

8 November 2018

**Subject: Proposed Fees and Charges 2019/20**

Report by:

Finance and Business Support Manager

Contact Officer:

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Purpose / Summary:

Propose revised Fees and Charges to take effect from 1 April 2019.

**RECOMMENDATION(S):**

- 1. That Members 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 4-14.**

## IMPLICATIONS

**Legal:** None arising as a result of this report

### **Financial : FIN/107/19**

The 2019/2020 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 Councils revenue budget.

The Fees and Charges base budget 2018/19 totalled £2,199,900. Statutory fees and charges make up £1,193,800 (54%) of the base budget. The remaining £1,006,100 (46%) are non-statutory.

As most of these charges have been previously approved and/or remain static, and the fact that other charges are limited in demand there is only a minimal benefit for the MTFP of £6,800 – which is made up of an increase in income budgets of £10,400 due to inflationary increases and a reduction of £3,600 in relation to a drop in volume based on historic trends.

The increased income generated of £6.8k will be built into the Medium Term Financial Plan.

Where inflation has been applied to fees and charges at 3.4% in 2019/20, it is proposed that inflation is added at 2% to future year budgets within the MTFP which will increase the income in subsequent years by a further £6k pa.

Where inflation has been applied to fees and charges at 3.4% in 2019/20, it is proposed that inflation is added at 2% to future year budgets within the MTFP which will increase the income in subsequent years by circa £6k pa.

The cumulative impact on the MTFP of the fees and charges review are;

Year	Increase in Contribution pa £	Cumulative Increase in Contribution £
2019/20	(6,800)	(6,800)
2020/21	(6,200)	(13,000)
2021/22	(6,700)	(19,700)
2022/23	(6,100)	(25,800)
2023/24	(5,900)	(31,700)

**Staffing:** None arising as a result of this report.

**Equality and Diversity including Human Rights :**

The Equality Act 2010 places a responsibility on councils to assess their budget options before taking decisions on areas that could result in discrimination. Where appropriate assessments have been undertaken by the relevant service areas.

**Risk Assessment :**

All items where necessary have been risk and equality impacted assessed by the relevant budget holder.

**Climate Related Risks and Opportunities :**

There are no significant climate related risks and opportunities relating to this report.

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

N/A

**Public Interest**

The Proper Officer has determined in preparing this report that paragraph 3 should apply to **Appendix 14**. 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.

On that basis it was felt that the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Members are asked to consider this factor when excluding the public from the meeting.

**Call in and Urgency:**

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

Yes  No

**Key Decision:**

Yes  No

## **1. Introduction**

- 1.1 This report and appendices set out the proposed fees and charges for 2019/20.
- 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 set by statute.
- 1.6 It is proposed that the fees and charges for Guildhall room hire are removed with prices on application. This would provide the flexibility to provide an appropriate rate subject to the needs of WLDC staff and Guildhall tenants.
- 1.7 It is proposed to remove the schedule for Central & Democratic Committee Services relating to subscriptions and copying of agendas, reports and minutes as requests are no longer received for these.
- 1.8 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 4-13.

## **2 Fees and Charges**

Officers have reviewed the fees and charges with their service area and set out below is a summary of the proposals.

### **2.1 Appendix 1: Electoral services**

The rates are statutory and set by Central Government, there have been no proposals to increase. If we receive information that the fees are to change we will amend and charge appropriately.

### **2.2 Appendix 2: Property Name Changes**

The current fee has been frozen until 2021/22 at £70. The charges achieve full cost recovery.

### **2.4 Appendix 3: Revenue Services**

This is a statutory fee reviewed annually in March by the Court Service. At this time it is not envisaged that there will be an increase.

### **3. Fees and Charges Recommended by Prosperous Communities Committee**

#### **3.1 Appendix 4: Car Parks**

Fees proposed are in accordance with the Gainsborough Car Park Strategy approved previously.

Prosperous Communities committee recommend the following changes to Market Rasen car parks fees and charges;

- uplift of Permits for Market Rasen over 2 years with effect from 1 April 2019
- continuation of the 2 hour free period

#### **3.2 Appendix 5: Cemeteries**

Increase by inflation at 3.4%.

#### **3.3 Appendix 6: Environment Services**

Mainly statutory fees set at the maximum.

#### **3.4 Appendix 7: Fixed Penalty Notices**

Mainly statutory set charges. The maximum charge allowed, as set by Government, for failure to comply with a waste receptacles notice has been increased;

Domestic – increased by £25 to £100

Industrial and Commercial – increased by £15 to £75

No change to locally set fees and charges.

#### **3.5 Appendix 8: Land Charges**

Proposed increase of 3.4%.

#### **3.6 Appendix 9: Licensing**

There has been one reduction in Fees charged for the year.

The reduction relates to the New/Renewal site fee for the year 2 annual inspection costs, which have been reduced from £464 to £240 to bring it in line with the year 1 and 3 inspection fees.

An inflationary increase has been applied of 3.4% for all non-statutory fees that WLDC have the powers to set.

### **3.7 Appendix 10: Markets**

There is an ongoing review of the service - proposed no change at this time, pending a Member decision later in the year.

### **3.8 Appendix 11: Planning**

Planning fees are statutorily set and were increased by 20% in Jan 18.

Proposal to increase Pre Application Advice by inflation at 3.4%.

### **3.9 Appendix 12: Strategic Housing**

#### Housing Enforcement Charges:

It is proposed to reduce the standard enforcement fee within housing by £50 from £300 to £250. This fee more accurately reflects the average time taken by officers to investigate and deal with cases where notices are served and fees can be applied. This fee is also in line with other local authorities from Lincolnshire and the East Midlands as per a recent benchmarking exercise carried out within the service.

It is proposed that the fee for Mandatory HMO Licence Application is increased authorities.

It is essential the Council recovers its costs in relation to this type of work, which is brought about in the main by landlords who do not meet their legal obligations under the Housing Act.

#### Selective Licensing

These fees are agreed and set for a 5 year period until 2021 in line with the legislation.

### **3.10 Appendix 13: Waste Services**

Increase by inflation at 3.4%.

Propose to remove;

- a) Trade Waste – Propose to remove all fees and charges with prices now on application, this is due to the variety of requirements of customers. A pricing model has been developed to assist officers in developing a price range, based on the individual requirements and specifications of the customer.
- b) Private Street Cleansing work will also be on application in order to meet the requirements of the customer and remain competitive within the market.

### **3.12 Appendix 14: Building Control (Commercially Sensitive)**

Charges have been based on a cost recovery basis but are considered to be commercially sensitive due to the See appendix 14 for details.