967.50	£967.50	3%	£29.00	£996.50	£0.00	£996.50	OS
Single Grave not exceeding 9' x 4' (50 years) (B)	£309.50	£309.50	3%	£9.50	£319.00	£0.00	£319.00	OS
Double Grave not exceeding 9' x 4' (50 years) (B)	£432.50	£432.50	3%	£13.00	£445.50	£0.00	£445.50	OS
Triple Grave not exceeding 9' x 4' (50 years) (B)	£484.00	£484.00	3%	£14.50	£498.50	£0.00	£498.50	OS
Cremated remains only grave not exceeding 4' 6" x 4' (C)	£371.00	£371.00	3%	£11.00	£382.00	£0.00	£382.00	OS
Cremated remains only grave not exceeding 4' 6" x 4' (C) (child up to 12 years)	£100.00	£100.00	3%	£3.00	£103.00	£0.00	£103.00	OS
Exhumation:								
Body	£537.50	£537.50	3%	£16.00	£553.50	£0.00	£553.50	OS
Cremated remains	£269.00	£269.00	3%	£8.00	£277.00	£0.00	£277.00	OS
Monuments, Gravestones, Tablets & Monumental Inscriptions (Permission to erect) (Includes initial inscription)								
Headstone up to 18 inches (C)	£124.00	£124.00	3%	£3.50	£127.50	£0.00	£127.50	OS
Headstone 18 inches to 3ft (B)	£148.00	£148.00	3%	£4.50	£152.50	£0.00	£152.50	OS
Headstone over 3ft but under 4ft (B)	£269.00	£269.00	3%	£8.00	£277.00	£0.00	£277.00	OS
Small vase (up to 6 inches) (B) (C)	£53.50	£53.50	3%	£1.50	£55.00	£0.00	£55.00	OS
Vase (6 inches to 1ft) (B) (C)	£99.00	£99.00	3%	£3.00	£102.00	£0.00	£102.00	OS
Plaque (not exceeding 8" x 4" (fixed)) (B) (C)	£53.50	£53.50	3%	£1.50	£55.00	£0.00	£55.00	OS
Plaque (not exceeding 12" x 6"(fixed)) (B) (C)	£99.00	£99.00	3%	£3.00	£102.00	£0.00	£102.00	OS
Flat stone (not exceeding 12" x 12") (B) (C)	£99.00	£99.00	3%	£3.00	£102.00	£0.00	£102.00	OS
Flat stone (not exceeding 12" x 18") (B) (C)	£109.50	£109.50	3%	£3.50	£113.00	£0.00	£113.00	OS
Memorial figurine (not exceeding 12" (fixed)) (B) (C)	£99.00	£99.00	3%	£3.00	£102.00	£0.00	£102.00	OS
Memorial figurine (12" up to 24" (fixed)) (B) (C)	£118.00	£118.00	3%	£3.50	£121.50	£0.00	£121.50	OS
For each inscription after the first	£44.00	£44.00	3%	£1.50	£45.50	£0.00	£45.50	OS
Registration Fees								
Per certified copy of a certificate of grant of exclusive Right of Burial	£70.50	£70.50	3%	£2.00	£72.50	£0.00	£72.50	OS
Per certified copy of entry in Register of Burials	£70.50	£70.50	3%	£2.00	£72.50	£0.00	£72.50	OS
Copies of Certificates								
Permission to plant memorial tree	£80.50	£80.50	3%	£2.50	£83.00	£0.00	£83.00	OS
Permission to install memorial seat	£80.50	£80.50	3%	£2.50	£83.00	£0.00	£83.00	OS

NB. Burial grounds are at Market Rasen & Springthorpe

APPENDIX B – Fees and Charges 2021/2022
Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee — **Operational Services**

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Garden Waste and Additional Blue Sacks	Per 5 sacks	£8.85	£8.85	3%	£0.30	£9.15	£0.00	£9.15	OS
	Postage & packaging of 5 sacks	£2.25	£2.25	4%	£0.10	£2.35	£0.00	£2.35	OS
Garden Waste Wheeled Bin (Annual charge)	Collection of 1st bin	£35.00	£35.00	0%	£0.00	£35.00	£0.00	£35.00	OS
Garden Waste Wheeled Bin (Annual charge)	Collection of 2nd and subsequent bins	£35.00	£35.00	0%	£0.00	£35.00	£0.00	£35.00	OS
Wheeled Bin Replacement (supply & delivery)	Residual /blue recycling	£33.00	£33.00	6%	£2.00	£35.00	£0.00	£35.00	OS
	Garden Waste 2nd and subsequent bins	£15.00	£15.00	133%	£20.00	£35.00	£0.00	£35.00	OS
Wheeled Bins for New Properties (supply & delivery)	Residual/blue recycling	£33.00	£33.00	6%	£2.00	£35.00	£0.00	£35.00	OS
	Garden Waste 2nd and subsequent bins	£15.00	£15.00	133%	£20.00	£35.00	£0.00	£35.00	OS
Bulky Household Waste Collections	Collection articles worth up to 6 points	£32.00	£32.00	3%	£1.00	£33.00	£0.00	£33.00	OS
	Additional articles worth 1 point collected at the same time	£4.15	£4.15	3%	£0.15	£4.30	£0.00	£4.30	OS
Collection and Disposal of Fridges and Freezers from Commercial Premises		£88.60	£88.60	3%	£3.00	£91.60	£0.00	£91.60	OS

** Minimum charge for domestic sized appliances. For larger commercial sized appliances please contact for a quote.

APPENDIX B – Fees and Charges 2021/2022
Prosperous Communities Committee Schedules

Note: VAT rates	
S	Standard Rate 20%
Z	Zero rated 0%
OS	Outside Scope
X	Exempt

Prosperous Communities Committee

Crematorium

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Cremation		£805.00	£805.00	3%	£24.00	£829.00	£0.00	£829.00	X
Early start (09:00 & 09:45)		£650.00	£650.00	3%	£19.50	£669.50	£0.00	£669.50	X
Direct Cremation (no attendance 08:45)		£450.00	£450.00	3%	£13.50	£463.50	£0.00	£463.50	X
Body parts/slides and blocks		£75.00	£75.00	3%	£2.50	£77.50	£0.00	£77.50	X
Saturday service (with discussion with Manager)		£1,127.00	£1,127.00	3%	£34.00	£1,161.00	£0.00	£1,161.00	X
Late cancellation fee (cancellations within 72 hours of service)		£110.00	£110.00	3%	£3.50	£113.50	£0.00	£113.50	X
Chapel fee (extension 20 minutes)		£175.00	£175.00	3%	£5.50	£180.50	£0.00	£180.50	X
Chapel fee (extension 40 minutes)		£225.00	£225.00	3%	£7.00	£232.00	£0.00	£232.00	X
Strewing/scattering of cremated remains from elsewhere		£55.00	£55.00	0%	£0.00	£55.00	£0.00	£55.00	X
The Farewell Service	A 10 minute service, for 6 mourners, 1 piece of music played on repeat. No minister.	£500.00	£500.00	3%	£15.00	£515.00	£0.00	£515.00	X
Webcast recording		£40.00	£48.00	0%	£0.00	£40.00	£8.00	£48.00	S
Webcast recording (available for 28 days and download)		£45.00	£54.00	0%	£0.00	£45.00	£9.00	£54.00	S
DVD recording (1st copy)		£50.00	£60.00	0%	£0.00	£50.00	£10.00	£60.00	S
DVD recording (each subsequent copy)		£25.00	£30.00	0%	£0.00	£25.00	£5.00	£30.00	S
Visual tribute (1 photograph)		£15.00	£18.00	0%	£0.00	£15.00	£3.00	£18.00	S
Visual tribute (2-25 photographs)	Slideshow played on a loop throughout service	£40.00	£48.00	0%	£0.00	£40.00	£8.00	£48.00	S
Pro Visual tribute (2-25 photographs)	Professionally edited slideshow	£66.67	£80.00	0%	£0.00	£66.67	£13.33	£80.00	S
Visual tribute (for additional 25 photos)	Both standard and professionally edited slideshow	£25.83	£31.00	0%	£0.00	£25.83	£5.17	£31.00	S
Video tribute (up to 5 minutes)		£35.00	£42.00	0%	£0.00	£35.00	£7.00	£42.00	S
DVD containing the tribute (1st copy)		£25.00	£30.00	0%	£0.00	£25.00	£5.00	£30.00	S
DVD containing the tribute (each subsequent copy)		£20.00	£24.00	0%	£0.00	£20.00	£4.00	£24.00	S
Downloadable copy of Visual Tribute		£10.00	£12.00	0%	£0.00	£10.00	£2.00	£12.00	S
Book of Remembrance (2 lines)		£75.00	£90.00	0%	£0.00	£75.00	£15.00	£90.00	S
Book of Remembrance (each additional line) (to a maximum of 8 lines)		£8.33	£10.00	0%	£0.00	£8.33	£1.67	£10.00	S
Book of Remembrance (illustrations)	plus Admin Fee £10-£30 dependent on requirements	POA	POA			POA		POA	S
Miniature book (leather - 2 lines)		£90.00	£108.00	0%	£0.00	£90.00	£18.00	£108.00	S
Miniature book (leather - 5 lines)		£110.00	£132.00	0%	£0.00	£110.00	£22.00	£132.00	S
Miniature book (leather - 8 lines)		£120.00	£144.00	0%	£0.00	£120.00	£24.00	£144.00	S
Memorial card (2 lines)		£40.00	£48.00	0%	£0.00	£40.00	£8.00	£48.00	S
Memorial card (5 lines)		£60.00	£72.00	0%	£0.00	£60.00	£12.00	£72.00	S
Memorial card (8 lines)		£70.00	£84.00	0%	£0.00	£70.00	£14.00	£84.00	S
Additional inscription to existing books and cards		£18.33	£22.00	0%	£0.00	£18.33	£3.67	£22.00	S
Floral design (available for 5 and 8 lines only)		£40.00	£48.00	0%	£0.00	£40.00	£8.00	£48.00	S
Caskets *		£45.00	£54.00	0%	£0.00	£45.00	£9.00	£54.00	S
Temporary deposit of Cremated remains per month after initial month		£10.00	£12.00	0%	£0.00	£10.00	£2.00	£12.00	S
Witnessed scattering		£20.00	£20.00	0%	£0.00	£20.00	£0.00	£20.00	X
Sanctum 2000 vault (leased for 10 years) including up to 80 letters **		£791.67	£950.00	0%	£0.00	£791.67	£158.33	£950.00	S
Sanctum 2000 vault - per letter above 80		£1.75	£2.10	0%	£0.00	£1.75	£0.35	£2.10	S
Barbican memorial (space lease for 5 years) **		£192.50	£231.00	0%	£0.00	£192.50	£38.50	£231.00	S
Mulberry Tree - per leaf, space leased for 5 years **		£137.50	£165.00	0%	£0.00	£137.50	£27.50	£165.00	S

* If a casket is sold as part of a funeral package it will be exempt from VAT; if supplied on its own it will be standard rated
** Sanctum 2000 vault/Barbican memorial/Mulberry tree - additional artwork/photo plaque can be provided - POA (plus Admin Fee £10-£30 dependent on requirements)
*** When a Mulberry leaf, Barbican plaque or Sanctum vault is purchased there will be a 10% discount applied to any book of remembrance purchase.

APPENDIX B – Fees and Charges 2021/2022
Prosperous Communities Committee Schedules

Note: VAT rates	
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OS	Outside Scope
X	Exempt

Prosperous Communities Committee

Trinity Arts Centre

		2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase/decrease		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate
		£	£	% Type	or £	£	£	£	
Theatre (rehearsal) (Mon-Thurs)	per hour	£55.00	£66.00	3%	£1.50	£56.50	£11.30	£67.80	S
Theatre (rehearsal) (Mon-Thurs)	per half day	£180.00	£216.00	3%	£5.50	£185.50	£37.10	£222.60	S
Theatre (rehearsal) (Mon-Thurs)	per full day	£280.00	£336.00	3%	£8.50	£288.50	£57.70	£346.20	S
Theatre (rehearsal) (Fri-Sun)	per hour	£55.00	£66.00	3%	£1.50	£56.50	£11.30	£67.80	S
Theatre (rehearsal) (Fri-Sun)	per half day	£216.00	£259.20	3%	£6.50	£222.50	£44.50	£267.00	S
Theatre (rehearsal) (Fri-Sun)	per full day	£340.00	£408.00	3%	£10.00	£350.00	£70.00	£420.00	S
Theatre (performance) (Mon-Thurs)	per hour	£65.00	£78.00	3%	£2.00	£67.00	£13.40	£80.40	S
Theatre (performance) (Mon-Thurs)	per half day	£230.00	£276.00	3%	£7.00	£237.00	£47.40	£284.40	S
Theatre (performance) (Mon-Thurs)	per full day	£375.00	£450.00	3%	£11.50	£386.50	£77.30	£463.80	S
Theatre (performance) (Fri-Sun)	per hour	£65.00	£78.00	3%	£2.00	£67.00	£13.40	£80.40	S
Theatre (performance) (Fri-Sun)	per half day	£275.00	£330.00	3%	£8.50	£283.50	£56.70	£340.20	S
Theatre (performance) (Fri-Sun)	per full day	£450.00	£540.00	3%	£13.50	£463.50	£92.70	£556.20	S
Studio One/Two (Mon-Sat) (educational/charity)	per hour	£13.33	£16.00	3%	£0.17	£13.50	£2.70	£16.20	S
Studio One/Two (Mon-Sat)	per hour	£20.00	£24.00	3%	£0.50	£20.50	£4.10	£24.60	S
Studio One/Two (Mon-Sat)	per half day	£65.83	£79.00	3%	£2.17	£68.00	£13.60	£81.60	S
Studio One/Two (Mon-Sat)	per full day	£115.83	£139.00	3%	£3.67	£119.50	£23.90	£143.40	S
The Lounge (including duty manager)	per half day	£115.83	£139.00	3%	£3.67	£119.50	£23.90	£143.40	S
The Lounge (including duty manager)	per full day	£222.50	£267.00	3%	£6.50	£229.00	£45.80	£274.80	S
Duty Manager/Technician	per hour	£13.33	£16.00	3%	£0.17	£13.50	£2.70	£16.20	S
Booking Fee (face to face / phone)		£1.00	£1.20	0%	£0.00	£1.00	£0.20	£1.20	S
Film showings - adult		£5.00	£6.00	0%	£0.00	£5.00	£1.00	£6.00	S
Film showings - concessionary *		£4.17	£5.00	0%	£0.00	£4.17	£0.83	£5.00	S
Film showings - TAC member		£3.75	£4.50	0%	£0.00	£3.75	£0.75	£4.50	S

Box office commission for community production hire agreements is 10%
Box office commission for professional production hire agreements is 15%

* concessionary prices eligibility are school children, those on income support, senior citizens, students and those on disability allowance

CPR Workplan as at 2 December

Purpose:
This report provides an overview of reports due at Committee over the next civic year.

Recommendation:
1. That members note the workplan.

Date	Title	Lead Officer	Purpose of the report	Date First Published
14 JANUARY 2021				
14 Jan 2021	Locally Defined Discount for Special Constables	Alison McCulloch, Revenues Manager	At the request of the LPCC a request to award a locally defined discount to any special constables working for LPA who are resident in West Lindsey	19 October 2020
14 Jan 2021	Crematorium Strewing Area and Landscaping	Cara Markham, Commercial Development Manager	Proposal to introduce strewing area and long term landscaping strategy for Lea Fields Crematorium	19 October 2020
14 Jan 2021	Progress and Delivery Performance Measures and Targets 2021/22	Ellen King, Senior Performance Officer	This report presents the Council's Progress and Delivery performance measures and corresponding targets for 2021/22.	20 November 2020
11 FEBRUARY 2021				
11 Feb 2021	Corporate Policy and Resources Committee Draft Budget 2021/22 and estimates to 2025/26	Sue Leversedge, Business Support Team Leader	The report sets out details of the overall Draft Revenue Budget 2021/22 including that of this Committee and those recommended by the Prosperous Communities Committee for the period 2021/22 and estimates to 2025/26 to be included in the Medium Term Financial Plan	09 June 2020

11 Feb 2021	Capability Policy	Emma Redwood, People and Organisational Development Manager	To review the council's capability policy and update	19 November 2019
11 Feb 2021	Surestaff Performance 2020/21 and Business Plan 2021/22	Tracey Bircumshaw, Assistant Director of Finance and Property Services and Section 151 Officer	To present members with the company's performance to Q3 2020/21 and to present the 2021/22 Business Plan for approval	09 September 2020
11 Feb 2021	Committee Timetable 2021-2022	James Welbourn, Democratic and Civic Officer	To present the timetable for the above year, taking into account public holidays.	09 September 2020
11 Feb 2021	Executive Business Plan and Medium Term Financial Plan 2021/22 - 2025/26 and 2021/22 Budget	Tracey Bircumshaw, Assistant Director of Finance and Property Services and Section 151 Officer	To present for consideration and scrutiny the Executive Business Plan and Medium Term Financial 2021/22 - 2025/26 and the 2021/22 Budget	09 September 2020
11 Feb 2021	Budget and Treasury Monitoring Period 3 202/21	Sue Leversedge, Business Support Team Leader	this report sets out the revenue, capital and treasury management activity from 1 April 2020 to 31 December 2020	09 June 2020
15 APRIL 2021				
15 Apr 2021	Budget and Treasury Monitoring Period 4 2020/21	Sue Leversedge, Business Support Team Leader	This report sets out the revenue, capital and treasury management activity from 1 April 2020 to 31st March 2021. (Final out-turn will be reported to the next meeting)	09 June 2020

15 Apr 2021	Caistor Southdale Development	Sally Grindrod-Smith, Assistant Director of Planning and Regeneration	To approve plans for GP and residential development	03 April 2019

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