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Minutes of the meeting of the **REGULATORY COMMITTEE** held at the Council Offices, Whitfield on Tuesday, 10 December 2024 at 10.00 am.

Present:

Chairman: Councillor G Cowan

Councillors: J P Loffman
P M Brivio
M F Hibbert
O C de R Richardson

Officers: Licensing Manager
Licensing Officer
Democratic Services Officer

19 APOLOGIES

There were no apologies for absence.

20 APPOINTMENT OF SUBSTITUTE MEMBERS

There were no substitute members appointed.

21 DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

22 MINUTES

The Minutes of the meeting held on 15 October 2024 were approved as a correct record for signing by the Chairman.

23 FEES AND CHARGES 2025/26

The Committee was presented with the Fees and Charges 2025/26 report which set out the proposed fees and charges for the financial year that were relevant to the Regulatory Committee.

Following questions from Members regarding some of the fee increases, the Licensing Manager explained the rationale behind the proposed figures. The fees were set on a cost recovery basis, and a time and motion study had been completed on all service applications. The service was unable to make a profit from the collection of fees and was required to balance over three years.

RESOLVED: (a) That the Regulatory Committee approve the Fees and Charges for 2025/26 as set out in Appendix 4 of the report.

(b) That Members approve the general principle that fees are set an appropriate inclusive level, irrespective of VAT status, and that the VAT element within the overall fee level is then determined.

- (c) That Members approve the general principle that, unless the fee is set by statute, licensing fees will be set on a cost recovery basis.
- (d) That the Strategic Director (Corporate and Regulatory) be authorised to adopt fees at, or close to government directed levels without the need for further reporting, in cases where the Council is awaiting Government guidance, and it has not been possible to set a fee level at this stage.
- (e) That the Strategic Director (Corporate and Regulatory) be authorised in consultation with the Strategic Director (Finance and Housing) to make minor adjustments to the fees and charges as necessary.

The meeting ended at 10.08 am.