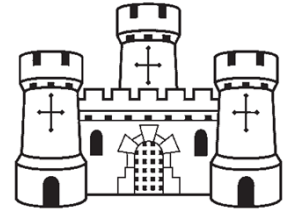


# Public Document Pack

**Date of meeting** Monday, 27th November, 2017  
**Time** 7.00 pm  
**Venue** Committee Room 1, Civic Offices, Merrial Street, Newcastle-under-Lyme, Staffordshire, ST5 2AG  
**Contact** Jayne Briscoe 2250



**NEWCASTLE  
UNDER LYME**  
**BOROUGH COUNCIL**

Civic Offices  
Merrial Street  
Newcastle-under-Lyme  
Staffordshire  
ST5 2AG

## **Finance, Resources and Partnerships Scrutiny Committee**

### **AGENDA**

#### **PART 1 – OPEN AGENDA**

- 1 APOLOGIES**
- 2 DECLARATIONS OF INTEREST**  
To receive Declarations of Interest from Members on items included in the agenda
- 3 MINUTES OF PREVIOUS MEETING** (Pages 3 - 4)  
To consider the minutes of the previous meeting(s)
- 4 HOW COMPLAINTS ARE INVESTIGATED** (Pages 5 - 10)
- 5 REVENUE BUDGET 2018/19 - FIRST DRAFT SAVINGS PLANS** (Pages 11 - 14)
- 6 SCALE OF FEES AND CHARGES** (Pages 15 - 48)
- 7 WORK PLAN** (Pages 49 - 52)  
To discuss and update the work plans to reflect current scrutiny topics
- 8 PUBLIC QUESTION TIME**  
Any member of the public wishing to submit a question must serve two clear days' notice, in writing, of any such question to the Borough Council.
- 9 URGENT BUSINESS**

To consider any business which is urgent within the meaning of Section 100B (4) of the Local Government Act 1972.

**10 DATE OF NEXT MEETING - 24 January 2018**

**11 DISCLOSURE OF EXEMPT INFORMATION**

To resolve that the public be excluded from the meeting during consideration of the attached report, because it is likely that there will be disclosure of exempt information as defined in paragraph (3) in Part 1 of Schedule 12A of the Local Government Act 1972.

**12 TRADE REFUSE FEES AND CHARGES**

**(Pages 53 - 54)**

**Members:** Councillors Fear, Frankish, Pickup, Proctor, Spence (Vice-Chair), Stubbs, S Tagg, Waring, Wilkes, Winfield (Chair) and Wright

**PLEASE NOTE: The Council Chamber and Committee Room 1 are fitted with a loop system. In addition, there is a volume button on the base of the microphones. A portable loop system is available for all other rooms. Should you require this service, please contact Member Services during the afternoon prior to the meeting.**

**Members of the Council: If you identify any personal training/development requirements from any of the items included in this agenda or through issues raised during the meeting, please bring them to the attention of the Democratic Services Officer at the close of the meeting.**

**Meeting Quorums :- 16+= 5 Members; 10-15=4 Members; 5-9=3 Members; 5 or less = 2 Members.**

**FIELD\_TITLE**

Officers will be in attendance prior to the meeting for informal discussions on agenda items.

**NOTE:** THERE ARE NO FIRE DRILLS PLANNED FOR THIS EVENING SO IF THE FIRE ALARM DOES SOUND, PLEASE LEAVE THE BUILDING IMMEDIATELY FOLLOWING THE FIRE EXIT SIGNS. PLEASE **DO NOT** USE THE LIFTS.

**COUNCIL CHAMBER:** FIRE EXITS ARE AT THE REAR OF THE CHAMBER AT BOTH SIDES AND THIS IS THE SAME FOR OCCUPANTS OF THE PUBLIC GALLERY.

**COMMITTEE ROOMS:** EXIT VIA THE WAY YOU ARRIVED AT THE MEETING OR AT THE FAR END OF THE COUNCIL CHAMBER.

ON EXITING THE BUILDING, PLEASE ASSEMBLE AT THE REAR OF THE ASPITRE HOUSING OFFICE OPPOSITE THE CIVIC OFFICES. DO NOT REENTER THE BUILDING UNTIL ADVISED TO DO SO.

## **FINANCE, RESOURCES AND PARTNERSHIPS SCRUTINY COMMITTEE**

Thursday, 5th October, 2017  
Time of Commencement: 7.00 pm

**Present:-** Councillor Joan Winfield – in the Chair

Councillors Fear, Frankish, Pickup, Spence, Stubbs,  
S Tagg, Waring and Wright

Officers Jayne Briscoe - Scrutiny Officer and  
Executive Director (Resources and  
Support Services) - Kelvin Turner

### 1. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

### 2. **MINUTES OF PREVIOUS MEETING**

**Resolved:** That the minutes of the meeting held on 14 June 2017 be agreed as a correct record.

### 3. **MEDIUM TERM FINANCIAL STRATEGY**

The Executive Director (Resources and Support Services) submitted a report which provided members of the Committee with the opportunity to scrutinise the Medium Term Financial Strategy (MTFS).

A link to the previous year's document was provided along with the covering report to Cabinet.

Members asked for an explanation and clarification of the assumptions in a number of areas within the MTFS Summary including:-

- Employee incremental increases
- Pay awards
- Superannuation and National Insurance increases
- Premises
- Fees and charges
- Other costs (including energy)
- New pressures

The Executive Director responded and addressed each of the points raised.

Discussions moved on to the use of credit cards by residents to pay council tax. In this respect it was clarified that the Council currently charges 1.3% on credit card transactions which generates about £8,000 of income annually. This amount will be lost post January when the new regulations come into force.

A member raised the slightly confusing representation of increased collection rates and how this resulted in a budgetary pressure. The Executive Director clarified the reasons and agreed that this item should receive a more detailed explanation in the final report to Cabinet.

The Executive Director responding to a question on savings following the move to all-out elections explained that this would be reported back as part of the overall savings plan

The Chair suggested that all the Chairs of Scrutiny be invited to attend future meetings of this Scrutiny Committee to observe for information purposes on the budgetary setting process and especially in respect of the services within their remit. This was supported by the Committee.

**Agreed** That the Scrutiny Committee recommend to Cabinet approval of the Medium Term Financial Strategy 2018/19 to 2022/23.

4. **WORK PLAN**

With regard to the report of the investigation by the Association of Election Administrators into the 8 June election process the Chair pointed out that this had not yet been received and clarified that the role of this scrutiny committee would be to examine any recommendations..

In respect of the November meeting it was agreed that, due to the need for staff to concentrate on the move to Castle House, a report on the time taken to answer calls to the Contact Centre would be considered at the January meeting.

5. **PUBLIC QUESTION TIME**

There were no members of the public present at the meeting.

6. **URGENT BUSINESS**

There was no Urgent Business.

7. **DATE OF NEXT MEETING**

The next meeting will be held on 1 November 2107

**COUNCILLOR JOAN WINFIELD**  
**Chair**

Meeting concluded at 7.40 pm

## Report to the Finance Resources and Partnerships Scrutiny Committee

27 November 2017

### Corporate Complaints via the Web and E-Mail



**Report Author:** Jennie Baines  
**Job Title:** Customer Relations Officer  
**Email:** [jennie.baines@newcastle-staffs.gov.uk](mailto:jennie.baines@newcastle-staffs.gov.uk)  
**Telephone:** 01782 742480

#### Introduction

When setting its work plan for the current municipal year the committee requested to examine how complaints were resolved when the online processes via the web and e-mail were used.

#### Background

Attached are details of the current process that is followed together with data about the number of complaints that were dealt with during the last financial year.

The Council's Customer Relations Officer, Jennie Baines, will be in attendance at the meeting.

#### Outcomes

That the Scrutiny Committee examines the current process and suggests any improvements that can be made. These will be incorporated into the next review of the Council's Corporate "Complaints, Comments and Compliments Policy".

#### Relevant Portfolio Holder(s)

Councillor Turner – Portfolio holder for Finance IT and Customer

#### Local Ward Member (if applicable)

All

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## **Corporate Complaints via Email/Web Form**

### **Summary of Process in line with published Complaints, Comments and Compliments Policy February 2016 (Version 8)**

1) Customer raises complaint

Online complaint form –  
Customer contacts the Council to raise a complaint via an online complaints web form accessible from the home page of NBC website (recommendation from Customer Service Excellence).

OR

Via customer services –  
Customer contacts Customer Services via phone or email to raise a complaint. Customer Service staff establish whether contact is actually a service request (noisy neighbour, dog fouling on pavement) or a complaint about a service provided by the Council which has fallen outside the published standards. If the complaint is about the Council and within the remit of the Complaints, Comments and Compliments Policy (CCC Policy) it is recorded on the Council's Customer Relationship Management software, Lagan, and sent to the Customer Relations queue within Lagan to be dealt with by the Customer Relations Team.

- 2) All contact received by the Customer Relations Team (via all methods) is examined to establish whether the communication falls within the remit of the CCC Policy. If it does not fall within the remit of the policy it is redirected to the correct team or organisation and the customer advised. If the complaint received is the first time that the issue has been raised it is passed to the service area to try to resolve informally in accordance with the CCC Policy. If it does fall within the remit of the CCC Policy and the service area has already tried to resolve it, or if it is of a serious nature, it is logged in CDC Respond which is the software used by the Council to record complaints, comments and compliments.
- 3) If a complainant has not provided adequate information to proceed, an email is sent requested the missing information. Once all information is received the complaint is logged on CDC Respond.
- 4) All formal complaints are acknowledged by email if received electronically (unless otherwise agreed) within 3 working days of being logged at Stage 1.
- 5) All details are sent to the appropriate officer in the service area to investigate the complaint. A response is sent to the complainant via email (unless otherwise agreed) within 20 working days of the complaint being logged, and the Customer Relations Team is copied in so that the response can be saved and the case closed. If a complaint cannot be responded to within 20 working days the service sends a holding email to the customer to advise.
- 6) If the customer remains dissatisfied they can request that their complaint is escalated to Stage 2 providing they advise the Customer Relations Team within 10 working days of their response being received. The customer must provide additional evidence to substantiate their complaint.

- 7) The Stage 2 complaint will be acknowledged within 3 working days of it being accepted and logged.
- 8) The Customer Relations Officer will gather all relevant information; this may include requesting information from other officers and asking ICT to scrutinise electronic systems. An investigation will be carried out and a draft response will be sent to the relevant officers in the service area that is the subject of the complaint, to check the factual content of the response.
- 9) The Customer Relations Officer will respond to the Stage 2 complaint within 20 working days of it being logged advising that if the customer still remains dissatisfied they can seek advice from the Local Government Ombudsman who may investigate their complaint independently.

**Formal Complaints Received in 2016/2017**

Service Area	Total number of stage 1 complaints received by all methods of access	Stage 1 complaints received by email/web form only	Stage 2 complaints received
Partnerships	1	1	0
Chief Executive Department	1	1	1
Elections	3	2	0
Taxi Licensing	5	2	0
Mayor/Civic Services	1	1	0
Media	1	1	1
Newcastle Housing Advice	2	1	0
Commercial Enforcement/Safety	2	1	1
Community Enforcement/Safety	15	4	1
Dogs & Pest Control	3	2	0
Private Sector Housing	4	3	0
Garage/Depot	1	0	0
Community Recreation	1	0	1
J2	24	19	1
Bereavement	1	0	0
Parks & Open Spaces	4	1	2
Street Cleaning	1	1	0
Dry Recycling	59	34	0
Food Recycling	16	9	1
Garden Waste	59	28	0
Household Waste	64	26	1
Trade Waste	1	1	0
Waste Strategy	2	1	0
Markets	1	1	0
Parking & Transport	2	1	0
Repair & Maintenance	1	1	0
Building Control	1	1	1
Development	15	5	3



Management			
Contact Centre	4	2	0
Kidsgrove Customer Services	1	1	0
Benefits	1	1	0
Council Tax	19	13	7
	316	165	21 (6.6% of Stage 1 Complaints)

**Local Government Ombudsman 2016/2017**

Complaints received	30
Complaints deemed invalid	2
Complaints referred back to the Council for local investigation	13
Complaints investigated by the LGO	13
Complaints closed after initial investigation	8
Complaints not upheld	3
Complaints upheld	2

More information can be found in the LGO's annual review letter and report which was considered by the Audit and Standards Committee on 25<sup>th</sup> September 2017 and can be accessed via ModernGov.

**Conclusion**

On the basis of the above statistics, the systems in place at Newcastle-under-Lyme Borough Council that deal with complaints appear to be working satisfactorily.

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## **REVENUE BUDGET 2018/19 – FIRST DRAFT SAVINGS PLANS**

**Submitted by:** Executive Director (Resources and Support Services)

**Portfolio:** Finance, IT and Customer

**Wards(s) affected:** All

### **Purpose of the Report**

To inform the Committee of the current proposals being considered to balance the 2018/19 revenue budget.

### **Recommendations**

- a) That the Committee note the proposals as set out in the appendix to the report.
- b) That the Committee identify any areas where further information is required for consideration at its meeting in January.
- c) That the Committee suggest any further areas of savings that should be considered.

### **Reasons**

To enable the Committee to review the proposals and to determine whether further information is required on any of the proposals.

## **1. Background**

- 1.1 The Council's updated Medium Term Financial Strategy and Efficiency Plan for 2018/19 to 2022/23 was approved by Cabinet on 18 October 2017 and considered at your last meeting on 5 October. It indicated that there will be a budget "gap" of £1.535m in respect of 2018/19 and that this will need to be closed in order to produce a balanced budget.
- 1.2 Over the 10 years from 2008/09 to 2017/18 £22.010m of "gaps" will have been met via a combination of savings, efficiencies and additional income, as shown in the table below:

<b>Year</b>	<b>£m</b>	<b>£m</b>
2008/09		1.250
2009/10		2.572
2010/11		2.389
2011/12		2.655
2012/13		2.621
2013/14		1.783
2014/15		2.100
2015/16		2.078
2016/17		1.834
2017/18		2.728

## **2. Proposed Savings and Funding Strategies to eliminate the Budget Gap for 2018/19**

2.1 The Budget Review Group and your officers have been identifying and considering ways of eliminating this gap. As a result of this work, a number of savings and funding strategies have been identified and agreed with managers as being feasible and sustainable. The proposals are outlined in the table below and set out in detail in the attached Appendix to enable the Committee to review them and determine whether any further information is required on any of the proposals for consideration at its meeting in January. Further work is still ongoing to identify further savings.

<b>Category</b>	<b>Amount</b>	<b>Comments</b>
	<b>£'000</b>	
Procurement	50	Rationalisation of Multi-Function devices and negotiation of contract pricing
Staffing Efficiencies	270	No redundancies are anticipated to arise from these proposals
Good Housekeeping Efficiencies, General Other Savings, Changes in Base Budgets	268	Various savings arising from more efficient use of budgets
Alternative Sources of Finance/ Other Savings	688	New Homes Bonus funding, savings from negotiated contribution rates and advanced payments of superannuation contributions, effect of forecast Council Tax Base increase, savings from Parish Council concurrent functions contributions, capitalisation of equipment purchases. An assumed £5 (per band D equivalent) increase in Council Tax.
<b>Total</b>	<b>1,276</b>	

2.2 This still leaves a shortfall of £0.259m to be identified (£1.535m current forecast MTFs 'gap', less £1.276m savings and funding strategies).

## **3. Timetable**

3.1 Set out in the table below are the key dates of the events still to take place before the budget for 2018/19 is finally approved.

<b>When</b>	<b>Who</b>	<b>What</b>
27 November	FRAPSC	First review of draft savings plans
Mid-Late December	All	Local Government Financial Settlement
17 January	Cabinet	Consideration of draft budget proposals
24 January	FRAPSC	Scrutiny of the draft budget proposals
7 February	Cabinet	Final budget proposals to be recommended for approval by Full Council
21 February	Full Council	To approve the budget

FRAPSC – Finance, Resources and Partnerships Scrutiny Committee

## **4. List of Appendices**

Appendix 1: Savings and Funding Strategies

Ref	Service Area	Description	£000's	% of Budget Line(s)	Detail
<b>Procurement</b>					
P1	Communications	Multi-Functional Devices	50	67.6%	Rationalisation of number of devices following the move to Castle House, and entering into a new contract
			<b>50</b>		
<b>Staffing Related Efficiencies</b>					
S1	All	Flexible Retirements	159	1.0%	Employees approved for flexible retirement
S2	Environmental Health	Health and Safety	12	28.7%	Replacement of Health and Safety Officer post with shared resource (South Staffordshire District Council)
S3	Environmental Health	Restructure	43	4.5%	Minor restructure of Environmental Health section
S4	Finance	Car Leasing Scheme	36	42.4%	Car leases not renewed following expiry
S5	Waste and Recycling	Restructure	20	6.5%	Minor restructure of Waste Strategy section
			<b>270</b>		
<b>Good Housekeeping/General Other Savings/Changes in Base Budgets</b>					
G1	Finance	Subscriptions	20	17.1%	Reductions in budgetary requirements for corporate subscriptions
G2	Assets	Public Sector Hub	37	TBC	Remainder of revenue savings from occupation of new public sector hub when compared to occupation of Civic Offices
G3	Assets	CCTV	20	40.4%	Reduction in costs of monitoring and equipment maintenance
G4	Business Improvement & Partnerships	Grants	37	50.0%	Balance of grants budget following the introduction of a Borough lottery to replace current grants process, with proceeds distributed to local good causes and charities
G5	Customer and ICT Services	Reduction in Computer Software Costs	20	4.8%	Reduction in budgetary requirement for computer software costs
G6	Central Services	Council 2018	60	19.7%	Reduction of the number of elected members
G7	Leisure and Cultural	Community Centres	14	25.9%	Reduction in grant given by the Council and reduction in repairs and maintenance following grant of full leases to Community Centre committees, agreed as part of the 2015/16 budget setting process
G8	Leisure and Cultural	New Victoria Theatre Grant	10	14.9%	Phased reduction of grant given over a 5 year period agreed as part of the 2015/16 budget setting process
G9	All	Good Housekeeping Savings	50	TBC	Reductions in budgetary requirements for supplies and services
			<b>268</b>		

<b>Alternative Sources of Finance/Other</b>						
Page 14	A1	Corporate	Superannuation Lump Sum	137	7.9%	Negotiation of contribution rate and discount for payment to the Pensions Actuary in advance of superannuation lump sums
	A2	Corporate	Capitalisation	130	TBC	Capitalisation of anticipated equipment purchases
	A3	Corporate	Council Tax Base	48	0.7%	Increase in Council Tax Base (forecast increase of 260 residential properties)
	A4	Corporate	New Homes Bonus contribution	124	7.6%	Further additional New Homes Bonus funding to be received in 2018/19. This is subject to the finalisation of the revised scheme, details of which will not be known until late December
	A5	Corporate	Council Tax Increase	184	2.7%	Assumed increase of £5 per Band D equivalent property
	A6	Corporate	Parish Council Section 136 Contributions	15	25.0%	Phased reduction of payments made to Parish Councils for concurrent functions as agreed as part of the 2017/18 budget setting process
	A7	Corporate	Business Rates	50	1.2%	Additional revenue generated through the Business Rates Retention system
				<b>688</b>		
<b>Grand Total</b>				<b>1,276</b>		

NB. This still leaves a shortfall of £0.259m to be identified (£1.535m current forecast MTFs 'gap', less £1.276m savings and funding strategies)

## Report to the Finance Resources and Partnerships Scrutiny Committee

27 November 2017

### DRAFT Scale of Fees and Charges 2018/19



**Report Author:** Kelvin Turner  
**Job Title:** Executive Director (Resources and Support Services)  
**Email:** kelvin.turner@newcastle-staffs.gov.uk  
**Telephone:** 01782 742105

#### Introduction

To provide the Committee with an opportunity to scrutinise the draft proposals of the scale of fees and charges to apply from 1 April 2018. This is due to be considered by the Cabinet at their meeting on 17 January 2018.

#### Background

The attached draft Cabinet report provides the relevant background for consideration of this matter. The scale of fees and charges are reviewed annually and form part of the budget setting process.

#### Questions to be Addressed

Do members have any comments to make in respect of the draft proposals of the scale of fees and charges to apply from 1 April 2018?

#### Outcomes

That the Scrutiny Committee recommends to the Cabinet approval of the proposed Scale of Fees and Charges for 2018/19.

That any comments on the proposals are reported back to the Cabinet.

#### Supporting Information

The draft report to the Cabinet is attached.

**Relevant Portfolio Holder(s)**

Councillor Turner – Portfolio holder for Finance IT and Customer

**Local Ward Member (if applicable)**

All



1. **SCALE OF FEES AND CHARGES**

**Submitted by:** Executive Director – Resources and Support Services

**Portfolio:** Finance IT and Customer

**Ward(s) affected:** All

**Purpose of the Report**

To obtain approval for the proposed scale of fees and charges to apply from 1 April 2018.

**Recommendation**

**(a) That the fees and charges proposed to apply from 1 April 2018, as set out in Appendix 1 be approved.**

**Reasons**

It is necessary to review the fees and charges which the Council makes in order to keep them in line with the cost of service provision, ensure compliance with the Charging Policy and to establish the amounts to be included in the 2018/19 budget.

1. **Background**

- 1.1 The Cabinet is asked annually to consider proposals for the fees and charges to be applied during the following financial year. It is proposed that the new fees and charges set out at Appendix 1 should take effect from 1 April 2018 and remain in force until 31 March 2019.
- 1.2 The Council has an approved Charging Policy (the most recent version of which was approved by Cabinet on 10<sup>th</sup> September 2014), which is followed when fees and charges are proposed and agreed. This sets out the criteria that should be taken into consideration when establishing the amounts to be charged.

2. **Issues**

- 2.1 The Medium Term Financial Strategy, agreed by the Cabinet on 18 October 2017, assumed an overall 2% increase in the amount of income raised from fees and charges in 2018/19 in line with assumptions about the rate of inflation over the period that these charges will be in force, reflecting the real increases in costs being incurred by services.
- 2.2 The proposals made vary between minimal decreases, freezes in fees and charges and increases. When these proposals are applied to the appropriate income budgets they fall broadly in line with the assumed overall 2% increase.
- 2.3 Most of the fees and charges are inclusive of VAT but in some cases no VAT is chargeable or VAT is added to the fee or charge. The VAT status of individual fees and charges is shown in Appendix 1.
- 2.4 When considering the level of fees and charges the principles contained in the Charging Policy, as approved by Cabinet on 10<sup>th</sup> September 2014, should be followed.
- 2.5 In drawing up the proposed fees and charges for 2018/19 these have been considered by Heads of Service who were provided with a copy of the Charging Policy and were requested to ensure that their charges were set in accordance with the Charging Policy, taking into account:

- The cost of providing the service
  - How much income it is desired to generate and why
  - Comparison of charges made by other Councils or providers of similar services
  - Whose use of services it is desired to subsidise and by how much
  - Whose behaviour it is desired to influence and in what ways
  - How will charges help to improve value for money, equity and access to services
  - Will the cost of collecting the income outweigh the income likely to be collected
  - Any other relevant factors
- 2.6 It is acceptable for charges to be set at a level where costs are not fully recovered. There may be particular reasons for doing so, such as a desire to encourage take up of a service by specified groups, for example the unemployed, benefits recipients, the elderly, disabled persons or children, or to influence particular forms or patterns of behaviour.
- 2.7 The decision to charge less than cost ought to be a conscious one, taken by members and justified by reference to the reasons for setting charges at less than cost as set out in the charging principles contained in section 5 of the Charging Policy. These principles are shown in Appendix 2.
- 2.8 The Scale of Fees and Charges (Appendix 1) shows the current and proposed fees and charges for 2018/19 and indicates those which have been frozen at current levels. There are a number of new charges proposed for 2018/19. The table below shows these:

New Charges - Description of Charge	Fee / Charge 2018/19 £.p
<b>CAR PARKS</b>	
<b>Discount for block purchase of permits</b>	
Discount for purchase of 10 or more permits	10%
Discount for purchase of 20 or more permits	20%
Cost per quarterly permit if 100 plus Band A permits purchased (subject to minimum 1 year term)	170.00
Cost per quarterly permit if 100 plus Band C permits purchased (subject to minimum 1 year term)	110.00
<b>Construction permit (max of 1 week permit)</b>	
Initial day rate	15.00
Additional days	6.00
<b>Lyme Valley</b>	
Up to 2 hours	Free
Up to 3 hours	3.20
Up to 4 hours	4.25
4-12 hours	6.00
<b>Windsor Street</b>	
Season ticket – after school (30 minutes)	30.00
<b>ENVIRONMENTAL HEALTH</b>	
<b>Food Hygiene Rating Scheme</b>	
Food Hygiene Ratings Scheme inspection	160.00

<p><b>FACILITIES MANAGEMENT</b>  NULBC delivery of Facilities Management services to Community Centres on full repairing leases and Kidsgrove Town Council. Calculated in accordance with the following formula –</p> <ul style="list-style-type: none"> <li>a) Contractor costs +</li> <li>b) Officer costs for administration and management +</li> <li>c) Car Mileage and subsistence +</li> <li>d) On costs + 3%</li> </ul>	As per formula
<p><b>LICENCES</b>  <b>Private Hire/Hackney Carriage DRIVERS</b></p> <p>Change of address 20.00  Reissue/replacement badge (with amended details) 35.00  DBS (CRB Check) online 58.00  Safeguarding training 35.00  Exemption certificates 25.00  Knowledge test 45.00</p> <p><b>VEHICLES</b></p> <p>Change of vehicle registration 45.00  Replacement plate carrier – front 10.00  Replacement plate carrier – rear 15.00  Replacement vehicle plate – front 10.00  Replacement vehicle plate – rear 15.00  Replacement vehicle sticker signage 3.00</p>	
<p><b>MUSEUM AND ART GALLERY</b></p> <p>Adult history courses – 8 weeks 62.00  Adult history courses – 8 weeks – concession 58.00</p>	
<p><b>NAMING/NUMBERING OF STREETS/PROPERTIES</b>  <b>New Development</b></p> <p>Number/name 10 plus properties (includes first property) 178.00  Plus - per plot 48.50</p> <p><b>Existing Properties/Streets</b></p> <p>Road closure 20.00</p>	
<p><b>PEST CONTROL</b></p> <p>Telephone advice (prepayment only) 10.00</p>	
<p><b>TOWN CENTRE DISPLAYS</b></p> <p>Charities and local community groups 5.00</p>	
<p><b>WASTE &amp; RECYCLING BINS/RECEPTACLES</b></p> <p>Bins/receptacles per property on new developments 60.00</p>	

2.10 Some of the new fees and charges are to be made where a charge was previously in place, albeit for a slightly different service.

2.11 New charges have been proposed for car parking permits whereby significant numbers are being purchased, this will enable the Council to be comparable to competing car parking facilities and generate additional income. Charges have also been proposed for construction permits.

- 2.12 Charges have been added for the car parking facilities provided by the Council at the Lyme Valley in line with zone A car parking charges, aside from the first hour, which will be free.
- 2.13 A new charge has been introduced for after school parking at Windsor Street car park, this charge reflects the likely time school users park for rather than the notional charge which had previously been made.
- 2.14 A new charge has been proposed for food hygiene ratings scheme inspections following the Food Standards Agency permitting charges to be made on a cost recovery basis.
- 2.15 Facilities Management services provided to Community Centres and to Kidsgrove Town Council are also to be chargeable on a cost recovery basis for Officer time and costs plus any contractor costs incurred.
- 2.16 Following a review of private hire/hackney carriage licensing fees a number of additional charges have been identified for inclusion in the fees and charges.
- 2.17 In relation to the naming/numbering of streets/properties a new charging band has been introduced, this has replaced the banding in the deleted charges shown in the table below.
- 2.18 A new charge has been proposed for the provision of telephone advice for pest control queries; this is to enable recovery of staff time spent on this activity.
- 2.19 A new fee is in relation to town centre displays, a small charge has been suggested for town centre displays provided by charities and local community groups.
- 2.20 Finally, a new charge is to be introduced in relation to the provision of waste and recycling bins and receptacles to developers of new properties. The charge is per property.
- 2.21 A number of fees and charges approved for 2017/18 have been deleted from the proposed fees and charges for 2018/19. The table below shows these:

Deleted Charges - Description of Charge	Fee/Charge 2017/18 £.p
<b>CAR PARKS</b> <b>Windsor Street</b> Season ticket – half hour after school	3.00
<b>CEMETERIES</b> Keele community room – evening hire per hour	20.00
<b>DOG WARDEN SERVICE</b> Dog Training Equipment loan	25.00
<b>ENVIRONMENTAL HEALTH</b> <b>Environmental Offences – Fixed Penalty Notices</b> Failure to comply with a dog control order in respect of dog fouling, dogs on leads, dogs on leads by direction, dog exclusion - if paid within 10 days	50.00
Failure to comply with a dog control order in respect of dog fouling, dogs on leads, dogs on leads by direction, dog exclusion - if paid within 14 days	75.00

<b>Training Courses</b> CIEH Level 2 – food safety in catering CIEH Level 2 – health and safety in the workplace CIEH Level 4 – food safety in catering CIEH Level 2 – food safety in catering (charge for businesses booking 5 employees on the same course)	73.00 73.00 220.00 295.00
<b>GARDEN WASTE RECYCLING (EXTRA SERVICE)</b> Sticker for 240 litre bin - (with 6 week winter shut down) if purchased July to September Sticker for 240 litre bin - (with 6 week winter shut down) if purchased October to March	28.00 17.00
<b>HIRE OF ROOMS</b> <b>Hire of Civic Offices and Guildhall Rooms</b> All charges deleted	All
<b>LEISURE CHARGES</b> <b>Sport &amp; Football Development</b> Sports Development Activities up to 2 hours (first 6 week trial price)  <b>Jubilee 2 Climbing</b> Pre-school climb (3-5 year old) Parent and child climb  <b>Clublyme Membership</b> <b>Student membership</b> Off Peak (Monday to Friday 6.30am-5pm & weekends) – no contract – per month Peak (Monday to Friday 6.30am-11pm & weekends) – no contract – per month  <b>Studio Hire</b> Activity zone  <b>Swimming Fees</b> Spectators - standard  <b>Kidsgrove Sports Centre</b> All charges deleted	2.50   1.25 6.35   21.50 28.00  21.00  1.00  All
<b>LICENCES</b> <b>Private Hire/Hackney Carriage VEHICLES</b> Private hire – vehicles 8+ seats Replacement plate and carrier – front Replacement plate and carrier – rear	295.00 10.00 15.00
<b>MARKETS</b> All charges deleted	All

<b>MUSEUM AND ART GALLERY</b>	
Adult history courses – 10 weeks	75.00
Adult history courses – 10 weeks – concession	70.00
Open art registration – per item under 16	1.00
<b>NAMING/NUMBERING OF STREETS/PROPERTIES</b>	
<b>New or Redevelopment</b>	
Number/name 6-25 properties per phase (includes first property)	175.00
Plus – per plot	47.50
Number/name >25 properties per phase (includes first property)	175.00
Plus – per plot	35.00

- 2.22 As highlighted above at 2.10 a number of new charges are to be included for 2018/19 that in fact replaces existing charges, but the service varies slightly. The charges that are to be removed merely due to amendments to the service/charge include cemetery room hire, environmental offences (dog control orders), garden waste recycling (stickers), sports development activities, private hire/hackney carriage vehicle licences, museum history courses and naming/numbering of streets/properties (banding).
- 2.23 Due to the move from the Civic Offices to Castle House the fees charges for room hire at the Civic Offices and Guildhall have been removed. Training courses previously undertaken by Environmental Health for external organisations have been discontinued due to a lack of take up.
- 2.24 All charges relating to Kidsgrove Sports Centre have been removed due to its closure. Student memberships will now be categorised as corporate memberships. Pre-school climbs have been discontinued due to low demand, whilst the charge for a parent and child climb was dearer than being paid for separately. Swimming spectators will be required to register for a Lyme card, spectating will then be free.
- 2.25 As the Markets service is being outsourced to an external contractor, the fees and charges in relation to this will no longer be set by the Council.
- 2.26 Due to the commercial sensitivity of the proposed charges for the trade waste service, these are not included on part 1 of the agenda and are exempt from publication by reasons of paragraph 3 of part 1 of schedule 12a of the Local Government Act 1972. The proposed charges can be found in part 2 of the agenda.

### 3. **Proposal**

- 3.1 That the fees and charges proposed to apply from 1 April 2018, as set out in Appendix 1 be approved.

### 4. **Reason for Preferred Solution**

- 4.1 Applying selective increases to fees and charges will enable economic activity to be promoted within the Borough. It will also contribute to the delivery of a sustainable budget for 2018/19 and later years and will help to keep fees and charges in line with the cost of service provision.

### 5. **Legal and Statutory Implications**

- 5.1 Statutory charges are included in the scale of fees and charges, and are noted as such. These are set by the government rather than by this Council. Land Charges and Licensing fees are set in accordance with a statutory requirement to balance income with expenditure. All other charges may be set by the Council in accordance with its Charging Policy.

6. **Financial and Resource Implications**

- 6.1 The approved levels of fees and charges will be incorporated in the General Fund Budget for 2018/19.
- 6.2 The Medium Term Financial Strategy (MTFS) assumes increased income of £114,000 from an average increase of 2% across the existing range of fees and charges.
- 6.3 The proposals made vary between minimal decreases to increases. When these proposals are applied to the appropriate income budgets they fall broadly in line with the assumed overall 2% increase.

7. **Major Risks**

- 7.1 A major risk is that the current depressed economic situation leads to less demand from users of Council services, resulting in significant loss of income. The level of charges will in some cases influence this demand.

8. **Key Decision Information**

- 8.1 This is a key decision; it has been included in the Forward Plan.

9. **List of Appendices**

Appendix 1 – Proposed charges from 1 April 2018

Appendix 2 – Charging principles included in Charging Policy

**SCALE OF FEES AND CHARGES 2017/18****INDEX**

<b>TYPE OF FEE/CHARGE</b>	<b>PAGE(S)</b>
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COVENANT CONSENTS	6
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CIRCUSES & FAIRS	7
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WASTE & RECYCLING BINS/RECEPTACLES	22



	Fee/ Charge 2017/18 £.p	Fee/ Charge 2018/19 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
<b>ALLOTMENTS</b>				Cabinet	No VAT
Rent (per annum) per square metre <i>Note: 20% concession for Junior/60+/Unemployed</i>	0.40	0.42	0.02		
<b>BULKY RECYCLING (Furniture Mine)</b>				Cabinet	No VAT
1-3 Items non reusable/waste items	35.00	35.00	0.00		
4-6 Items non reusable/waste items	55.00	55.00	0.00		
7-9 Items non reusable/waste items	70.00	70.00	0.00		
Additional items non reusable/waste items	10.00	10.00	0.00		
Reusable items	Free	Free	N/A		
<b>BUS DEPARTURE CHARGES</b>				Cabinet	Plus VAT
Fee per departure	0.20	0.21	0.01		
<b>CAR PARKS</b>					
<b>Charges for Infringements</b>					No VAT
Civic parking enforcement - higher charge	70.00	70.00	0.00		
Civic parking enforcement - lower charge	50.00	50.00	0.00		
<b>Discount for block purchase of permits</b>					
Discount for purchase of 10 or more permits	N/A	10%	NEW		
Discount for purchase of 20 or more permits	N/A	20%	NEW		
Cost per quarterly permit if 100 plus Band A permits purchased (subject to minimum 1 year term)	N/A	170.00	NEW		
Cost per quarterly permit if 100 plus Band C permits purchased (subject to minimum 1 year term)	N/A	110.00	NEW		
<b>Construction permit (max of 1 week permit)</b>					
Initial day rate	N/A	15.00	NEW		
Additional days	N/A	6.00	NEW		
<b>Bankside</b>				Cabinet	VAT Incl.
Season ticket - per quarter	150.00	150.00	0.00		
Each additional permit for the same numbered bay - per quarter	25.00	25.00	0.00		
Overnight 8pm to 8am	1.00	1.00	0.00		
Overnight quarterly permit	60.00	60.00	0.00		
<b>Blackfriars (Zone C)</b>				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	0.00		
Up to 2 hours	1.50	1.50	0.00		
Up to 3 hours	2.00	2.00	0.00		
Up to 4 hours	2.50	2.50	0.00		
Up to 6 hours	3.00	3.00	0.00		
6 hours to 24 hours	3.50	3.50	0.00		
Season ticket - per quarter	150.00	150.00	0.00		
Overnight 8pm to 8am	1.00	1.00	0.00		
Overnight quarterly permit	60.00	60.00	0.00		
<b>Cherry Orchard (Zone B)</b>				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	0.00		
Up to 2 hours	1.90	1.90	0.00		

	Fee/ Charge 2017/18 £.p	Fee/ Charge 2018/19 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Up to 3 hours	2.80	2.80	0.00		
Up to 4 hours	4.00	4.00	0.00		
4 hours to 24 hours	5.20	5.20	0.00		
Season ticket - per quarter	230.00	230.00	0.00		
Overnight 8pm to 8am	1.00	1.00	0.00		
Overnight quarterly permit	60.00	60.00	0.00		
<b>Civic Offices - Saturdays Only (Zone A)</b>				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	0.00		
Up to 2 hours	1.90	1.90	0.00		
Up to 3 hours	2.80	2.80	0.00		
Up to 4 hours	4.00	4.00	0.00		
<b>Corporation Street/Merrial Street (Zone A)</b>				Cabinet	VAT Incl.
Up to 1/2 hour	0.80	0.80	0.00		
Up to 1 hour	1.50	1.50	0.00		
Overnight 8pm to 8am	1.00	1.00	0.00		
Overnight quarterly permit	60.00	60.00	0.00		
<b>Fogg Street East (Zone A)</b>				Cabinet	VAT Incl.
Season ticket - per quarter	230.00	230.00	0.00		
Each additional permit for the same numbered bay - per quarter	25.00	25.00	0.00		
Overnight 8pm to 8am	1.00	1.00	0.00		
Overnight quarterly permit	60.00	60.00	0.00		
<b>Goose Street (Zone B)</b>				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	0.00		
Up to 2 hours	1.90	1.90	0.00		
Up to 3 hours	2.80	2.80	0.00		
Up to 4 hours	4.00	4.00	0.00		
4 hours to 24 hours	5.20	5.20	0.00		
Season ticket - per quarter	230.00	230.00	0.00		
Overnight 8pm to 8am	1.00	1.00	0.00		
Overnight quarterly permit	60.00	60.00	0.00		
<b>Hassell Street (Zone B)</b>				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	0.00		
Up to 2 hours	1.90	1.90	0.00		
Up to 3 hours	2.80	2.80	0.00		
Up to 4 hours	4.00	4.00	0.00		
4 hours to 24 hours	5.20	5.20	0.00		
Season ticket - per quarter	230.00	230.00	0.00		
Resident permit - per quarter	50.00	50.00	0.00		
Overnight 8pm to 8am	1.00	1.00	0.00		
Overnight quarterly permit	60.00	60.00	0.00		
<b>High Street (Rear of)</b>				Cabinet	VAT Incl.
Season ticket - per quarter	230.00	230.00	0.00		
Each additional permit for the same numbered bay - per quarter	25.00	25.00	0.00		
Overnight 8pm to 8am	1.00	1.00	0.00		
Overnight quarterly permit	60.00	60.00	0.00		
<b>King Street (Zone C)</b>				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	0.00		
Up to 2 hours	1.50	1.50	0.00		

	Fee/ Charge 2017/18 £.p	Fee/ Charge 2018/19 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Up to 3 hours	2.00	2.00	0.00		
Up to 4 hours	2.50	2.50	0.00		
Up to 6 hours	3.00	3.00	0.00		
6 hours to 24 hours	3.50	3.50	0.00		
Season Ticket - per quarter	150.00	150.00	0.00		
Overnight 8pm to 8am	1.00	1.00	0.00		
Overnight quarterly permit	60.00	60.00	0.00		
<b>Lyme Valley</b>					
Up to 2 hours	N/A	FREE	NEW		
Up to 3 hours	N/A	3.20	NEW		
Up to 4 hours	N/A	4.25	NEW		
4-12 hours	N/A	6.00	NEW		
<b>Midway (Zone A)</b>					
Up to 1 hour	1.10	1.10	0.00	Cabinet	VAT Incl.
Up to 2 hours	2.10	2.10	0.00		
Up to 3 hours	3.20	3.20	0.00		
Up to 4 hours	4.25	4.25	0.00		
Up to 24 hours	6.00	6.00	0.00		
Season ticket - per quarter	230.00	230.00	0.00		
Overnight 8pm to 8am (restricted floors)	1.00	1.00	0.00		
Overnight quarterly permit	60.00	60.00	0.00		
<b>Ryecroft (Zone B)</b>					
Up to 1 hour	1.10	1.10	0.00	Cabinet	VAT Incl.
Up to 2 hours	2.10	2.10	0.00		
Up to 3 hours	3.20	3.20	0.00		
Up to 4 hours	4.25	4.25	0.00		
Up to 24 hours	6.00	6.00	0.00		
<b>School Street (Zone B)</b>					
Up to 1 hour	1.00	1.00	0.00	Cabinet	VAT Incl.
Up to 2 hours	1.90	1.90	0.00		
Up to 3 hours	2.80	2.80	0.00		
Season ticket - per quarter	230.00	230.00	0.00		
Overnight 8pm to 8am	1.00	1.00	0.00		
Overnight quarterly permit	60.00	60.00	0.00		
<b>Silverdale Road (Zone C)</b>					
Up to 1 hour	1.00	1.00	0.00	Cabinet	VAT Incl.
Up to 2 hours	1.50	1.50	0.00		
Up to 3 hours	2.00	2.00	0.00		
Up to 6 hours	3.00	3.00	0.00		
6 hours to 24 hours	3.50	3.50	0.00		
Season ticket - per quarter	150.00	150.00	0.00		
Resident permit - per quarter	60.00	60.00	0.00		
Overnight 8pm to 8am	1.00	1.00	0.00		
Overnight quarterly permit	60.00	60.00	0.00		
<b>Windsor Street (Zone B)</b>					
Up to 1 hour	1.00	1.00	0.00	Cabinet	VAT Incl.
Up to 2 hours	2.00	2.00	0.00		
Season ticket - after school (30 minutes)	N/A	30.00	NEW		
Overnight 8pm to 8am	1.00	1.00	0.00		
Overnight quarterly permit	60.00	60.00	0.00		

	Fee/ Charge 2017/18 £.p	Fee/ Charge 2018/19 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
<b>CEMETERIES</b>					
<b>Interment Fees</b>				Cabinet	No VAT
Under 16 years of age	Free	Free	N/A		
16 years & over	832.00	857.00	25.00		
Woodland burial - Keele Cemetery (1 full interment only in each grave)	443.00	456.00	13.00		
Cremated remains at 2 feet	364.00	375.00	11.00		
Woodland burial cremated remains at 2 feet - Keele Cemetery (4 interments only in each grave)	364.00	375.00	11.00		
Additional depth for cremated remains over 2 feet	130.00	134.00	4.00		
Additional depth over 6 feet per foot	140.00	144.00	4.00		
<b>Purchase of Graves (includes right to erect memorial for single grave)</b>				Cabinet	No VAT
Lawn graves/reservation	1,121.00	1,155.00	34.00		
Woodland grave/reservation - Keele Cemetery (1 full interment only in each grave plus memorial tree)	826.00	851.00	25.00		
Cremated remains graves/reservation	554.00	571.00	17.00		
Woodland grave cremated remains at 2 feet/reservation - Keele Cemetery (4 interments only in each grave plus memorial shrub)	554.00	571.00	17.00		
Reservation of shrubbery cremated remains grave/reservation - Keele Cemetery (allows for 1 full interment plus shrub)	554.00	571.00	17.00		
Renewal of exclusive right of burial & memorialisation (full grave)	530.00	546.00	16.00		
Renewal of exclusive right of burial & memorialisation (cremated remains grave)	266.00	274.00	8.00		
Transfer of ownership of exclusive rights of burial & memorialisation	87.00	87.00	0.00		
Duplicate deed of exclusive rights of burial & memorialisation	45.00	46.00	1.00		
<b>Erection of Memorials (no prior right given)</b>				Cabinet	No VAT
Memorial not exceeding 3 feet in height	136.00	140.00	4.00		
Replacement memorial	46.00	47.00	1.00		
<b>Columbarium</b>				Cabinet	No VAT
10 year lease including 1st interment	515.00	530.00	15.00		
2nd interment	72.00	74.00	2.00		
Renewal of 10 year lease	257.00	265.00	8.00		
Additional 5 year lease	257.00	265.00	8.00		
<b>Use of Chapel &amp; Community Room</b>				Cabinet	No VAT
Newcastle cemetery chapel	75.00	77.00	2.00		
Keele community room - service	75.00	77.00	2.00		
Keele community room - full day hire	75.00	75.00	0.00		
Keele community room - half day hire	40.00	40.00	0.00		
Keele community room - per hour hire	15.00	15.00	0.00		
<b>Private Maintenance of Grave Non-Lawn Types</b>				Cabinet	No VAT
Turfing	45.00	46.00	1.00		
Spring/summer planting & maintenance	96.00	96.00	0.00		

	Fee/ Charge 2017/18 £.p	Fee/ Charge 2018/19 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
<b>Sundry Items</b>				Cabinet	VAT Incl.
Single abstract information from registrar	64.00	66.00	2.00		
Family history research	20.00	21.00	1.00		
Caskets	77.00	79.00	2.00		
Wooden cross	44.00	45.00	1.00		
Memorial benches	665.00	685.00	20.00		
Memorial benches - maintenance By request (cleaning & staining)	154.00	159.00	5.00		
Memorial trees	340.00	350.00	10.00		
Barrier fob replacements	10.00	10.00	0.00		
<b>COVENANT CONSENTS</b>				Cabinet	No VAT
Covenant consents	120.00	125.00	5.00		
<b>CREMATORIUM</b>					
<b>Cremation Fees</b>				Cabinet	No VAT
Under 16 years of age	Free	Free	N/A		
16 years & over 9.20am service time only	424.00	437.00	13.00		
16 years & over from 10am	625.00	644.00	19.00		
Cremation environmental charge	66.00	68.00	2.00		
Use of TV for DVD photographs or 3-5 minute films	21.00	22.00	1.00		
Burial of remains cremated elsewhere	192.00	198.00	6.00		
Chapel hire - additional use to cremation service	77.00	79.00	2.00		
<b>Urns &amp; Containers</b>				Cabinet	VAT Incl.
Oak casket	77.00	79.00	2.00		
Postage & packaging	Cost	Cost	N/A		
<b>Memorialisation</b>				Cabinet	VAT Incl.
Book of remembrance per line (up to 3 lines)	29.00	30.00	1.00		
Book of remembrance for 4 lines	97.00	100.00	3.00		
Book of remembrance for 5 lines	125.00	129.00	4.00		
Book of remembrance for 6 lines	152.00	157.00	5.00		
Book of remembrance for 7 lines	180.00	185.00	5.00		
Book of remembrance for 8 lines	209.00	215.00	6.00		
Simple floral emblem	84.00	87.00	3.00		
Coat of arms, badges, ornate floral emblem	116.00	120.00	4.00		
Additional lines of inscription for cards/books	29.00	30.00	1.00		
<b>Plaques</b>				Cabinet	VAT Incl.
12" x 4" new plaque & 10 year hire	315.00	325.00	10.00		
Each succeeding 10 year hire	126.00	130.00	4.00		
12" x 8" new plaque & 10 year hire	632.00	651.00	19.00		
Each succeeding 10 year hire	253.00	261.00	8.00		
24" x 8" each succeeding 10 year hire	505.00	520.00	15.00		
Adding to existing plaque per letter or figure	6.00	6.00	0.00		
Regilding existing letters	4.00	4.00	0.00		
<b>Additional Memorials</b>				Cabinet	VAT Incl.
Memorial benches	665.00	685.00	20.00		
Memorial benches maintenance by request (cleaning & staining)	154.00	159.00	5.00		
Memorial vases	309.00	318.00	9.00		
Each succeeding 5 year hire	185.00	191.00	6.00		

	Fee/ Charge 2017/18 £.p	Fee/ Charge 2018/19 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Vases various – small Planters Each succeeding 5 year hire Trees Each succeeding 10 year hire Additional plaques Shrubs (inclusive of aluminium vase) Each succeeding 5 year hire	Various 714.00 290.00 610.00 317.00 77.00 338.00 145.00	Various 735.00 299.00 628.00 327.00 79.00 348.00 149.00	N/A 21.00 9.00 18.00 10.00 2.00 10.00 4.00		
<b>CIRCUSES &amp; FAIRS</b>  Hire rate per day of site presence (based on an 8 hour day - 1 day to set up & 1 day to dismantle free of charge) Returnable deposit - cleaning Returnable deposit - damage	  600.00 900.00 900.00	  620.00 900.00 900.00	  20.00 0.00 0.00	Cabinet	No VAT
<b>COPYRIGHT MAPPING</b>  Up to 4 - A4/A3 1:1250 mapping Up to 4 - A4/A3 1:500 mapping Up to 4 - A4/A3 1:1250 aerial photo	  25.00 25.00 45.00	  25.00 25.00 45.00	  0.00 0.00 0.00	Cabinet	No VAT
<b>DATA PROTECTION</b>  Subject access request	  10.00	  10.00	  0.00	Statutory	No VAT
<b>DOG WARDEN SERVICE</b>  Event equipment hire  <b>Recovery of Stray Dogs</b> During normal working hours - reclaim fee Daily kennelling fees	  25% of cost  70.00 Cost	  25% of cost  70.00 Cost	  N/A  0.00 N/A	Cabinet  Cabinet	VAT Incl.  No VAT
<b>ELECTIONS</b>  <b>Rule 9(1) Parliamentary Election Regulations &amp; Rule/Reg 9 (1) European Parliamentary Election Regulations - Candidates' Deposits</b> Parliamentary election candidate European parliamentary election candidate/party  <b>Regulations 48 &amp; 49 Representation of the People Regulations 2001</b> <b>Supply of Full Register</b> Sale of full register (printed) Plus per 1,000 names or part 1,000 (printed) Sale of full register (data) Plus per 1,000 names or part 1,000 (data) List of overseas electors (printed) Plus per 100 names or part 100 (printed) List of overseas electors (data) Plus per 100 names or part 100 (data)	  500.00 5,000.00      10.00 5.00 20.00 1.50 10.00 5.00 20.00 1.50	  500.00 5,000.00      10.00 5.00 20.00 1.50 10.00 5.00 20.00 1.50	  0.00 0.00      0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Statutory  Statutory	No VAT  No VAT

	Fee/ Charge 2017/18 £.p	Fee/ Charge 2018/19 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
<b>Supply of Edited Register</b>				Statutory	No VAT
Sale of edited register (printed)	10.00	10.00	0.00		
Plus per 1,000 names or part 1,000 (printed)	5.00	5.00	0.00		
Sale of register (data)	20.00	20.00	0.00		
Plus per 1,000 names or part 1,000 (data)	1.50	1.50	0.00		
<b>Regulations 120 Representation of the People Regulations 2001</b>					
<b>Supply of Marked Register</b>				Statutory	No VAT
Supply of marked registers (printed)	10.00	10.00	0.00		
Plus per 1,000 entries or part 1,000	2.00	2.00	0.00		
Supply of marked registers (data)	10.00	10.00	0.00		
Plus per 1,000 entries or part 1,000	1.00	1.00	0.00		
<b>Inspection &amp; Copies of Documents</b>				Statutory	No VAT
Regulation 10 representation of the people regulations 2001 - inspection of candidates expenses	5.00	5.00	0.00		
A4 - copies (black & white)	0.50	0.50	0.00		
Confirmation of residency letter	20.00	20.00	0.00		
<b>ENVIRONMENTAL HEALTH</b>					
<b>Works in default of statutory notice</b>				Cabinet	No VAT
Calculated in accordance with the following formula - a) Contractor costs b) Officer costs (per hour at actual rate) c) Car mileage & subsistence d) On costs (b+c) + 25% e) Disbursements (e.g. warrant application, postage, printing, cost of invoice etc.) Total = a+d+e+ interest on outstanding balance as determined by council at start of financial year	Per Formula	Per Formula			
<b>Commercial Hire of Monitoring equipment</b>				Cabinet	Plus VAT
Salamander Gasclam & user software (per 7 days excl. carriage costs)	230.00	234.00	4.00		
Phocheck PID (per 7 days exc carriage costs)	135.00	138.00	3.00		
GA2000 portable landfill gas analyser (per 7 days excl. carriage costs)	135.00	138.00	3.00		
Bruel & Kjaer Matron 2250 sound level meter, with sound recording & 1/1 & 1/3 octave frequency analysis module & calibration certificate (memory card to be supplied by client)	210.00	214.00	4.00		
Outdoor gear for use with matron 2250 (per 7 days excl. carriage costs)	50.00	51.00	1.00		
Bruel & Kjaer Matron Type 4231 Calibrator with calibration certificate (per 7 days excl. carriage costs)	11.00	11.20	0.20		
<b>Environmental Offences - Fixed Penalty Notices</b>				Statutory	No VAT
Waste receptacles - Section 47ZA(2) (paid in 10 days)	75.00	75.00	0.00		
Waste receptacles - Section 47ZA(2) (paid in 14 days)	100.00	100.00	0.00		
Failure to produce authority (waste transfer notes) - section 5B2	300.00	300.00	0.00		
Failure to furnish documentation (waste carrier licence) - Section 34(2)	300.00	300.00	0.00		
Litter - Section 88(1) (paid in 10 days)	50.00	50.00	0.00		
Litter - Section 88(1) (paid in 14 days)	75.00	75.00	0.00		

	Fee/ Charge 2017/18 £.p	Fee/ Charge 2018/19 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Unauthorised distribution of literature on designated land - Schedule 3A (7)2 (paid in 10 days)	50.00	50.00	0.00		
Unauthorised distribution of literature on designated land - Schedule 3A (7)2 (paid in 14 days)	75.00	75.00	0.00		
Failure to comply with a Community Protection Notice or Public Spaces Protection Order (paid in 10 days)	75.00	75.00	0.00	Cabinet	No VAT
Failure to comply with a Community Protection Notice or Public Spaces Protection Order (paid in 14 days)	100.00	100.00	0.00	Cabinet	No VAT
FPN for abandoned vehicles	200.00	200.00	0.00		
<b>Environmental Protection Act 1990 - Part 1 Pollution Prevention &amp; Control Act 1999 Register of Permits</b>				Cabinet	Plus VAT
Copy of list of applications received	16.00	16.40	0.40		
Copy of a register entry	16.00	16.40	0.40		
Copy of tape/CD recorded interviews	15.00	15.30	0.30		
Environmental Information Regulations 1992 (requests for information), Charge per Hour (ICO guidance)	25.00	25.00	0.00	ICO Guidance	
Noise monitoring service for Registered Social Landlords & Private Landlords for 1 period of up to 7 days & subsequent report & copy of recording	260.00	266.00	6.00		
Noise monitoring service for Aspire Housing for 1 period of up to 7 days & subsequent report & copy of recording	260.00	266.00	6.00		
<b>Environmental Health Licences</b>				Cabinet	No VAT
Pet shop - first licence	285.00	290.00	5.00		
Pet shop - renewal	120.00	122.00	2.00		
Dog breeding establishment - first licence	285.00	290.00	5.00		
Dog breeding establishment - renewal	120.00	122.00	2.00		
Animal boarding establishment - first licence	285.00	290.00	5.00		
Animal boarding establishment - renewal	120.00	122.00	2.00		
Riding establishment - first licence	520.00	530.00	10.00		
Riding establishment - renewal	285.00	290.00	5.00		
Dangerous wild animals - first licence	470.00	480.00	10.00		
Dangerous wild animals - renewal	260.00	265.00	5.00		
Zoo - first licence	On request	On request	N/A		
Zoo - renewal	On request	On request	N/A		
Registration of premises for acupuncture, tattooing, cosmetic piercing, electrolysis & semi-permanent skin colouring	135.00	140.00	5.00		
Registration of each operative	82.50	85.00	2.50		
Additional treatment registration	67.50	70.00	2.50		
Export health certificates	145.00	150.00	5.00		
<b>Charges for Authorised Process - Local Authority Pollution Prevention Control Act</b>				Statutory	No VAT
The scale of charges is set by DEFRA annually after consultation with Local Authorities, representatives of industry and other stakeholders. The scale of charges is designed to cover the regulatory and administrative costs (including visits, administration, advice and time) to the regulator arising from each process. The 2018/19 charges are to be advised by DEFRA in February 2018.				To be advised by DEFRA in February 2018	



	Fee/ Charge 2017/18 £.p	Fee/ Charge 2018/19 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
<b>Factual Statements (Food Safety Act, Health &amp; Safety at Work Act, Environmental Protection Act)</b> Charge for factual statements - additional time Charge for factual statements - disclosure of documents	125.00 65.00	130.00 67.50	5.00 2.50	Cabinet	No VAT
<b>Private Water Supplies</b> Risk assessment (per hour, plus mileage)	18.70/ hour + mileage costs	18.70/ hour + mileage costs	N/A	Statutory	No VAT
Sampling	100.00	100.00	0.00		
Investigation	100.00	100.00	0.00		
Authorisation	100.00	100.00	0.00		
Analysis - during Regulation 10	25.00	25.00	0.00		
Analysis - during check monitoring	100.00	100.00	0.00		
Analysis - during audit monitoring	500.00	500.00	0.00		
<b>Swimming Pools</b> Sampling of pool water - per annum Sampling of pool water - one sample	520.00 55.00	645.00 64.50	125.00 9.50	Cabinet	No VAT
<b>Food Hygiene Rating Scheme</b> Food Hygiene Rating Scheme inspection	N/A	160.00	NEW	Public Protection	No VAT
<b>FACILITIES MANAGEMENT</b>  NULBC delivery of Facilities Management services to Community Centres on full repairing leases and Kidsgrove Town Council. Calculated in accordance with the following formula - a) Contractor costs + b) Officer costs for administration and management + c) Car mileage & subsistence + d) On costs + 3%	N/A	As per formula	NEW		
<b>GARDEN WASTE RECYCLING (EXTRA)</b>  Delivery of new additional garden waste bin in addition to sticker Sticker for 240 litre bin - (with 6 week winter shut down) if purchased March to June - <i>Online charge</i> Sticker for 240 litre bin - (with 6 week winter shut down) if purchased March to June - <i>Non online charge</i>	25.00 38.00 38.00	25.00 38.00 40.00	0.00 0.00 2.00	Cabinet	No VAT
<b>HIRE OF ROOMS (KIDSGROVE)</b>  Standard rates: Room 1 or 5 – per day Room 1 or 5 – per half day Room 2 per day Room 2 per half day  Local statutory bodies: Room 1 per day Room 1 per half day Room 2 per day Room 2 per half day	15.50 8.00 25.50 13.00  13.50 7.00 18.50 9.50	15.50 8.00 25.50 13.00  13.50 7.00 18.50 9.50	0.00 0.00 0.00 0.00  0.00 0.00 0.00 0.00	Cabinet	No VAT

	Fee/ Charge 2017/18 £.p	Fee/ Charge 2018/19 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Room 5 per day	10.50	10.50	0.00		
Room 5 per half day	5.50	5.50	0.00		
Voluntary & community sector:					
Room 1 per day	7.50	7.50	0.00		
Room 2 per day	9.50	9.50	0.00		
Room 5 per day	5.50	5.50	0.00		
Room 1, 2 or 5 per half day	5.50	5.50	0.00		
<b>LAND CHARGES</b>					
Residential LLC1 – land charges register search only	27.00	29.00	2.00	Cabinet	CON29 – Plus VAT, LLC1 – No VAT
Commercial LLC1 – land charges register search only	71.00	76.00	5.00		
Residential – Con 29R (conveyancer search)	81.00	87.00	6.00		
Commercial – Con 29R (conveyancer search)	212.00	228.00	16.00		
Residential – full standard search (LLC1 & Con 29R)	108.00	116.00	8.00		
Commercial – full standard search (LLC1 & Con 29R)	283.00	304.00	21.00		
Con 290 – (conveyancer optional form) each enquiry	25.00	25.00	0.00		
Each additional enquiry	Cost	Cost	N/A		
Residential – additional parcel of land	54.00	58.00	4.00		
Commercial – additional parcel of land	142.00	152.00	10.00		
<b>LEISURE CHARGES</b>					
<b>Sport &amp; Football Development</b>					
Mini kickers per block	22.00	24.00	2.00	Cabinet	No VAT
Sports Development Activities up to 2 hours	3.00	3.30	0.30		
<b>Jubilee 2 Equipment Resale</b>					
Saleable items	Market value	Market value	N/A	Portfolio Holder	VAT Incl.
<b>Lyme Card Concession Scheme</b>					
Lyme card concession scheme yearly membership	5.00	5.10	0.10	Cabinet	VAT Incl.
<b>Aqua Sauna (includes access to swimming pool)</b>					
Adult - lyme card	10.00	10.20	0.20	Cabinet	VAT Incl.
Concession (18+) - lyme card	7.50	7.65	0.15		
<b>Climbing Uninstructed Pay &amp; Play Entry Fees - (must have lyme card &amp; be registered &amp; have had a competency test)</b>					
Adult - lyme card	4.00	4.40	0.40	Cabinet	VAT Incl.
Concession - lyme card	3.00	3.30	0.30		
Junior - lyme card	2.00	2.20	0.20		
<b>Equipment Hire</b>					
Belay and harness - lyme card	3.00	3.00	0.00	Cabinet	VAT Incl.
<b>Instructed Party Sessions – 90 minutes</b>					
Up to 6 people (> than 6 at multiples of this charge)	45.00	50.00	5.00		

	Fee/ Charge 2017/18 £.p	Fee/ Charge 2018/19 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
<b>Instructed Courses</b>				Cabinet	No VAT
Junior – 6 x 45 minute sessions	35.00	36.00	1.00		
Adult – 3 x 45 minute sessions	30.00	36.00	6.00		
<b>Gym</b>				Cabinet	VAT Incl.
<b>Pay &amp; Play Entry Fees (must have lyme card &amp; have had an induction)</b>					
Adult – Lyme Card	4.15	4.40	0.25		
Concession – Lyme Card	3.10	3.30	0.20		
Junior – Lyme Card	2.05	2.20	0.15		
<b>(including swim, climbing)</b>					
Active2 membership - 4-17 years - monthly direct debit; inclusive of 1 swimming lesson per week, 1 Born2Move class per week, 1 climbing lesson per week, access to climbing wall and public swimming and gym for over 12's (minimum initial period of 3 months, 1 month notice period, conditions apply)	23.00	23.50	0.50		
Active2 Membership - 4-17 years - 12 month membership for price of 11 months	253.00	258.50	5.50		
<b>ClubLyme Membership Charges Adults (including gym, classes, swim, climbing, aqua sauna, table tennis)</b>				Cabinet	VAT Incl.
Joining fee (includes inductions) (16 years +) (one off fee - includes key)	20.00	20.00	0.00		
Off peak (Monday to Friday 6.30am-5pm & weekends) - 6 month minimum contract - payment monthly by direct debit	23.00	23.50	0.50		
Off peak (Monday to Friday 6.30am-5pm & weekends) - no contract - per month	28.00	28.50	0.50		
Off peak (Monday to Friday 6.30am-5pm & weekends) - 12 month membership for price of 11 months - payable in advance	253.00	258.50	5.50		
Peak (Monday to Friday 6.30am-11pm & weekends) - 6 month minimum contract - payment monthly by direct debit.	30.50	31.00	0.50		
Peak (Monday to Friday 6.30am-11pm & weekends) - no contract - per month	36.00	36.50	0.50		
Peak (Monday to Friday 6.30am-11pm & weekends) - 12 month membership for price of 11 months - payable in advance	335.50	341.00	5.50		
Corporate membership – peak (includes Students)	28.00	28.00	0.00		
Corporate membership - off peak (includes Students)	21.50	21.50	0.00		
Corporate Budget Membership (restricted hours) (including gym, swim, climbing and classes)	10.00	10.00	0.00		
Three day pass (to be used within 10 days from issue)	10.00	10.00	0.00		
Replacement technogym key (new key)	10.00	Market value	N/A		
Technogym key (corporate members)	10.00	Market value	N/A		
<b>Studio Hire</b>				Cabinet	VAT Incl.
Studio 1	25.00	25.50	0.50		
Studio 2	25.00	25.50	0.50		
Multi activity space (both studios)	50.00	51.00	1.00		
Party set up/clean up	12.00	12.25	0.25		

	Fee/ Charge 2017/18 £.p	Fee/ Charge 2018/19 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
<b>Classes</b>					
Adult - standard	5.50	5.50	0.00		
Adult - lyme card	5.00	5.00	0.00		
Adult - concession scheme	3.80	3.80	0.00		
Adult – off peak	3.80	3.80	0.00		
Junior class - lyme card	2.50	2.50	0.00		
Osteo class - adult only	2.60	3.80	1.20		
<b>Swimming Fees</b>					
<b>Swimming Pay &amp; Play</b>					
Adult swim - standard	4.50	4.80	0.30	Cabinet	VAT Incl.
Adult swim - lyme card	4.15	4.40	0.25		
Adult swim - concession (including student card)	3.10	3.30	0.20		
Junior swim - standard	2.25	2.40	0.15		
Junior swim - lyme card	2.05	2.20	0.15		
Children 3 years & under	Free	Free	N/A		
Spectators - lyme card	Free	Free	N/A		
<b>Swimming Instruction</b>					
<b>Swimming Lessons</b>					
Adult swimming lesson (30 minutes) - 6 week course	8.00	8.25	0.25	Cabinet	No VAT
Junior swimming lesson (30 minutes) - lyme card	5.40	5.50	0.10		
<b>Private Lessons</b>					
1:1 lesson (per 30 minutes) - lyme card	20.80	21.00	0.20	Cabinet	No VAT
Additional person - lyme card	8.35	10.50	2.15		
<b>Pool Courses</b>					
Rookie lifeguards (per 2 hour session) - lyme card	6.80	7.00	0.20	Cabinet	No VAT
Other courses	Market value	Market value	N/A	Portfolio Holder	No VAT
<b>Swimming Pool Hire</b>					
Teaching Pool Hire	55.00	55.00	0.00	Cabinet	VAT Incl.
Main Pool Hire - (8 lane) (per lane per hour)	15.00	15.00	0.00		
Additional staff for pool hire (per staff member)	22.00	22.00	0.00		
Newcastle Amateur Swimming Club - per lane	Negotiable	Negotiable	N/A	Portfolio Holder	No VAT
Shelton Therapy Club 60 minute	55.00	55.00	0.00		No VAT
Octopush - 90 minute session	Negotiable	Negotiable	N/A	Portfolio Holder	No VAT
Set up fee - galas	22.00	22.00	0.00		
Time equipment hire - galas	22.00	22.00	0.00		
Entrust school swimming per half hour per school	N/A	30.00	NEW		
<b>Bowls</b>					
Adult	4.00	4.10	0.10	Cabinet	VAT Incl.
Junior/60+	2.00	2.05	0.05		
Summer season ticket - adult	57.00	58.50	1.50		
Summer season ticket - junior/60_/unemployed	37.50	38.50	1.00		
Joint with Stoke-on-Trent City Council	74.00	76.00	2.00		
Winter season ticket	14.00	14.40	0.40		
Summer/winter season ticket - adult	67.00	69.00	2.00		
Summer/winter season ticket - junior/60+/unemployed	47.00	48.50	1.50		
Merit competition per player - per hour	7.50	7.75	0.25		
Greenage fees for pre-booking (plus playing fee per person)	9.30	9.50	0.20		

	<b>Fee/ Charge 2017/18</b> £.p	<b>Fee/ Charge 2018/19</b> £.p	<b>Increase/ Decrease</b> £.p	<b>Committee Approval/ Comments</b>	<b>VAT Status</b>
<b>Tennis Class A (Westlands, Wolstanton)</b>				Cabinet	VAT Incl.
Adult 30 minutes (per person)	2.50	2.55	0.05		
Adult 1 hour (per person)	4.50	4.65	0.15		
Adult 1 hour (group ticket 4 persons)	14.00	14.25	0.25		
Family ticket 1 hour (up to 4 adults & or 4 children with 2 adults)	8.50	8.75	0.25		
Family ticket 1 hour (1/2 adults & 2/3 children)	5.50	5.65	0.15		
Junior/60+/unemployed 30 minutes (per person)	1.00	1.00	0.00		
Junior/60+/unemployed 1 hour (per person)	2.00	2.05	0.05		
Junior/60+/unemployed 1 hour (group ticket 4 persons)	6.00	6.10	0.10		
Annual tickets - adult (per person)	95.00	98.00	3.00		
Annual tickets - junior/60+/unemployed (per person)	69.00	71.00	2.00		
Monthly ticket - adult (per person)	26.00	26.50	0.50		
Monthly ticket - junior/60+/unemployed (per person)	20.00	20.50	0.50		
Summer ticket (August only) - junior (per person)	15.00	15.25	0.25		
<b>Tennis Class B (Chesterton, Silverdale, Birchenwood, Bradwell, Clough Hall)</b>	Free	Free	N/A		
<b>Football (alternate weekly use per season)</b>				Cabinet	No VAT
Birchenwood	757.50	780.00	22.50		
Wye Road/Black Bank/Clough Hall	667.00	686.50	19.50		
Wolstanton Marsh Pavilion	525.00	540.00	15.00		
All other pitches	364.00	374.50	10.50		
Junior pitch	60% of fee	60% of fee	N/A		
Mini soccer pitch (unmarked)	212.00	218.00	6.00		
Mini soccer pitch (marked)	298.00	306.50	8.50		
<b>Rugby (alternate weekly use per season)</b>				Cabinet	No VAT
Bathpool	737.50	759.00	21.50		
Lyme Valley	394.00	405.00	11.00		
<b>Rugby (casual use per match)</b>				Cabinet	VAT Incl.
Roe Lane/Bathpool	86.00	88.50	2.50		
<b>Concessionary Licences</b>				Cabinet	No VAT
Brampton Park ice cream sales	717.50	738.00	20.50		
Brampton Park use of bouncy castle	717.50	738.00	20.50		
4 Large Parks Northern part of Borough – ice cream	615.00	633.00	18.00		
4 Large Parks Southern part of Borough – ice cream	615.00	633.00	18.00		
<b>Community Events</b>				Cabinet	Plus VAT
Wedding Photos within a park setting	40.00	41.00	1.00		
Advertising within parks	10.00 to 5125.00	10.00 to 5125.00	N/A		
Hire of display boards (delivery, set up & collection)	30.00	31.00	1.00		
Booking large events - more than 6 months planning	160.00	165.00	5.00		
Booking medium events - more than 6 months planning (firework displays, carnivals etc.)	80.00	82.00	2.00		
Booking small events - more than 6 months planning (competitions, fun days, picnics etc.)	30.00	31.00	1.00		

	Fee/ Charge 2017/18 £.p	Fee/ Charge 2018/19 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
<b>LICENCES</b>					
<b>General</b>					
Sex establishments - application fee	3,000.00	3,000.00	0.00	Licensing Committee	No VAT
Sex establishments - Renewal	3,000.00	3,000.00	0.00		
Sex establishments - variation	1,000.00	1,000.00	0.00		
Sex establishments - transfer	1,000.00	1,000.00	0.00		
Scrap metal dealer site licence	255.00	265.00	10.00		
Scrap metal dealer collectors licence	204.00	210.00	6.00		
<b>Gambling Act 2005</b>					
Lotteries - application fee	40.00	40.00	0.00	Statutory fees - Licensing Committee	No VAT
Lotteries - annual fee	20.00	20.00	0.00		
Bingo - application fee	3,500.00	3,500.00	0.00		
Bingo - annual fee	1,000.00	1,000.00	0.00		
Bingo - application to vary	1,750.00	1,750.00	0.00		
Bingo – application for transfer	1,200.00	1,200.00	0.00		
Track betting - application fee	2,500.00	2,500.00	0.00		
Track betting - annual fee	1,000.00	1,000.00	0.00		
Track betting - application to vary	1,250.00	1,250.00	0.00		
Track betting - application to transfer	920.00	920.00	0.00		
Club machine permit - application fee	200.00	200.00	0.00		
Club machine permit - renewal fee	200.00	200.00	0.00		
Club machine permit - annual fee	50.00	50.00	0.00		
Betting premises - application fee	3,000.00	3,000.00	0.00		
Betting premises - annual fee	600.00	600.00	0.00		
Betting premises - application to vary	1,500.00	1,500.00	0.00		
Betting premises - application to transfer	1,200.00	1,200.00	0.00		
Family entertainment centre - application fee	2,000.00	2,000.00	0.00		
Family entertainment centre - annual fee	750.00	750.00	0.00		
Family entertainment centre - application to vary	1,000.00	1,000.00	0.00		
Family entertainment centre - application to transfer	950.00	950.00	0.00		
Adult gaming centre - application fee	2,000.00	2,000.00	0.00		
Adult gaming centre - annual fee	1,000.00	1,000.00	0.00		
Adult gaming centre - application to vary	1,000.00	1,000.00	0.00		
Adult gaming centre - application to transfer	1,200.00	1,200.00	0.00		
Copy of any of the above licences (lost, stolen, damaged)	25.00	25.00	0.00		
Notice of Intention – 2 or less gaming machines	50.00	50.00	0.00		
Licensed Premises Gaming Machine Permits – more than 2 machines	150.00	150.00	0.00		
Licensed Premises Gaming Machine Permits – more than 2 machines – Variation	100.00	100.00	0.00		
Licensed Premises Gaming Machine Permits – more than 2 machines – Transfer	25.00	25.00	0.00		
Licensed Premises Gaming Machine Permits – more than 2 machines – Annual Fee	50.00	50.00	0.00		
Licensed Premises Gaming Machine Permits – more than 2 machines – Change of Name	25.00	25.00	0.00		
Licensed Premises Gaming Machine Permits – more than 2 machines – Copy (lost, stolen, damaged)	15.00	15.00	0.00		
Club Gaming/Club Machine Permits – New/Renew	200.00	200.00	0.00		
Club Gaming/Club Machine Permits for holders of Club Premises Certificates (under LA03) – New/ Renew	100.00	100.00	0.00		
Club Gaming/Club Machine Permit – Annual Fee	50.00	50.00	0.00		
Club Gaming/Club Machine Permit – Variation	100.00	100.00	0.00		

	Fee/ Charge 2017/18 £.p	Fee/ Charge 2018/19 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Club Gaming/Club Machine Permit – Copy	15.00	15.00	0.00		
Unlicensed family entertainment centre – 10 years	300.00	300.00	0.00		
Prize Gaming Permit – New/Renewal	300.00	300.00	0.00		
Prize Gaming Permit – Change of Name	25.00	25.00	0.00		
Prize Gaming Permit – Copy (lost, stolen, damaged)	15.00	15.00	0.00		
Temporary Use Notice (TUN)	125.00	125.00	0.00		
Casino Small – New application	6,000.00	6,000.00	0.00		
Casino Small – Annual Fee	3,000.00	3,000.00	0.00		
Casino Small - Variation	2,000.00	2,000.00	0.00		
Casino Small – Application for Transfer	1,300.00	1,300.00	0.00		
<b>Private Hire/Hackney Carriage (subject to consultation)</b>					
<b>OPERATORS</b>				Public Protection	No VAT
Private hire operators 5 year licence					
1 vehicle	175.00	180.00	5.00		
2-5 vehicles	350.00	365.00	15.00		
6-15 vehicles	615.00	640.00	25.00		
16-25 vehicles	1,650.00	1,710.00	60.00		
26-35 vehicles	2,655.00	2,750.00	95.00		
36-50 vehicles	3,675.00	3,810.00	135.00		
Additional vehicle after 50 vehicles	22.00	23.00	1.00		
<b>DRIVERS</b>					
Dual Driver Badge - 3 years	230.00	240.00	10.00		
Change of address	N/A	20.00	NEW		
Replacement badge	15.00	16.00	1.00		
Reissue/replacement badge (with amended details)	N/A	35.00	NEW		
DBS (CRB check)	44.00	44.00	0.00		
DBS (CRB check) online	N/A	58.00	NEW		
Safeguarding training	N/A	35.00	NEW		
Exemption certificates	N/A	25.00	NEW		
Knowledge test	N/A	45.00	NEW		
<b>VEHICLES</b>					
Hackney carriage - vehicles	295.00	310.00	15.00		
Private hire – vehicles	290.00	305.00	15.00		
Transfer of vehicle	40.00	45.00	5.00		
Change of vehicle registration	N/A	45.00	NEW		
Failure to attend for vehicle test	105.00	110.00	5.00		
Retest	38.00	40.00	2.00		
Replacement plate carrier – front	N/A	10.00	NEW		
Replacement plate carrier – rear	N/A	15.00	NEW		
Replacement vehicle plate - front	N/A	10.00	NEW		
Replacement vehicle plate - rear	N/A	15.00	NEW		
Replacement vehicle sticker signage	N/A	3.00	NEW		
Copy of paper part of licence	10.50	11.00	0.50		
Exception Vehicle Test	67.50	70.00	2.50		
6 Monthly Test following an Exception Test	115.00	120.00	5.00		
<b>Licensing Act 2003 - New Application</b>				Statutory	No VAT
Premise licence, band A (rateable value of up to £4,300)	100.00	100.00	0.00		
Premise licence, band B (rateable value of £4,301 to £33,000)	190.00	190.00	0.00		
Premise licence, band C (rateable value of £33,001 to £87,000)	315.00	315.00	0.00		

	Fee/ Charge 2017/18 £.p	Fee/ Charge 2018/19 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Premise licence, band D (rateable value of £87,001 to £125,000)	450.00	450.00	0.00		
Premise licence, band E (rateable value of >£125,001)	635.00	635.00	0.00		
Additional fee (5,000 to 9,999 patrons)	1,000.00	1,000.00	0.00		
Additional fee (10,000 to 14,999 patrons)	2,000.00	2,000.00	0.00		
Additional fee (15,000 to 19,999 patrons)	4,000.00	4,000.00	0.00		
Additional fee (20,000 to 29,999 patrons)	8,000.00	8,000.00	0.00		
Additional fee (30,000 to 39,999 patrons)	16,000.00	16,000.00	0.00		
Additional fee (40,000 to 49,999 patrons)	24,000.00	24,000.00	0.00		
Additional fee (50,000 to 59,999 patrons)	32,000.00	32,000.00	0.00		
Additional fee (60,000 to 69,999 patrons)	40,000.00	40,000.00	0.00		
Additional fee (70,000 to 79,999 patrons)	48,000.00	48,000.00	0.00		
Additional fee (80,000 to 89,999 patrons)	56,000.00	56,000.00	0.00		
Additional fee (90,000 patrons & above)	64,000.00	64,000.00	0.00		
<b>Licensing Act 2003 - Annual Fee</b>				Statutory	No VAT
Premise licence, band A (rateable value of up to £4,300)	70.00	70.00	0.00		
Premise licence, band B (rateable value of £4,301 to £33,000)	180.00	180.00	0.00		
Premise licence, band C (rateable value of £33,001 to £87,000)	295.00	295.00	0.00		
Premise licence, band D (rateable value of £87,001 to £125,000)	320.00	320.00	0.00		
Premise licence, band E (rateable value of £125,001 & above)	350.00	350.00	0.00		
Additional fee (5,000 to 9,999 patrons)	500.00	500.00	0.00		
Additional fee (10,000 to 14,999 patrons)	1,000.00	1,000.00	0.00		
Additional fee (15,000 to 19,999 patrons)	2,000.00	2,000.00	0.00		
Additional fee (20,000 to 29,999 patrons)	4,000.00	4,000.00	0.00		
Additional fee (30,000 to 39,999 patrons)	8,000.00	8,000.00	0.00		
Additional fee (40,000 to 49,999 patrons)	12,000.00	12,000.00	0.00		
Additional fee (50,000 to 59,999 patrons)	16,000.00	16,000.00	0.00		
Additional fee (60,000 to 69,999 patrons)	20,000.00	20,000.00	0.00		
Additional fee (70,000 to 79,999 patrons)	24,000.00	24,000.00	0.00		
Additional fee (80,000 to 89,999 patrons)	28,000.00	28,000.00	0.00		
Additional fee (90,000 patrons & above)	32,000.00	32,000.00	0.00		
<b>Licensing Act 2003 - Miscellaneous Fees (Application or Notice)</b>				Statutory	No VAT
Section 25 (theft, loss, etc. of premises licence or summary)	10.50	10.50	0.00		
Section 29 (application for a provisional statement)	315.00	315.00	0.00		
Section 33 (notification of change of name or address)	10.50	10.50	0.00		
Section 37 (application to vary licence to specify individual as premises supervisor)	23.00	23.00	0.00		
Section 42 (application for transfer of premises licence)	23.00	23.00	0.00		
Section 47 (interim authority notice following death of licence holder)	23.00	23.00	0.00		
Section 79 (theft, loss etc. of certificate or summary)	10.50	10.50	0.00		
Section 82 (notification of change of name or alteration of rules of club)	10.50	10.50	0.00		



	Fee/ Charge 2017/18 £.p	Fee/ Charge 2018/19 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
<b>Licensing Act 2003 - Miscellaneous Fees (Application or Notice)</b>				Statutory	No VAT
Section 83 (1) or (2) (change of relevant registered address of club)	10.50	10.50	0.00		
Section 100 (temporary event notice)	21.00	21.00	0.00		
Section 110 (theft, loss of temporary event notice)	10.50	10.50	0.00		
Section 117 (application for, or renewal of personal licence)	37.00	37.00	0.00		
Section 126 (theft, loss of personal licence)	10.50	10.50	0.00		
Section 127 (duty to notify change of name/address)	10.50	10.50	0.00		
Section 110 (theft or loss of temporary event notice)	10.50	10.50	0.00		
Section 126 (theft or loss of personal licence)	10.50	10.50	0.00		
Section 127 (duty to notify change of name/address)	10.50	10.50	0.00		
Section 178 (right of freeholder etc.)	21.00	21.00	0.00		
Minor Variation	89.00	89.00	0.00		
Removal of DPS at community premises	23.00	23.00	0.00		
<b>MOT</b>				Cabinet	No VAT
MOT - car	42.50	43.50	1.00		
MOT - car (for discounted partner incl. Lyme card)	37.50	38.50	1.00		
MOT - class 7 (up to 3.5 tonnes)	50.00	55.00	5.00		
Retest	13.50	15.00	1.50		
<b>MUSEUM &amp; ART GALLERY</b>				Cabinet	VAT Incl.
Reproduction prints of items in collection	N/A	N/A	N/A	Per Staffs Pasttrack	
Other prints not on www.staffordshire.org.uk	Cost +100%	Cost +100%	N/A		
Photocopies (black & white)	0.50	0.60	0.10		
Photocopies (colour)	1.50	2.00	0.50		
A4 - scanned images	5.00	5.00	0.00		
CD Rom - image/emailed image (per image)	14.00	15.00	1.00		
Subsequent images each	4.00	4.25	0.25		
Community publication	13.00	13.50	0.50		
Additional	5.00	5.25	0.25		
Commercial publication	45.00	46.00	1.00		
Additional	12.50	13.00	0.50		
Regional TV, film & video - per item	75.00	77.00	2.00		
UK network TV - per item	95.00	97.00	2.00		
Overseas TV - per item	190.00	195.00	5.00		
Commission of picture sales from exhibitions	30% of price	30% of price	N/A		Plus VAT
Education session per pupil - half day	3.00	3.10	0.10		No VAT
Education session per pupil - full day	5.00	5.25	0.25		No VAT
Education session (Romans) per pupil	6.50	6.75	0.25		No VAT
Education sessions - minimum charge half day (20 pupils or fewer)	50.00	50.00	0.00		No VAT
Education sessions - minimum charge full day (20 pupils or fewer)	95.00	95.00	0.00		No VAT
Holiday activities per child	4.00	4.50	0.50	Max charge	No VAT
Adult history courses - 8 weeks	N/A	62.00	NEW		No VAT
Adult history courses - 8 weeks - concession	N/A	58.00	NEW		No VAT
Adult object handling/remembrance sessions per hour	25.00	25.50	0.50		No VAT
Outreach fee	25.00	25.50	0.50		No VAT
Outreach education – schools per session	60.00	62.00	2.00		No VAT
Hire of meeting room - half day	25.00	26.00	1.00		No VAT
Hire of meeting room - half day - community/charity	18.00	19.00	1.00		No VAT

	Fee/ Charge 2017/18 £.p	Fee/ Charge 2018/19 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Hire of meeting room - full day	45.00	46.00	1.00		No VAT
Hire of meeting room - full day - community/charity	32.00	33.00	1.00		No VAT
Refreshment Charges - tea/coffee & biscuits per head	1.50	1.60	0.10		
Education item loan	10.00	11.00	1.00		No VAT
Saleable items	Market value	RRP	N/A		
Open art registration - per item	4.00	4.00	0.00		
Open art registration - three items	10.50	10.50	0.00		
Open art registration - per item concession	3.50	3.50	0.00		
Open art registration - three items concession	9.00	9.00	0.00		
<b>Event Fees</b>				Cabinet	VAT Incl.
Craft fairs per table - per day	15.00	15.50	0.50		
Hall gallery weekly charge (non-Newcastle artists/organisations)	10.00	11.00	1.00		
Winter wonders - adult sessions (max. of 12 persons)	35.00	36.00	1.00		
Visit to Father Christmas	4.00	4.50	0.50		
<b>NAMING/NUMBERING OF STREETS/PROPERTIES</b>					
<b>New or Redevelopment</b>				Cabinet	No VAT
Charge for naming of a street	175.00	178.50	3.50		
Charge for naming of a commercial building	90.00	92.00	2.00		
Single residential property on existing street	120.00	122.00	2.00		
Number/name 2-5 properties (includes first property)	175.00	178.00	3.00		
Plus - per plot	60.00	61.00	1.00		
Number/name 10 plus properties (includes first property)	N/A	178.00	NEW		
Plus - per plot	N/A	48.50	NEW		
Change to layout after notification	230.00	235.00	5.00		
Plus - per plot	30.00	31.00	1.00		
<b>Existing Properties/Streets</b>				Cabinet	No VAT
Adding or alteration of a house/building name	60.00	61.00	1.00		
Renaming of a street	On request	On request	N/A		
House or building renumbering (including sub division to flats)	230.00	234.00	4.00		
Confirmation of postal address	35.00	36.00	1.00		
Requests not included in above fees per hour	37.50	38.25	0.75		
Road closure	N/A	20.00	NEW		
<b>PEST CONTROL</b>				Cabinet	VAT Incl.
Treatment of rats (domestic) - prepayment (up to 4 visits)	45.00	46.00	1.00		
Treatment of rats (domestic) - payment by invoice (up to 4 visits)	65.00	66.00	1.00	Cabinet	
Treatment of mice (domestic) – prepayment (up to 3 visits)	45.00	46.00	1.00		
Treatment of mice (domestic) – payment by invoice (up to 3 visits)	65.00	66.00	1.00		
Treatment of pests of public health significance (domestic) e.g. bed bugs – prepayment	70.00	71.50	1.50		
Treatment of pests of public health significance (domestic) e.g. bed bugs & cockroaches – payment by invoice	90.00	91.50	1.50		

	Fee/ Charge 2017/18 £.p	Fee/ Charge 2018/19 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
Insect control treatments (domestic) including wasps, ants & fleas - prepayment	70.00	71.50	1.50		
Insect control treatments (domestic) including wasps, ants & fleas - payment by invoice	90.00	91.50	1.50		
3 treatment scheme (3 for 2 offer) – prepayment	140.00	143.00	3.00		
3 treatment scheme (3 for 2 offer) – payment by invoice	160.00	163.00	3.00		
Ants – prepayment	40.00	40.00	0.00		
Ants – payment by invoice	60.00	60.00	0.00		
Pest control commercial (other) - first hour	90.00	95.00	5.00		
Pest control commercial (other) - per 1/4 extra hour	22.00	25.00	3.00		
Mole & Rabbit control (per treatment course, max 3 visits) - prepayment	170.00	175.00	5.00		
Mole & Rabbit control (per treatment course, max 3 visits) - payment by invoice	190.00	195.00	5.00		
Squirrel control - prepayment (up to 4 visits)	110.00	112.00	2.00		
Squirrel control - payment by invoice (up to 4 visits)	130.00	132.00	2.00		
Telephone Advice (prepayment only)	N/A	10.00	NEW		
Advice Visit (no treatment) - prepayment	45.00	46.00	1.00		
Advice Visit (no treatment) - payment by invoice	65.00	66.00	1.00		
Fixed term pest control treatment agreements (commercial premises)	On request	On request	N/A		
Works in default (Prevention of Damage by Pests Act 1949) first hour (invoiced)	As per formulae for works in default	As per formulae for works in default	N/A		
Works in default (Prevention of Damage by Pests Act 1949) per additional 1/4 hour (invoiced)			N/A		
<b>PLANNING SERVICES</b>					
Postage & packaging <i>Copies up to £1 are free of charge</i>	0.80	0.85	0.05		
Paper copies of planning/building control decisions & documents - per sheet (A4 black & white)	0.16	0.17	0.01		
Paper copies of planning/building control decisions & documents - per sheet (A3 black & white)	0.27	0.28	0.01		
Paper copies of plans - planning files - per sheet (A4 black & white)	0.16	0.17	0.01		
Paper copies of plans - planning files - per sheet (A3 black & white)	0.31	0.32	0.01		
Paper colour copies of an A4 sheet of planning/building control decision, planning documents or plan	0.36	0.37	0.01		
Paper colour copies of an A3 sheet of decision, planning documents or plan	0.62	0.64	0.02		
Scanned copies of documents - charge per hour of scanning (where legal to charge)	32.60	33.30	0.70		
Paper copies of plans - planning files - each plan (A2)	2.10	2.15	0.05		
Paper copies of plans - planning files - each plan (A1)	3.10	3.20	0.10		
Paper copies of plans - planning files - each plan (A0)	4.10	4.20	0.10		
Weekly lists - statutory consultees	Free	Free	N/A		
Requests for site information – commercial per hour	70.00	71.40	1.40		
Requests for site information - individuals	Cost	Cost	N/A		

	Fee/ Charge 2017/18 £.p	Fee/ Charge 2018/19 £.p	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
<b>Pre Planning Application Advice</b>				Cabinet	VAT Incl.
<b>Large Scale Major Developments</b> (residential developments over 200 dwellings or where number not known, a site area of 4 ha or more. Non-residential developments over 10,000m2 of floor space or where floor space not known, a site area of 2ha or more)	555.00	567.00	12.00		
<b>Small Scale Major Developments</b> (residential developments of between 10 & 200 dwellings or where number not known, a site area of between 0.5ha & 4 ha. Non-residential developments of between 1000m2 & 10,000m2 of floor space or where floor space not known, a site area of between 1ha & 2ha)	275.00	281.00	6.00		
<b>1 dwelling</b>	80.00	82.00	2.00		
<b>Minor Developments</b> (residential developments of between 2 & 9 dwellings or where number not known, a site area of less than 0.5ha. Non-residential developments of under 1000m2 of floor space or where floor space not known, a site area of less than 1ha)	125.00	128.00	3.00		
<b>Householder Development.</b>					
Half hour appointment	20.00	21.00	1.00		
Appointment in excess of 30 minutes	30.00	31.00	1.00		
<b>Other Development</b> (excluding householder development but including changes of use, advertisements, prior approval proposals & listed building proposals)	45.00	46.00	1.00		
<b>Planning Application Fees</b>				Statutory	No VAT
Owing to the complexity of the fee structure, it is not shown here. Details of Fees payable may be obtained from the Council's Planning Section. Alternatively the fee calculator available at the Planning Portal website can be used to determine the fees payable in respect of individual applications.					
Building Control fees (North Staffs Building Control Partnership)	Per Board	Per Board	N/A	Partnership Board	No VAT
Planning & development briefs (as & when prepared)	Free	Free	N/A		
Core spatial strategy	32.00	33.00	1.00		
Local development framework proposals map - north or south	5.60	6.00	0.40		
Local development framework proposals map - north & south	10.70	11.00	0.30		
Strategic housing land availability assessment (SHLAA)	32.00	33.00	1.00		
<b>PRIVATE SECTOR HOUSING</b>				Cabinet	No VAT
Houses in multiple occupation licence fee	575.00	586.50	11.50		
Each additional bedroom	7.50	7.65	0.15		
Renewal of houses in multiple occupation licence	425.00	433.50	8.50		
Immigration Inspections	120.00	122.40	2.40		
Provision of accommodation for homeless households	Cost	Cost	N/A		
Production of plans for Disabled Facility Grants	350.00	357.00	7.00		

	<b>Fee/ Charge 2017/18 £.p</b>	<b>Fee/ Charge 2018/19 £.p</b>	<b>Increase/ Decrease £.p</b>	<b>Committee Approval/ Comments</b>	<b>VAT Status</b>
<b>Charges for work in default notices to remedy Housing Health &amp; Safety issues</b>				Cabinet	No VAT
Officer time (per hour)	34.37	Cost	N/A		
Travelling costs (per mile)	0.66	Cost	N/A		
Management costs (per hour)	50.22	Cost	N/A		
Land registry fee	Cost	Cost	N/A		
Inspection by qualified electrician or gas engineers	Cost	Cost	N/A		
Recorded delivery	Cost	Cost	N/A		
Other costs (stated as per individual case)	Cost	Cost	N/A		
Administration fee (to cover service recharges)	0.12	0.12	0.00		
<b>RADAR KEYS</b>					
Cost of providing keys for disabled toilets	3.00	3.00	0.00	Cabinet	No VAT
<b>REMOVAL OF DOMESTIC ANIMAL CARCASSES</b>				Cabinet	VAT Incl.
Removal of domestic animal carcasses	35.00	36.00	1.00		
<b>SALE OF SANDBAGS</b>				Cabinet	VAT Incl.
5 sand bags	35.00	36.00	1.00		
10 sand bags	40.00	41.00	1.00		
15 sand bags	45.00	47.00	2.00		
20 sand bags	50.00	52.00	2.00		
<b>STREET TRADING</b>				Cabinet	No VAT
Newcastle Town Centre (daily)	25.00	26.00	1.00		
Consent trading (daily, electricity)	4.00	4.00	0.00		
Eastbound layby A500 (per annum)	9,200.00	9,400.00	200.00		
Northbound layby A500 (per annum)	9,200.00	9,400.00	200.00		
<b>TOWN CENTRE DISPLAYS</b>				Cabinet	No VAT
Local promotions (minimum charge)	25.00	26.00	1.00		
Charity & local community groups	NEW	5.00	N/A		
National promotions (minimum charge)	75.00	75.00	0.00		
<b>TREE PRESERVATION ORDERS</b>				Cabinet	No VAT
Single copy of a tree preservation order	31.00	31.00	0.00		
<b>WASTE &amp; RECYCLING BINS/RECEPTACLES</b>				Cabinet	No VAT
Bins/receptacles per property on new developments (to be paid by the developer)	NEW	60.00	N/A		

**Charging Principles Included in the Charging Policy**

**5. CHARGING PRINCIPLES**

- 5.1 Charges should be made for services whenever the Council has a power or duty to do so.
- 5.2 There will be a presumption that charges to be made for the provision of a service will be set at a level intended to recover the cost of providing the service.
- 5.3 However, this presumption may be modified by the application of the charging principles set out at 5.5 below, which may result in no charge being made or a lesser charge being made or in some cases a charge being made which is greater than that required for cost recovery.
- 5.4 No charge will be made in cases where the Council is not permitted to charge by law. Where charges are set by external bodies, those charges will be applied. Where maximum or minimum charges are specified externally, charges will be set in compliance with those requirements.
- 5.5 The following matters will be considered when deciding whether to set a charge, which is not to be based on cost recovery. The headings in bold indicate general areas for consideration and the bullet points below them are particular factors which should be taken into account where relevant.

***The cost of providing the service***

- All direct costs are to be included.
- All overheads related to the provision of the service, which may be attributed to the cost of the service, are to be included.
- Best estimates may be made of costs where it is not practical to obtain precise data or identify precisely those overheads attributable to the service.
- Unit costs are to be calculated by reference to realistic user numbers based on actual experience, either in relation to this Council or, if appropriate comparable services elsewhere.

***How much income is it desired to generate and why?***

- Is the service required to make a surplus or break-even?
- Does income from the service make a significant contribution to reducing the net amount of the Council's revenue budget?
- Have any targets been set for the income or class of income of which it is a component?
- Is income needed to fund future investment?

***Comparison of charges made by neighbouring or similar councils or other providers of similar services***

- In making this comparison it will be necessary to establish whether the services being provided by these other bodies are comparable to those provided by the Council and to make adjustments where this is not so.
- Is there a logical reason for significant differences between this Council's charges and those of others?
- Will customers be lost to other service providers if charges are set too high?

***Whose use of services is it desired to subsidise and by how much?***

- Can all potential users afford to pay the full cost of the service or the same charges as other users?
- Is it desirable to subsidise all users of the service, for example because there is likely to be a desirable outcome for the community as a result.
- Are there particular classes of users that should be subsidised, such as the unemployed, benefits recipients, the elderly, disabled persons or children?

- Should subsidies be given by reducing the charges payable or by offering concessions to offset the charge?

***Whose behaviour is it desired to influence and in what ways?***

- Is it desirable to influence users to use particular facilities, for example where they are under-used, by charging less for their use than for other similar ones?
- Is it desirable to persuade users to behave in a way which is more acceptable to the community in preference to any other or others less acceptable and can this be promoted by setting charges at a level which might achieve this?
- Is it desired to promote a particular pattern of use, for example short stay parking as opposed to another, such as long stay parking or to discourage peak time use of facilities?
- Should some behaviour or activities be discouraged by setting high charges or penalties?
- Can anti-social behaviour be reduced by charging for services which discourage people from behaving irresponsibly at a level which they will find attractive, for example charges for the collection of bulky waste to discourage fly-tipping?
- Are there desirable outcomes which the Council wishes to see realised, in line with its corporate objectives, which could be assisted through the charging regime, for example maintaining the economic vitality of the town centres through the provision of reasonably priced facilities such as car parking?

***How will charges help to improve value for money, equity and access to services?***

- What are users' perceptions with regard to what constitutes a fair and reasonable charge?
- Are there any issues relating to social inclusion or equalities?

***Will the cost (including staff time) of collecting the income due outweigh the amount of income likely to be collected?***

- Is it worth making a charge?
- Should a charge be made anyway as a matter of principle?

***Any other relevant factors***

- It will be a matter for the Council to determine what the charge will be, based on its consideration of the above factors.

- 5.6 Where, without prior agreement by the Council, individuals or organisations engage in activities that result in a cost to the Council, the Council will seek to recover this cost, wherever possible.
- 5.7 Consideration may be given to offering a discount or other reduction, in appropriate cases, where it is felt that this may improve take up of the service or to encourage prompt payment, following consultation with the Executive Director (Resources and Support Services) who must approve all such initiatives.
- 5.8 Penalties, in the form of fines, may also be imposed in order to deter inappropriate or antisocial behaviour, for example littering. The amount of the fine will be set at a level designed to deter such behaviour.
- 5.9 Activities carried out by the Council will be continually reviewed in order to identify any new areas where it would be appropriate to make a charge to persons or organisations benefiting (actually or potentially) from those activities. The level of the charge will be determined in accordance with these charging principles.

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Members: Fear, Frankish, Pickup,  
Proctor, Spence, Stubbs, S. Tagg,  
Waring, Winfield, Wilkes, Wright

# **FINANCE, RESOURCES AND PARTNERSHIP SCRUTINY COMMITTEE WORK PLAN**

**Chair: Councillor Mrs Winfield  
Vice Chair: Councillor Spence**

**Portfolio Holder(s) covering the Committee's remit:**  
**Councillor Elizabeth Shenton (Policy, People and Partnerships)**  
**Councillor Terry Turner (Finance, IT and Customer)**  
**Councillor John Williams (Town Centres, Property and Business)**

This document sets out the work programme of the Finance, Resources and Partnerships Scrutiny Committee 2017/18

The Finance, Resources and Partnerships Scrutiny Committee may wish to scrutinize the following topic areas which fall under the remit of the Committee:

- Communications and consultation
- Council structure and democracy and constitutional review
- Customer contact and customer service centres
- Neighbourhood and locality working
- Partnerships: Newcastle Partnership Strategic Board
- Performance management and monitoring
- Revenues and benefits
- Risk Champion
- Accountancy
- Budget

- Capital and Revenue Expenditure
- Efficiency savings
- Financial monitoring
- Health & Safety Champion
- Human Resources
- Information and Communication Technology
- Procurement Champion
- Treasury Management
- Workforce Development
- Co-operative Council

We review the work programme from time to time. Sometimes we change it if something comes up during the year we should investigate as a priority. **Councillor Joan Winfield, Chair, Finance, Resources & Partnerships Scrutiny Committee.**

If you would like to know more about our work programme please get in touch with Jayne Briscoe, Democratic Services Officer on 01782 742250 or [jayne.briscoe@newcastle-staffs.gov.uk](mailto:jayne.briscoe@newcastle-staffs.gov.uk)

Date of meeting	Item	Reason for Undertaking the Scrutiny	Cabinet Response/Outcomes
14 June 2017	Work Plan and Scrutiny Topics for 2017/2018		
5 October 2017	Draft Medium Term Financial Strategy	To scrutinise and update on the Medium Term Financial Strategy for 2018/2019	Recommend to Cabinet approval of the MTFS
	Report on the Investigation by the Association of Election Administrators into the 8 June election process (this report not yet received and the Chair clarified the role of this Scrutiny Committee would be to examine any recommendations)	To review the report and recommendations	Not yet received
27 November 2017	Revenue Budget Savings 2018/19	To review progress on the completion of the revenue and capital budgets for 2018/2019 to enable a robust and affordable budget to be approved	
	Scale of Fees and Charges	To review the fees and charges which the council makes in order to keep them in line with the cost of service provision and to establish the amounts to be included in the 2018/2019 budget	
	Scrutiny of the process of how complaints are investigated following first contact via the web site	Scrutiny member request	
24 January 2018	Draft Treasury Management Strategy 2018/19	To consider the Draft Treasury Management Strategy 2018/19 before it is considered by Council	

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	Revenue and Capital Budgets 2018/2019	To consider the Revenue and Capital Budget 2018/2019 before it is considered by Council	
	Scrutiny of the time taken to answer calls to the Contact Centre including those transferred to the call holding system (deferred from November meeting)	Scrutiny member request	
12 March 2018	Review of the move to Castle House – specifically the HR implications and workforce development	Scrutiny member request	

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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