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<b>Subject:</b>	<b>FEES AND CHARGES 2024/25</b>
<b>Meeting and Date:</b>	<b>Cabinet – 15 January 2024</b>
<b>Report of:</b>	<b>Helen Lamb, Head of Finance and Investment</b>
<b>Portfolio Holder:</b>	<b>Councillor Susan Beer, Portfolio Holder for Finance, Governance, Climate Change and Environment</b>
<b>Decision Type:</b>	<b>Executive Key Decision</b>
<b>Classification:</b>	<b>Unrestricted</b>

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**Purpose of the report:** This report has been prepared to obtain formal approval for the levels of fees and charges (F&Cs) for the financial year 2024/25. These F&Cs have been included in the preparatory work on the draft budget for 2024/25 and require approval.

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**Recommendations:** It is recommended that Cabinet:

1. Approves the Fees and Charges (F&Cs) for 2024/25 as set out in Appendices 2.1 to 2.14, and 5.1 (except for the s.106 Monitoring Fee which has been approved by the Planning Committee) and 5.3.<sup>1</sup>
2. Agree that any F&Cs will be adjusted by Strategic Directors, in consultation with the Portfolio Holders, to comply with any subsequently received government guidelines (when they are received) and any other minor changes without being the subject of a further report unless they are materially different from current charges or have a material impact on the level of income.
3. Approve the general principle that fees are set at an appropriate inclusive level, irrespective of VAT status, and that the VAT element within the overall fee level is then determined.
4. Note the fees and charges approved separately by Licensing and Regulatory Committees set out in Appendices 3.1 to 3.4.

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## 1. Summary

1.1 The Council's constitution specifies that F&Cs shall be reviewed annually. To meet this requirement, the Strategic Directors have been asked to review the F&Cs within their areas of responsibility (see checklist of issues to consider – Appendix 1) and to produce recommended levels for 2024/25. The fees and charges are tabulated in the further Appendices for consideration and/or approval by Members.

## 2. Introduction and Background

2.1 The level of Member approval required is dependent upon the types of F&Cs raised. To obtain appropriate approval, the following reports have been prepared:

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<sup>1</sup> Appendices 5.1 & 5.2 have been reviewed & noted by the Planning Committee which also approved the s.106 Monitoring Fee.

- Licensing Committee  
Report to the meeting on 18<sup>th</sup> October 2023 of all F&Cs to be set by the Licensing Committee.
  - Regulatory Committee  
Report to the meeting on 20<sup>th</sup> November 2023 of all F&Cs to be set by the Regulatory Committee.
  - Planning Committee  
Report (for information) to the meeting on 9<sup>th</sup> November 2023 of all F&Cs relevant to the Planning Committee.
  - Cabinet  
Report to the meeting on 15<sup>th</sup> January 2024 of all F&Cs but seeking specific approval of those F&Cs set by Cabinet.
- 2.2 Members are reminded that a framework of broad guidelines to be considered in formulating proposals for F&Cs is in place. This includes a checklist which has been circulated to all Service Directors and to all officers considering F&Cs so that a rigorous and consistent approach is taken. A copy is attached at Appendix 1.
- 2.3 As in previous years, to assist Members, the data on F&Cs has been tabulated into a standard format that has been used for Appendices 2 to 5.
- 2.4 The main points to note are set out below.

#### Detail and Narrative

These give a summary of the type of service being provided.

#### Set by Government

This indicates whether a charge is statutory or not. If a charge is statutory then it is effectively set by Government and although formal Member approval is still sought, there is little or no scope to make changes.

#### 2024/25 Charge Inc VAT

The charge has been provided inclusive of VAT for two reasons. First, it shows what the customer will pay and is therefore more meaningful.

Second, charges for some services, car parking for example, which are not simply a direct recovery of costs, are set at a level, inclusive of VAT, having regard to relevant considerations including market level, where appropriate. The VAT is therefore a deduction from the amount of charge retained by DDC and is not a key factor in determining the appropriate charge. Members are asked to approve this approach.

#### 2024/25 Proposed Charge Inc VAT

This is the recommended charge for 2024/25 and the estimated income will, subject to Members' approval, be included in the 2024/25 budget.

#### 2024/25 Total Expected Income ex VAT

This gives a broad indication as to how much income DDC is expected to receive and has been included to provide Members with a sense of the relative importance of individual charges or group of similar charges. The more significant income streams (generating over £3k) have been highlighted in **bold** type.

In some cases, the level of use is very low, or infrequent, or the service has only recently been introduced and so no level of income has been included.

### Comments

This provides Members with a brief explanation for the change. In some instances, guidance is still awaited from Government as to the basis upon which F&Cs should be set. In these cases, it has not always been possible to confirm a fee level, Member's approval is sought to enable officers to adopt such fees at or close to government directed levels without a further report.

### 3. **New and Amended Fees and Charges**

An allowance for increase in inflation was applied across most areas – the amount of increase was decided considering several factors specific to each area and after consultation within each team.

- 3.1 While most of the fees and charges remain consistent to prior years, the following new charges and significant changes have been introduced. The following key has been used in the appendices.

- Green – This is a new fee and/or charge to be approved.

- Yellow – This identifies a fee change greater than 12%

- Red – This identifies the proposal to remove a fee and/or charge.

#### Building Control

- 3.2 Appendix 2.1a, line 3 – Building Regulations fee includes a new hourly rate equating to a percentage uplift of 15%.

#### Deal Pier & Foreshores

- 3.3 Appendix 2.2, line 19 – Endeavour Centre - Proposal to change the way we charge for the endeavour centre and increase use. We currently charge a flat rate of £48 for hire. Propose to have a reduced rate for schools and registered charities (£30) and an increased rate for private hire (£80).

#### Port Health

- 3.4 Appendix 2.3 New Fees – Water Samples on board Vessels – Lab analysis and Courier. This cost will be recharged.
- 3.5 Export Certificates – fee Increase has been brought in line with other local authority's charges for preparation and issuance of export health certificates for Sanitary and Phytosanitary (SPS goods).
- 3.6 The projected income associated with Illegal, Unreported and Unregulated fishing (IUU) is uncertain at this time whilst the proposed changes by DEFRA in relation to the revised EU border controls are finalised.

#### Environmental Health

- 3.7 Appendix 2.4a, lines 93, fee increase for penalty notice (Fly-tipping)

#### Museum

- 3.8 Appendix 2.5, line 159, - New charge reflecting Hire of Cinema space.

#### Leisure Facilities

- 3.9 Appendix 2.6 - Lines 160-163 and 166-169 - removed. –
- (a) The Council does not offer bowls facilities directly. Land is licensed to various Bowling Clubs.
  - (b) The Council does not currently provide any netball courts.

- (c) The only tennis court offered directly by the Council at Connaught Park is not charged. Fees at Marke Wood are aligned with Lawn Tennis Association recommended national rates.

Lines 181-183 suspended - while the memorial benches and commemorative trees schemes are reviewed.

#### Refuse, Recycling and Street Cleansing

- 3.10 Appendix 2.7, line 222, - New charge reflecting Supply & Delivery of 240 litre bin - Garden Waste

Line 232 – removed - Supply & Delivery of Garden Waste sack discontinued.

#### Land Charges

- 3.11 Appendix 2.11 – Following lines removed – 256, 260, 264, 267 269, 271, 282.

#### Housing

- 3.12 Appendix 2.12, line 289 removed.

#### Business Rates

- 3.13 Cost of court summons and liability orders for Business Rates increased by 9.25%.

### **4. Other Fees and Charges**

The following F&Cs are not included in this report.

#### 4.1 Housing Rents and Service Charges

Housing rents are approved by the Strategic Director (Finance & Housing) under delegated authority. They are largely prescribed by government and the Council has no real scope to determine rent levels.

Service charges (for both tenants and long-term lease holders) are determined through the terms of leases and tenancy agreements, statutorily prescribed consultation processes and are calculated to ensure the recovery of all allowable costs. As a result, the Council has no real discretion to determine service charges differently.

#### 4.2 Car Parking

Car parking fees are the subject of specific reports from the Strategic Director (Place & Environment)

### **5. Identification of Options**

- 5.1 The recommended figures for consideration by Members are included in the Appendices. Members may approve these proposed figures.

- 5.2 Members may propose and approve alternative figures with reasons recorded for their decisions.

- 5.3 Those fees already approved by Licensing and Regulatory Committees are for information only.

### **6. Evaluation of Options**

- 6.1 The recommended fees and charges consider the need to maximise income at a time of challenging budget positions, whilst also considering comparable charges at neighbouring authorities and what the market can bear.

- 6.2 Members should also consider the checklist of issues to consider (at Appendix 1) when reviewing the fees and charges included in the subsequent Appendices.

### **7. Resource Implications**

See Appendices.

8. **Climate Change and Environmental Implications**

8.1 Fees and Charges do not have any direct climate change and environmental implications.

9. **Corporate Implications**

9.1 Comment from the Strategic Director (Finance & Housing), linked to the MTFP: Accountancy has produced this report and has no further comment to add. (SK)

9.2 Comment from the Solicitor to the Council: The Solicitor to the Council has been consulted in the preparation of this report and has no further comments to make.

9.3 Comment from the Equalities Officer: This report regarding the fees and charges for 2024/25 does not specifically highlight any equality implications, however in discharging their duties members are required to comply with the public sector equality duty as set out in Section 149 of the Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15/section/149>

10. **Appendices**

Appendix 1 – F&C checklist

Appendices 2.1 – 2.14 – F&C for which Cabinet approval is sought.

Appendices 3.1 – 3.2 – F&C to be approved by Licensing Committee

Appendices 3.3 – 3.4 – F&C to be approved by Regulatory Committee

Appendices 4.1 – 4.3 – Planning application fees

11. **Background Papers**

Licensing Committee Report 2024-25

Planning Report - Fees and Charges 2024-25

Regulatory Report 2024-25

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