

Taunton Deane Borough Council

Council – 13 December 2016

Fees and Charges 2017/2018

Report of the Finance Manager

This matter is the responsibility of Executive Councillor Richard Parrish

1. Executive Summary

1.1 This report sets out the proposed fees and charges for 2017/18.

2. Recommendations

2.1 Full Council is recommended to approve the proposed fees and charges for 2017/2018 as set out in the various appendices to this report.

3. Risk Assessment

Risk Matrix

Description	Likelihood	Impact	Overall
Fees and Charges are not set at an appropriate level	3	4	12
<i>Fees and Charges are reviewed annually to ensure they are compliant with regulation and the Council's policies.</i>	1	4	4

Risk Scoring Matrix

Likelihood	5	Almost Certain	Low (5)	Medium (10)	High (15)	Very High (20)	Very High (25)
	4	Likely	Low (4)	Medium (8)	Medium (12)	High (16)	Very High (20)
	3	Possible	Low (3)	Low (6)	Medium (9)	Medium (12)	High (15)
	2	Unlikely	Low (2)	Low (4)	Low (6)	Medium (8)	Medium (10)
	1	Rare	Low (1)	Low (2)	Low (3)	Low (4)	Low (5)
			1	2	3	4	5
			Negligible	Minor	Moderate	Major	Catastrophic
Impact							

Likelihood of risk occurring	Indicator	Description (chance of occurrence)
1. Very Unlikely	May occur in exceptional circumstances	< 10%
2. Slight	Is unlikely to, but could occur at some time	10 – 25%
3. Feasible	Fairly likely to occur at same time	25 – 50%
4. Likely	Likely to occur within the next 1-2 years, or occurs occasionally	50 – 75%
5. Very Likely	Regular occurrence (daily / weekly / monthly)	> 75%

4. Background

4.1 Taunton Deane Borough Council charges the public for some services that they use. Some of these charges are set by Central Government whilst others are set by us.

The services that TDBC charge for and are covered by this report are:

- Cemeteries and Crematorium
- Waste Services
- Land Charges
- Housing
- Licensing
- Planning
- Environmental Health
- Promotional Rotunda Units
- Deane Helpline
- Building Control
- Freedom of Information Enquiries
- Court Fees (Council Tax and Business Rates)
- Open Spaces

4.2 Appended to this report are the detailed proposed charges for each service as outlined below. The reports include the legislation that allows Taunton Deane Borough Council to charge for the service in question, confirms if the charges can only be what it costs to provide the service or can be another charge, or if the charge is set by Central Government. This will give Councillors reassurance that the charges being proposed are legally set.

5. Proposed Increases for 2017/18

5.1 Those services proposing an increase to charges for 2017/18 include:

Cemeteries and Crematorium;
Waste;
Land Charges;
Housing Services;
Licensing;
Planning;

Pest Control;
Promotional Rotunda;
Deane Helpline

6. Detailed Proposals

- 6.1 Appended to this report are the detailed proposed charges for each service as outlined below:

Cemeteries and Crematoria	Appendix A
Waste Services	Appendix B
Land Charges	Appendix C
Housing	Appendix D
Licensing	Appendix E
Planning	Appendix F
Environmental Health	Appendix G
Promotional 'Rotunda' units	Appendix H
Deane Helpline	Appendix I
Building Control	Appendix J
Freedom of Information	Appendix K
Court Fees	Appendix L
Open Spaces	Appendix M

- 6.2 This report includes the legislation that allows Taunton Deane Borough Council to charge for the service in question. The appendices also confirm if the charges can only be what it costs to provide the service or can be another charge.
- 6.3 This gives Councillors reassurance that the charges being proposed are legally set.

7. Finance Comments

- 7.1 Fees and charges income contributes to the overall costs of running the organisation. The level of fees and charges impact directly on the Council's budget and detailed analysis is required to understand the impact of price increases and decreases on service budgets as a whole. It is important that fee levels comply with statutory requirements and where there are no statutory levels in place, that they are reasonable, affordable and proportionate to the service costs.
- 7.2 In order to set appropriate fees, services will need to analyse trends and understand how fee levels influence their customers. An understanding of risks associated with the fee levels is paramount in setting appropriate levels which will generate a value which can be confidently relied upon for budget setting purposes. Any unforeseen loss of income will impact on the Council's resources and may lead to overspends and affect service delivery.

- 7.3 The overall budgetary impact of the various proposals are summarised below. This shows that the changes to Fees & Charges should contribute an additional £44,220 to the General Fund and £76,000 to the HRA.

Service Area	Appendix	Fund	Additional Income £
Crematoria and Cemeteries	A	GF	10,000
Garden Waste recycling	B	GF	0
Land Charges	C	GF	0
Housing Services	D	HRA	76,000
Licensing	E	GF	0
Planning	F	GF	5,000
Environmental Health inc Pest Control	G	GF	2,780
Promotional Rotunda	H	GF	0
Deane Helpline	I	GF	26,440
Open Spaces	M	GF	0
TOTAL			120,220

8 **NOTES ON PARTICULAR FEES**

Crematoria and Cemeteries

- 8.1 The income increase from this is expected to be £20,000 of this £10,000 is needed to support increasing costs in the service, the rest remains available to support the budget gap. (Appendix A)

Garden Waste Collection and Recycling

- 8.2 The price increases will allow for the service to continue on a cost neutral basis in terms of the contract price paid to Kier, there remains a service subsidy in the bin costs, administration and postage associated with the respective services.

This increase will not increase the net position on green waste services.
(Appendix B)

Land Charges

- 8.3 Although the fees in some areas have increased, any surplus and deficit should be dealt with across a rolling three years such that the balance is zero on those fees which are set locally. Therefore, there is no impact on the MTFP. NB. From 1 January 2017 CON29 Land Searches are subject to VAT (Appendix C)

Housing Services

- 8.4 In accordance with the 30 year Housing Business Plan, it is proposed to increase housing (non-rent) fees and charges by applying Retail Price Index (RPI) inflation as at September 2016 (2.0%), with some exceptions. (Appendix D)

Licensing

- 8.5 Although the fees in some areas have increased any surplus or deficit should be dealt with across a rolling three years such that the balance is zero on those fees which are set locally. Therefore, there is no impact on the MTFP. (Appendix E)

Planning

- 8.6 Previously advice on proposals which only require Listed Building Consent did not attract a fee. This year's proposal is to begin charging which is forecast to bring additional income of £5k. (Appendix F)

Environmental Health

- 8.7 In Pest Control if the charges are increased as proposed, then this could provide a potential increased income of up to £2,785. (Appendix G)

Promotional Rotunda

- 8.8 The increase in cost for this service covers an increase in charges from the installation of banners and pennants, any additional income will contribute towards the Visitor Centre staffing budget. No surplus income is forecast for the MTFP. (Appendix H)

Deane Helpline

- 8.9 Income from private customers will increase by approximately £46,000 p.a. Other costs such as the Pension Deficit Recharge and an annual pay award of 1% have increased costs but with these taken into account Deane Helpline's cost to the Council will be reduced by £26,439. (Appendix I)

Open Spaces

- 8.10 The aim of this proposal is to formalise the charging structure for this area. This system of charging has not been part of the annual fees and charges reports and has also been applied inconsistently. This proposal will provide a transparent charging schedule which would mean anyone using the spaces can clearly plan their event understanding the basic costs that will be applied to any booking. No surplus income is forecast at this stage for the MTFP. (Appendix M)

9 Links to Corporate Aims / Priorities

- 9.1 The financial performance of the Council underpins the delivery of corporate priorities and therefore all Corporate Aims.

10 Finance / Resource Implications

- 10.1 Contained within the body of the report

11. Legal Comments

11.1 The legislation that allows Taunton Deane Borough Council to charge are included within the appendices.

12 Environmental Impact Implications

12.1 None for the purpose of this report.

13 Safeguarding and/or Community Safety Implications

13.1 None for the purpose of this report.

14 Equality and Diversity Implications

14.1 Attached as appropriate.

15 Social Value Implications

15.1 None for the purpose of this report.

16 Partnership Implications

16.1 None for the purpose of this report.

17 Health and Wellbeing Implications

17.1 None for the purpose of this report

18 Asset Management Implications

18.1 None for the purpose of this report.

19 Consultation Implications

19.1 None for the purpose of this report.

20 Scrutiny Comments

20.1 Draft Fees and Charges proposals were discussed at Corporate Scrutiny Committee on 8 December 2016. There were no recommendations from the Committee, and the following salient comments were noted:-

- a) In recognising plans from Government to stop cemeteries and crematoria charging for services in the event of still born and infant death, it is commendable this Council already does not make a charge.

- b) The proposed increase in cemetery and crematorium fees were discussed with some Members commenting whether fees should be increased?
- c) Charges for use of parks and open spaces were discussed, and it was confirmed the proposed fees are formalising arrangements already in place, and seeking to ensure users paid an appropriate fee to recognise facilities would be closed to the general public and hirers should make an appropriate contribution for use and any 'damage' that may occur e.g. in larger scale events. Questions were addressed at the meeting by Executive Councillor Catherine Herbert.

Democratic Path:

- **Scrutiny – Yes**
- **Executive – No**
- **Full Council – Yes**

Reporting Frequency: **Once only** **Ad-hoc** **Quarterly**
 Twice-yearly **Annually**

List of Appendices

Appendix A	Cemeteries and Crematorium
Appendix B	Waste Services
Appendix C	Land Charges
Appendix D	Housing
Appendix E	Licensing
Appendix F	Planning
Appendix G	Environmental Health
Appendix H	Promotional 'Rotunda' units
Appendix I	Deane Helpline
Appendix J	Building Control
Appendix K	Freedom Of Information
Appendix L	Court Fees

Contact Officers

Name	Jo Nacey	Name	
------	----------	------	--

Direct Dial	01823 356537	Direct Dial	
Email	J.nacey@tauntondeane.gov.uk	Email	

Appendix A

TAUNTON DEANE CEMETERIES AND CREMATORIUM

TABLE OF FEES AND CHARGES

FROM 1 APRIL 2017 UNTIL 31 MARCH 2018

Table of fees and other charges, the payment of which may be demanded under Section 9 of the Cremation Act 1902, by the Taunton Deane Borough Council for the cremation of human remains.

The income increase from this is expected to be £20,000 of this £10,000 is needed to support increasing costs in the service, the rest remains available to support the budget gap.

Part 1 – Cremation

For the Cremation: -	Current 2016/17	Proposed 2017/18
(i) of the body of a stillborn child or of a child whose age at the time of death did not exceed one month;	No Fee	No Fee
(ii) of the body of a child whose age at the time death exceeded one month but did not exceed sixteen years;	No Fee	No Fee
(iii) of the body of a person whose age at the time of death exceeded sixteen years (Chapel time 10.00 am onwards)		
Discount £50.00 if Wesley Forms received two full working days prior to service	£700	£715
From 1st April 2017 - Discount as above	£750	£760
(iv) Cremation delivery fee	£600	£610
(v) Use of Chapel for additional service time	£175	£180
(vi) Saturday additional cremation fee	£300	£310
(vii) Chapel Attendant pall-bearing fee	£20	£25
(viii) of the body of a person whose age at the time of death exceeded sixteen years - Chapel time 9.00am or 9.30am.	£650	£665

NOTE:- The cremation fee includes:-
Use of Chapel, waiting room, etc
Services of chapel attendant

) five or eight line Badge, Coat of Arms etc.) inscription only	£79	£82
	Subsequent inscriptions per line	£23	£25
		Current 2016/17	Proposed 2017/18
			<u>Incl VAT at 20%</u>
(iv)	Cornish Granite tablet for a ten year period		
	Standard memorial tablet	£421.20	£425
	Memorial tablet with vase	£494.40	£500
	Provision of flower container in existing Tablet	£69.60	£72
	Cost of renewal for 10 year period	£211.20	£230
	Cost of renewal for 5 year period	£110.40	£120
	Cost of renewal for 3 year period	£62.40	£75
	Cost of renewal for 1 year period	£25.20	£27
	Resurface	£61.00	£65.00
	Each letter/number	£2.50	£3.50
(v)	Memorial Plaque for a five year period	£304.80	£304.80
	Cost of renewal for 5 year period	£152.40	£165
	Cost of renewal for 3 year period	£99.60	£105
	Cost of renewal for 1 year period	£37.20	£38
(v)	Baby memorial plaques for a ten year period	£93.60	£100
	Cost of renewal 50% of current fee	£46.80	£50
(vi)	Cleaning of memorial plaque	£20.00	£25
<u>Part 5 – Other Fees and Charges</u>			
(i)	Certified extract from Register of Cremations	£22	£23
(ii)	Wesley Music System		
	Provision of Audio recording	£44.00	£45.00
	Provision of DVD	£60.00	£60.00
	Webcast of Service	£65.00	£65.00
	Provision of Webcast and DVD	£86.00	£86.00
	Visual Tributes		

Administration Fee	£15.00	£15.00
Per Photograph/image used	£1.30	£1.30
Per minute of Video used	£3.70	£3.70
Additional copies of DVD's	£17.50	£17.50
Additional copies of CD's	£14.50	£14.50

CEMETERIES

TABLE OF FEES AND CHARGES

FROM 1 APRIL 2017 UNTIL 31 MARCH 2018

Table of fees and other charges fixed by the Taunton Deane Borough Council for and in connection with burials in the Taunton Deane, St Mary's, St James and Wellington Cemeteries.

	Current 2016/17	Proposed 2017/18
--	---------------------------	----------------------------

Part 1 – Interments

The fees indicated for the various heads of this part include the digging of the grave but do not include the walling of a vault or walled grave.

1.	For an interment in a grave in respect of which an exclusive right of burial has not been granted		
	(i) of the body of a stillborn child or a child whose age at the time of death did not exceed one year	No Fee	No Fee
	(ii) of the body of a child or person whose age at time of death exceeded one year	No Fee	No Fee
	(iii) of the body of a person whose age at the time of death exceeds sixteen years	£450	£550
2.	For an interment in a grave in respect of which an exclusive right of burial has been granted		
	(i) of a body of a stillborn child or child whose age at the time of death did not exceed one year		
	at SINGLE depth	No Fee	No Fee
	at DOUBLE depth	No Fee	No Fee
	at TREBLE depth	No Fee	No Fee

	Current 2016/17	Proposed 2017/18
(ii) of body of a child or person whose age at the time of death exceeded one year but did not exceed sixteen years		
at SINGLE depth	No Fee	No Fee
at DOUBLE depth	No Fee	No Fee
at TREBLE depth	No Fee	No Fee
(iii) for the body of a person whose age exceeds sixteen years		
at SINGLE depth	£550	£570
at DOUBLE depth	£660	£680
at TREBLE depth	£730	£750
3. Additional Charge Saturday burial (when available)	£300	£310
4. For an interment of cremated remains:		
(i) to witness interment in Garden of Rest when cremation has taken place in at Taunton	£30	£33
(ii) in any grave in respect of which an exclusive right of burial has been granted	£130	£140
(iii) Additional fee for Saturday interment In a grave	£60	£62
(iv) to witness interment in Garden of Rest at weekends	£60	£62
(v) in the Garden of Remembrance (where cremation has not taken place at Taunton Deane Crematorium	£70	£72
Additional Fee for burial within 48 hours	£320	£330

Part 2 – Exclusive Rights of Burial in Earthen Graves

1. Taunton Deane Cemetery;

For the exclusive of burial for a period of 75 years in an earthen grave.

(i) in Division L	£870	£890
-------------------	------	------

(ii)	cremated remains grave	£630	£650
------	------------------------	------	------

NOTE – The new Taunton Deane burial sections will have the memorial fee included at time of grave purchase

		Current 2016/17	Proposed 2017/18
2.	St James Cemeteries;		
	For the exclusive right of burial for a period of 75 years in an earthen grave	£885	£900
3.	Wellington Cemetery;		
	For the exclusive right of burial for a period of 75 years in an earthen grave		
(i)	Cremated Remains Grave	£630	£650
(ii)	Full Burial Grave	£885	£900

Part 3 – Memorials and Inscriptions

For the right to erect or place on a grave or vault in respect of which an exclusive right of burial has been granted

1.	In any “Traditional Section”		
(i)	a flat stone, kerbstone or any other form of memorial	£196	£200
(ii)	a headstone or cross with base, bases or tablet	£170	£190
(iii)	an inscribed stone vase	£67	£70
2.	In any “Lawn Section”		
(i)	a headstone	£170	£190
(ii)	an inscribed stone vase	£67	£70
3.	Cremated remains tablet	£170	£180
4.	Each removal of memorial for additional Inscriptions	£67	£70

Part 4 – Other fees and Charges

1.	Certified extract from the Register of Burials	£23.00	£25.00
2.	Burial service in Crematorium Chapel	£175	£180
3.	Register search	£23	£25

END

Chris Hall
Assistant Director – Operational Delivery

Appendix B

Taunton Deane Borough Council Fees and Charges 2017/18

Waste Services – Somerset Waste Partnership

Background

This paper relates to the optional elements of the waste service provided by TDBC through the Somerset Waste Partnership.

Traditionally all partners try and set their fees in a universal fashion, the Senior Management Group of Somerset Waste Partnership and the Partnership Board have considered the cost increases proposed and believe that this still represents a good value for money service for those that chose to use it. Customers continue to have a choice over who supplies these waste removal services as there is no requirement on them to purchase this from SWP.

Extra consideration was given to those customers who cannot store a green bin, they are already paying more by volume for the waste due to the price and capacity of the bags, and customers that use bags are also disadvantaged due to the taxation rules.

Legal Authority

- These are discretionary services leaving customers with choice.
- The charge for this service is set locally by each of the partners.
- There is no requirement for this to be a 'cost recovery only' and a 'reasonable charge can be made' however the proposal continues to have an element of subsidy in the admin and bin costs.

Charges

- Green waste bins and bulky items are classified as non-business for VAT purposes and as such no vat is payable on these services. The green waste sacks are standard rated (currently 20%) which is included in the price shown below.
- The table below is consistent with the other Somerset districts proposed pricing.

	Current £ (2016/17)	Proposed £ (2017/18)
Green Waste Bins	53.00	53.50
Green Waste Sacks x10	26.00	26.50
3 x bulky items	41.00	41.50
Subsequent items	11.00	11.50

Bin replacements	25.00	25.00
------------------	-------	-------

Discounts

There are no discounts provided through this service but the service is subsidised.

Budget Impacts

Any price increase has the potential to have an effect on the number of users of the service, however this is an area that has been expanding in user numbers over the years, and small historical increases

The price increases will allow for the service to continue on cost neutral basis in terms of the contract price paid to Kier, there remains a service subsidy in the bin costs, administration and postage associated with the respective services.

This increase will not increase the net position on green waste services.

Equality Impact Assessment

Please see attached Equality Impact Assessment form.

Recommendation

Corporate Scrutiny is invited to make comments upon the proposed fees and charges for inclusion in the report to Executive.

END

Chris Hall

Assistant Director – Operational Delivery

Appendix C

Taunton Deane Borough Council Fees and Charges 2017/18

Local Land Charges

Background

Local Land Charges is a fee earning, self-financing service that operates on a rolling three-year cost recovery basis.

Under the Local Land Charges Act 1975 ('the Act'), each registering authority is responsible for keeping a register of local land charges for its area and an index in which the entries can be readily traced. In addition, also hold other information on a number of matters of importance to purchasers of property: eg road schemes; the property's planning history; Tree Preservation Orders; Compulsory Purchase Orders; and various notices which affect the property.

Legal Authority

The Local Authorities (England) (Charges for Property Searches) Regulations 2008 make provision authorising local authorities in England and Wales to set their own charges in a scheme, based on full cost recovery, for carrying out their main Local Land Search functions. The principles of the charges regulations require authorities to ensure that the price charged is an accurate reflection of the costs of carrying out the Local Land Charge function and not for creating surplus.

Regulations 4, 5 and 7 allow a local authority to make a charge for granting access to property records or answering enquiries about a property; or if it makes or proposes an internal recharge. Exceptions apply where it may or must impose a charge apart from these regulations or in respect of access to free statutory information (eg public registers; Environmental Information Regulations).

Regulation 6 explains how the charges must be calculated. These must be no more than the cost to the local authority of granting access to the records and must be calculated by dividing a reasonable estimate of the total costs by a reasonable estimate of the number of request for access likely to be received. A local authority must take all reasonable steps to ensure that over the period of any three consecutive financial years the total income...does not exceed the total costs for granting access to property records. Where...a local authority makes an overestimate or underestimate of the unit charge for the financial year, it must take this into account in determining the unit charge for the following financial year.

Regulation 9 relates to transparency in setting of charges and stipulates that during each financial year, a local authority must publish a statement setting out the

estimates the local authority has made (estimates of total costs and estimates of numbers of requests) in respect of the unit charge for the following financial year; the basis for these estimates and the amount of the unit charge.

These are set out below under charges.

Charges

Land charge fees were changed in July 2016 due to changes in national regulations and changes in the fee charged by the County Council and Building Control. Full explanation is set out in the Weekly Bulletin <http://oneteam/sites/services/cbo/Weekly%20Bulletin/JUNE092016.pdf>

Since then, a full costs exercise has been undertaken to underpin the fee setting process and to comply with legislation. It is proposed to increase the full search fee by £3 to £93. This will have the effect of an increased £6,958 of income based on the estimated number of searches set out below. It is proposed to decrease the LLC1 fee to £15. This will have a very minor impact such that both changes end with a net increase of £6,707 from the July 2016 fees position.

Estimated total costs of service - £219,250

Estimated number of requests – 2271

- Based on average number of searches received across three years
- 2013/14 – 2246
- 2014/15 – 2189
- 2015/16 – 2378

Therefore estimate is $2246+2189+2378= 6813$ divided by 3 = 2271

The unit charge is comprised of the cost of administering the service, plus the cost of paying Somerset County Council for their elements, plus additional costs such as software.

Estimated total income is £212,037, giving a small under recovery of £7,213. Due to over recovery against costs in previous years, it is both safe and appropriate to not aim for full cost recovery in the coming financial year. Estimated cost recovery is 97%, thereby leaving a small percentage of costs associated with those elements of the service that do not attract a fee but which will cost some time to the service eg booking personal search appointments.

Local Land Charge Searches and Enquiries

Full search	£93
Statutory search fee on form LLC1	£15
Each additional parcel of land	£10

Optional enquiries	
Each printed enquiry	£7
Solicitor's own enquiry	£10
Highway authority charge (SCC)	£8.81 *
*charged as inclusive within full search fee	
Personal search fee	No charge
Environmental Information Regulations	No charge

VAT

Following a recent ruling, CON29 Land Searches are subject to VAT from 1 January 2017.

Discounts

No discounts are available for this service.

Budget impacts

Estimated total costs of service - £219,250

Estimated number of requests – 2271

- Based on average number of searches received across three years
- 2013/14 – 2246
- 2014/15 – 2189
- 2015/16 – 2378

Therefore estimate is $2246+2189+2378= 6813$ divided by 3 = 2271

The full basis of the estimate of costs is held with the Land Charges Manager and is available on request.

Estimated total income is £212,037, giving a small under recovery of £7,213.

END

Chris Hall
Assistant Director – Operational Delivery

Appendix D

Taunton Deane Borough Council Fees and Charges 2017/18

Housing Service Charges

Background

The service charges are charges made to housing tenants for services that they use. These charges are set locally each year and are in addition to rent charges which are set by government policy.

Legal Authority

- It is proposed to increase housing (non-rent) fees and charges by applying Retail Price Index (RPI) inflation as at September 2016 (2%). This is in accordance with the 30 year Housing Business Plan.
- The following are exceptions:
 - ❖ Charges for properties not on mains sewer will be increased in line with Wessex Water increases, once known (Wessex Water rates for sewer standing charge per annum and poundage charges are used in the system calculation).
 - ❖ Extra Care Housing was reviewed in 2016-17 in advance of recommissioning of the care and support service. A new service delivery model was agreed. Consequently the Extra Care Housing service charge was reviewed in line with the new model and actual costs. Tenants were consulted in 2015 on the delivery model and 2016 on the service charge. The recommended charges were supported by the Tenant Services Management Board, Community Scrutiny and the Executive Portfolio Holder in April 2016.
 - ❖ It is proposed that charges for Temporary Accommodation properties at Howard Road (leased from Magna) are brought in line with Housing Benefit rates for Temporary Accommodation. This represents a small decrease from 2016/17 charges of £1.19 per week. The overall impact of this change is approximately £150 per year.
 - ❖ It is proposed that all Temporary Accommodation fees are increased to the Local Housing Allowance (LHA) ordinary rate. This is not the maximum we can charge as the LHA which has a more generous formula for temporary accommodation; however it will cover our 17/18 budgeted costs. It is proposed that a discretionary subsidy is provided by the HRA for future working residents who would be disadvantaged by the increase to avoid hardship. Application will be made for Discretionary Housing Payment (DHP) for single under 35's in relation to the single room rate.
 - ❖ Guest rooms are running at a loss therefore it is proposed that the charges are adjusted to cover costs with a simplified price structure.

Costs include cleaning and room prep, washing of bed linen, heat and light, water. The proposed price does not include the replacement or depreciation costs for furniture and mattresses or maintenance costs. The price is favourable compared to budget hotel rates, however the guest room facilities are very basic.

- ❖ Meeting halls charges are low and it is proposed that these are simplified with a view to further review before 2018. A standard charge of £10 per hour is proposed for non-sheltered tenants and community organisations. It is proposed to increase the charge to the nearest 10p for sheltered tenants and community organisations. The proposed charges continue to represent good value to our tenants and the local community and compare favourably with other local community hall facilities.
- ❖ Current garage charges are low. It is proposed to increase garage charges for private customers by 10%.
- Council housing rents will be set early in the New Year in line with government guidance.
- Local Authorities have certain limited freedoms to charge for discretionary services under the Local Government Act 2003.
- Contractually and through section 10 of the Housing Act 1985 (as amended by Local Govt & Housing Act 1989) Taunton Deane Borough Council are permitted to make the charges detailed below.

Charges

- Displayed below is the table of fees and charges, comparing 2016 /17 to 2017/18 prices with RPI at 2%.

Housing Service Charges				Estimated
		2016/17		2017/8
Service Charges (VAT not applicable) – Per Week				
Communal areas		£0.60		£0.61
Grounds maintenance		£0.79		£0.81
Heating charge (Broomfield House only)		£4.77		£4.87
Laundry charge (Broomfield House only)		£1.45		£1.48
Combined Service Charges (VAT not applicable) – Per Week				
Specialised (Extra Care) Sheltered Housing		£50.06		*£26.34
Sheltered Housing		£15.36		£15.86
<p>Notes: Piper Lifeline charges included in the Sheltered Housing combined charge are proposed to increase are proposed to be set at £4.71 in 2017 including 22p for set up and replacement costs plus the cost charged by the Deane Helpline. Piper Lifeline remains subsidised by the HRA for tenants eligible for Housing Benefit</p> <p>*The Extra Care Housing (ECH) charge has been reviewed in line with the new service delivery model following consultation with tenants from and actual costs. The combined ECH charge includes a hard wired Pipeline charge with inflationary increase at 5.44. The hardwired piper line alarm system in ECH is enhanced upgraded system. ECH will no longer include the support charge element which will be set by Somerset County Council and collected by a new care and support provider from April 2017.</p>				
Garage Rents - Per Week				
Council tenants (VAT not applicable)		£5.82		£5.94
Private tenants and Owner Occupiers (exc. VAT)		£7.07		£7.78
Private tenants and Owner Occupiers (inc. VAT)		£8.48		£9.34
Hire Charges for Sheltered Scheme Meeting Halls (ex VAT)				
First hour		£10.28		£10.00
Each half hour thereafter		£4.13		£5.00
6 hours plus		£52.11		£60.00
Total charge for residents in a scheme and community organisations		£13.51		£13.80
Provision of Meals at Kilkenny Court (Extra Care)				
Cost per meal. This is no longer applicable to TDBC as the new meal provider charges tenants directly for meals.		N/A		N/A
Hire Charges for Sheltered Scheme Guest Rooms (ex VAT)				
No. of nights per person -1 st night		£11.39		£20.00
No. of nights per person -2		£18.24		£30.00
No. of nights per person -3		£25.10		£40.00
No. of nights per person -4		£31.95		£50.00
No. of nights per person -5		£38.81		£60.00
No. of nights per person -6		£45.66		£70.00
No. of nights per person -7		£52.52		£80.00

	Gross Charge Per Day 2016/17	Daily Fee 2017/18	Daily Service Charge 2017/18	Gross Charge Per Day 2017/18
Hostels (rent per day, VAT not applicable)				
40 Humphreys Road (2 bedroom)	£9.89	£17.26	£0.93	£18.19
1 Gay Street (2 bedroom)	£9.89	£17.26	£0.93	£18.19
Outer Circle				
113 and 113a (studios - metered)	£8.33	£13.15	£0.70	£13.85
115 (3 bedroom)	£14.34	£20.81	£4.48	£25.29
115a (3 bedroom - metered)	£11.10	£20.81	£1.17	£21.98
119 (2 bedroom)	£11.23	£17.26	£3.66	£20.92
119a (2 bedroom - metered)	£8.33	£17.26	£0.70	£17.96
Snedden Grove				
Unit 1 (2 bedroom)	£9.89	£17.26	£0.93	£18.19
Unit 2 (2 bedroom)	£9.14	£17.26	£0.93	£18.19
Unit 3 (2 bedroom)	£9.14	£17.26	£0.93	£18.19
Unit 4 (3 bedroom)	£11.92	£20.81	£1.17	£21.98
Unit 5 (3 bedroom)	£11.92	£20.81	£1.17	£21.98
Unit 6 (2 bedroom)	£9.89	£17.26	£0.93	£18.19
Unit 7 (3 bedroom)	£11.92	£20.81	£1.17	£21.98
Unit 8 (2 bedroom)	£9.89	£17.26	£0.93	£18.19
Wheatley Crescent (4 studios)				
30 (1 bedroom)	£8.33	£13.15	£0.70	£13.85
32 (1 bedroom)	£8.33	£13.15	£0.70	£13.85
34 (1 bedroom)	£8.33	£13.15	£0.70	£13.85
36 (1 bedroom)	£8.33	£13.15	£0.70	£13.85
Howard Road (Magna)				
43a (1 bedroom)	21.79			21.62
43b (1 bedroom)	21.79			21.62
43c (1 bedroom)	21.79			21.62
43d (1 bedroom)	21.79			21.62

Discounts

Discounts do not apply to service charges.

Budget Impacts

In accordance with the 30 year Housing Business Plan, it is proposed to increase housing (non rent) fees and charges by applying Retail Price Index (RPI) inflation as at September 2016 (2%) with the following exceptions:

- Guest rooms
- Meeting halls
- Extra Care Housing Service charges
- Temporary Accommodation fee and service charge
- Water rates and non mains sewerage rates

The increase in charges will increase income by an estimated £76k.

Equality Impact Assessment

An Equality Impact Assessment form has been completed to cover the remodelled service charge in Extra Care Housing and Temporary Accommodation and the service charge increase by 2% RPI (September 2016) in Sheltered Housing.

Recommendation

Tenant Services Management Board has been invited to comment on the proposed fees during their meeting 14th November 2016.

Appendix E

Taunton Deane Borough Council Fees and Charges 2017/18

Licensing

Background

The Licensing Service offers advice, processes applications, monitors compliance and undertakes enforcement action across a number of different regimes;

- Animal Welfare (animal boarding, dog breeding, dangerous wild animals, pet shops and riding establishments)
- Caravan Sites
- Charitable Collections (street & house to house Collections)
- Gambling Act 2005
- Licensing Act 2003
- Highways Act 1980 (s115E permissions)
- Scrap Metal Dealers Act 2013
- Sex Establishments (shops, cinemas and sexual entertainment venues)
- Skin Piercing
- Street Parties
- Street Trading
- Taxis (vehicles, drivers & operators)

Where legislation allows for cost recovery, fees are levied against the administration of the regime and the supervision of licences issued.

These fees are calculated from a combination of four elements.

Application Processing	Time taken to process application from initial enquiry to issue of the decision
Consumables	The cost of specialist materials specific to the licence type
Administration	Time allocated to maintenance of the regime
Monitoring Compliance	Time allocated to supervision of the regime

Each element is split down into a series of activities against which a time allocation is given and the appropriate proportion of an hourly rate (constructed from salary costs and non-salary on costs for all officers involved in the process) is then applied and totalled to give an overall cost.

In accordance with case law and the Provision of Services Regulations no fee is levied in respect of enforcement action against unauthorised activities.

Figures calculated for the 2017/18 fee setting are part of an ongoing process towards achieving full cost recovery. The figures have been further refined over the previous year and these figures offer a reasonable position in respect of the costs incurred in the uninterrupted processing of applications.

Legal Authority

Powers to levy fees and limitations on the extent of activities that can be charged for are provided through the following statutes and case law.

Animal Licensing

Animal Boarding Establishments Act 1963

s.1 (2) "and on payment of such fee as may be determined by the local authority"

Breeding of Dogs Act 1973

s3A

(2)A local authority may charge fees—

(a)in respect of applications for the grant of licences under this Act; and
(b)in respect of inspections of premises under section 1(2A) of this Act.

(3)A local authority may set the level of fees to be charged by virtue of subsection (2) of this section—

(a)with a view to recovering the reasonable costs incurred by them in connection with the administration and enforcement of this Act and the Breeding of Dogs Act 1991; and
(b)so that different fees are payable in different circumstances.

Pet Animals Act 1951

s1(2) "and on payment of such fee as may be determined by the local authority"

Riding Establishment Act 1964

s1(2) "and on payment of such fee as may be determined by the local authority"

Dangerous Wild Animals Act 1976

s1(2)(e) is accompanied by such fee as the authority may stipulate (being a fee which is in the authority's opinion sufficient to meet the direct and indirect costs which it may incur as a result of the application

Zoo Licensing Act 1981

"s15

(1)Subject to this section, the local authority may charge such reasonable fees as they may determine in respect of —

(a)applications for the grant, renewal or transfer of licences;
(b)the grant, renewal, alteration or transfer of licences;

(2) Any fee charged under paragraph (a) of subsection (1) in respect of an application shall be treated as paid on account of the fee charged under paragraph (b) on the grant, renewal or transfer applied for.

(2A) Subject to this section, the authority may charge to the operator of the zoo such sums as they may determine in respect of reasonable expenses incurred by them—

- (a) in connection with inspections in accordance with section 9A and under sections 10 to 12;
- (b) in connection with the exercise of their powers to make directions under this Act;
- (c) in the exercise of their function under section 16E(4) of supervising the implementation of plans prepared under section 16E(2); and
- (d) in connection with the exercise of their function under section 16E(7) or (8).

(2B) The authority's charge under subsection (2A)(d) shall take into account any sums that have been, or will fall to be, deducted by them from a payment under section 16F(7) in respect of their costs.

(3) In respect of any fee or other sum charged under this section, the local authority may, if so requested by the operator, accept payment by instalments.

(4) Any fee or other charge payable under this section by any person shall be recoverable by the local authority as a debt due from him to them.

(5) The local authority shall secure that the amount of all the fees and other sums charged by them under this section in a year is sufficient to cover the reasonable expenditure incurred by the authority in the year by virtue of this Act.

Caravan Sites

Power to levy a fee - coming into force April 2014

Caravan Sites & Control of Development Act 1960 as amended by the Mobile Homes Act 2013 s1

s.3(2A) A local authority in England may require a relevant protected site application in respect of land in their area to be accompanied by a fee fixed by the authority

s3 (5A) (1) A local authority in England who have issued a site licence in respect of a relevant protected site in their area may require the licence holder to pay an annual fee fixed by the local authority

Charitable Collections

There is no power to levy a fee for a charitable collection

Gambling Act 2005

Gambling Act 2005

Various Regulations

Maximum fees are set centrally by the Government. Local discretion can be exercised over fees or levels of cost recovery up to the maximum permitted fee.

Licensing Act 2003

Licensing Act 2003 s55, 92, 100(7)(b), 110(3), 133(2) and 178(1)(b)

SI 2005 No79 The Licensing Act 2003 (Fees Regulations) 2005
Fees are set centrally by the Government and currently there is no local discretion over fees or levels of cost recovery.

Scrap Metal Dealers

Scrap Metal Dealers Act 2013 Schedule 1 s6

(1) An application must be accompanied by a fee set by the authority.

(2) In setting a fee under this paragraph, the authority must have regard to any guidance issued from time to time by the Secretary of State with the approval of the Treasury.

s115E Licensing Fee Construction Overview

Highways Act 1980

s115F

3(c) "in any other case, such charges as will reimburse the council their reasonable expenses in connection with granting the permission."

Sex Establishments

Adoption of Schedule 3 under Part II of the Local Government (Miscellaneous Provisions) Act (LG(MPA)) 1982

Schedule 3

s19 An applicant for the grant, renewal or transfer of a licence under this Schedule shall pay a reasonable fee determined by the appropriate authority.

Skin Piercing

Adoption of Part VIII of the LG(MPA) 1982

Acupuncture – LG(MPA) 1982 s14(6)

"A local authority may charge such reasonable fees as they may determine for registration under this section."

Tattooing, ear-piercing and electrolysis – LG(MPA) 1982 s15(6)

"A local authority may charge such reasonable fees as they may determine for registration under this section."

Street Parties

No Power to levy a fee

There is no power to levy a fee for a road closure made under s21 of the Town Police Causes Act 1847

Street Trading Consents

Adoption of Schedule 4 the LG(MPA)1982

S.9(1) A district council may charge such fees as they consider reasonable for the grant or renewal of a street trading licence or a street trading consent.

s.9(2) A council may determine different fees for different types of licence or consent and, in particular, but without prejudice to the generality of this sub paragraph, may determine fees differing according -

(a) to the duration of the licence or consent:

(b) to the street in which it authorises trading; and

(c) to the descriptions of articles in which the holder is authorised to trade.

Taxis

Drivers Licence Fees – LG(MPA) 1976 s53(2)

“Notwithstanding the provisions of the Act of 1847, a district council may demand and recover for the grant to any person of a licence to drive a hackney carriage, or a private hire vehicle, as the case may be, such a fee as they consider reasonable with a view to recovering the costs of issue and administration and may remit the whole or part of the fee in respect of a private hire vehicle in any case in which they think it appropriate to do so.”

Vehicles & operators’ licences – LG(MPA)1976 s70(1)

Subject to the provisions of subsection (2) of this section, a district council may charge such fees for the grant of vehicle and operators’ licences as may be resolved by them from time to time and as may be sufficient in the aggregate to cover in whole or in part—

(a) the reasonable cost of the carrying out by or on behalf of the district council of inspections of hackney carriages and private hire vehicles for the purpose of determining whether any such licence should be granted or renewed;

(b) the reasonable cost of providing hackney carriage stands; and

(c) any reasonable administrative or other costs in connection with the foregoing and with the control and supervision of hackney carriages and private hire vehicles.

All fees

R v Manchester City Council, ex p King (1991) –

The cost of the licence has to be related to the cost of the licensing scheme itself.

All Fees with the exception of Taxis

Provision of Services Regulations 2009 s18(4) - Any charges provided for by a competent authority which applicants may incur under an authorisation scheme must be reasonable and proportionate to the cost of the procedures and formalities under the scheme and must not exceed the cost of those procedures and formalities

R(Hemming and others) v Westminster Council

103. It is clear and undisputed that costs incurred in investigating the suitability of an applicant for a licence can be reflected in the fee. In the case of an application to renew a licence, I consider that the costs of monitoring the applicant’s continued suitability can include the costs of monitoring compliance with the terms of their licences in the past. Once the Council knows what those costs are in broad terms, as it does by reference to what has happened in the past, it is, in my judgment, entitled to include them in the calculation for the next year’s licence. There may be a formulaic element to this calculation. But the example of European Commission v Spain is a strong indication that using a formula that proceeds on the basis of the cost of the actual authorisation process is justified.

Charges

Set out in Appendix A

Discounts

The fee construction has been calculated on the basis of full recovery of costs allocated directly to the service and it is not proposed to offer any discounts in respect of any of the fees levied. An exception exists with those fee levied under the Gambling Act where the Council charges eighty five percent (85%) of the maximum fee permitted, as the original fee levels set by government included an element for enforcement against unlicensed operators and the Provision of Services Regulations 2009 removed the ability to charge for such activities.

Budget Impacts

As set out above there is no legal authority to levy a charge in respect of charitable collections and the costs of this regime (approx £5K) will need to be borne by the Council.

All fees have been constructed on an anticipated number of applications (calculated using an average of the last three years figures). Should application numbers fall below the anticipated figure then full cost recovery may not be achieved.

Surplus and deficit should be dealt with across a rolling three years such that the balance is zero on those fees which are set locally. This should be reflected in the fee. It is only in recent years as a result of case law that the Council has quantified its approach in this way. In reviewing the recovery of fees to date, it should be noted that the Council has had a shortfall in locally set fees to costs. To redress this, locally set fees have been raised to better cover the costs of the services that they provide. This is likely to have an impact of approximately £15,000-£20,000 on the net position of the Council and be far closer to full cost recovery as intended.

Taxi fees and charges are separately accounted for. There has been a small over recovery of fees in this area and therefore it is proposed to reduce these fees. This will have the effect of a reduction in income in the region of £5,000 per year. Surplus and deficit in this area should also be dealt with across a rolling three years such that the balance is zero or is redressed in fee levels in the following financial years to achieve full recovery of costs.

Equality Impact Assessment

There are no proposed changes to the charging policy, therefore No Equality Impact Assessment is required.

Recommendation

Fees for applications under the Licensing Act 2003 and Gambling Act 2005 are set by statute so increases under local arrangements are not currently possible. For those fees where local discretion exists they cannot exceed the parameters set out within the appropriate statutes.

Guided by case law and through the results of the costs analysis detailed above the suggested fee levels are set to achieve, as far as possible, full recovery for the projected costs to the Council of unfettered administration and supervision of the various licensing regimes.

It would be unlawful for the Council to deliberately set fees to make a profit and any over (or under) recovery will need to be redressed in future fee levels. The Council had underestimated the costs of the service during this period. To address this, locally set fees have been raised to better cover the costs of the services that they provide. This is likely to have an impact of approximately £15,000-£20,000 on the net position of the Council and be far closer to full cost recovery as intended.

Taxi fees and charges are separately accounted for. There has been a small over recovery of fees in this area and therefore it is proposed to reduce these fees. This will have the effect of a reduction in income in the region of £5,000 per year. Surplus and deficit in this area should also be dealt with across a rolling three years such that the balance is zero or is redressed in fee levels in the following financial years to achieve full recovery of costs.

In order to ensure fees levied are reasonable and lawful, consideration can only be given to setting fees at the level suggested or at a level lower than those set out within the report thereby subsidising those businesses regulated by the Council's Licensing Service.

Appendix F

Taunton Deane Borough Council Fees and Charges 2017/18 Planning and Environment

1. Background

Planning and Environment have the facility to provide Customers with advice and information when they are considering a development proposal; welcoming and encouraging discussions before applications are submitted.

There is a two-tier service; the first involves a meeting with the LPA; the second, written response to proposals sent for comment. It is an opportunity to better understand the way in which an application will be judged against the policies in the development plan and other material considerations.

As a result of the time and resources involved in giving pre-application advice, we operate pre-application charges based on the type of proposal. This means that the service does not fall as a general cost to the council tax payer.

1.1 How the Scheme Works

Requests for pre application advice, including a request for a meeting, need to be in writing and be accompanied by the appropriate fee. Meetings will be attended by an appropriate professional officer from the Council. These will be either in the Council offices or, if considered more appropriate, on site. Information about the site and details about the scheme need to be provided. This will normally include:

- a) a site location plan;
- b) a description and summary of your proposals, and preferably sketch plans;
- c) if possible, photographs of the site.

2. Legal Authority

Fees for planning applications are set nationally. However, charges for pre-application discussion are discretionary. The majority of authorities now charge for this service, with the income being reinvested in the service. In setting the charges there needs to be a balance set between recouping the full cost of the service provided and encouraging developers to engage with the Council as early as possible.

Taunton Deane charges have traditionally been and will continue to be set at a figure that will not generally discourage developers from contacting the Council, taking into account the undoubted benefit gained from obtaining greater certainty of the likely outcome. The charges continue to represent a tiny fraction of the cost of carrying out any form of development.

Last year it was reported that due to the pre-application planning advice service for both Taunton Deane Borough Council and West Somerset Council being provided by the one team and there can therefore be no reasoned justification for continuing with two sets of charges. However a decision was made that West Somerset wished to retain the higher level of fees set for Level 3a and 3b Major Development Pre Applications, see attached appendix.

3. Charges – as of April 2017 (to remain unchanged apart from Listed Building Pre Application Advice)

The schedule of charges incorporates fees which are dependent on the nature and scale of the proposal. The charge is per request.

Please see attached Appendix F regarding level of fees for Taunton Deane BC from April 2017.

For major developments (level 3a and 3b) pre-application fees are negotiable through the applicant and Council entering into a Planning Performance Agreement (PPA).

There is no charge for advice on revised proposals following a refusal of planning permission or the withdrawal of an application (this exemption is restricted to one letter or meeting only).

Previously advice on proposals which only require Listed Building Consent did not attract a fee. This year’s proposal is to begin charging at the following rate for TDBC.

Listed Building Pre Application Advice _ Meeting with Note	£242.00 + vat @ 20% = £290.40	Further Advice Following response £40 plus VAT per Hour Planning Management Team Involvement £80 plus VAT per hour
--	-------------------------------	---

The estimated income for charging for this service would be £5k for TDBC.

We have looked at other Pre Application changes but feel the potential impact on take up of services taking into account this year’s current income and fees being set for cost recovery only prevent any further rise in fees.

Planning Policy advice that is directly related to the preparation of a Local Development Document (LDD) will be exempt from these charges.

For major developments (level 3a and 3b) pre-application fees are negotiable based upon level of engagement through the applicant and Council entering into a Planning Performance Agreement (PPA).

There is no charge for advice on revised proposals following a refusal of planning permission or the withdrawal of an application (this exemption is restricted to one letter or meeting only).

Advice on proposals which only require Listed Building Consent do not attract a fee.

Planning Policy advice that is directly related to the preparation of a Local Development Document (LDD) will be exempt from these charges

4. Discounts

This scheme does not include any discounts.

5. Budget Impacts

These charges have been taken into account in developing budget saving proposals for 2017/18.

6. Equality Impact Assessment

What are you completing this impact assessment for? E.g. policy, service area	PLANNING ADVICE CHARGES 2017/18
Section One – Aims and objectives of the policy /service	
PLANNING AND ENVIRONMENT	
To provide a proactive planning service from pre-application to delivery and monitoring	
<ul style="list-style-type: none">• Responsible for overseeing building development in Taunton Deane• Co-ordinating the way our surroundings develop• Preventing developments which are not appropriate• Investigate breaches of planning regulations	
Section two – Groups that the policy or service is targeted at	

All Groups have the potential to be affected; however the perspective is that the only significant increases in charges are for major developments whereby the pre application charge is an insignificant part of total development costs.

Section three – Groups that the policy or service is delivered by

The Development Management staff and Business support staff will administer and provided the pre applications advice – as per current procedures.

Section four – Evidence and Data used for assessment

Approximately 35-40 major planning applications are received per year (2% of all application). Pre-applications advice, which is encouraged with such application, will attract the higher fee. As previously stated the pre application charge is an insignificant part of total development costs.

Section Five - Conclusions drawn about the impact of service/policy/function on different groups highlighting negative impact or unequal outcomes

The impact of this planning advice charges will be equal for all groups.

Section six – Examples of best practise

Officers work across the Council and community with specific groups e.g. Gypsy Forum

7. Recommendation

Corporate Scrutiny is invited to make comments upon the proposed charges for inclusion in the report to Executive.

Appendix G

Fees and Charges Report 2017/18 Environmental Health

The following services in Environmental Health incur charges:

1. Environmental Permits - businesses carrying out activities that could potentially cause emissions to air, land or water may need to hold an Environment Permit under the Environmental Permitting (England and Wales) Regulations 2010. Fees are applicable and conditions will be attached to any permit. There may also be a charge to vary, transfer or surrender an existing permit. Annual subsistence fees are payable each year. Fees are set by DEFRA and can be found on the DEFRA website.
2. Private Water Supplies – the council has a general duty under the Water Industry Act 1991 to take all steps appropriate for keeping itself informed about the wholesomeness and sufficiency of drinking waters in the district, including any private water supply. A private water supply is any water supply which is not provided by the local water undertaker or company and which is not a "mains" supply. It includes water intended for human consumption, used for domestic purposes, such as for drinking, washing, in food preparation, heating and also for sanitary purposes.

The Private Water Supplies Regulations 2016 came into force in June and we have therefore taken the opportunity to review charges for TDBC to ensure they reflect the costs of providing the service including officer time, mileage and laboratory charges.

3. Pest Control Service – a report providing a review of pest control charges is attached below. In summary the small increase in charges aim to ensure that the service remains sustainable and that these charges reflect the true cost of providing the service.

Private Water Supply Service Charges Review 2017/18

The Private Water Supply Service provides the following in Taunton Deane, the monitoring and risk assessment of drinking water from private water supplies located across both authority areas.

Taunton Deane Borough Council has a general duty under the Water Industry Act 1991 to take all steps appropriate for keeping itself informed about the wholesomeness and sufficiency of drinking water supplies in the district, including any private water supply. A private water supply is any water supply which is not provided by the local water undertaker or company and which is not a "mains" supply. It includes water intended for human consumption, used for domestic purposes, such as for drinking, washing, in food preparation, heating and also for sanitary purposes.

The Regulations or "The Private Water Supplies Regulations 2016" updated previous provisions and came into force on 27th June 2016. They place a requirement on the local authority to risk assess and carry out water quality inspections to all supplies except those to single, domestic dwellings.

Whilst there is no requirement on the Council to monitor single domestic private water supplies, they can be monitored by request. The standards still apply but local authorities are not required to pro-actively monitor these supplies.

Both regulations 9 and 10 specify certain parameters which must be analysed, but with the addition of any others based on risk. For example, we analyse for arsenic as an additional parameter, as it is found naturally in the Quantock Hills. There is also a relatively new requirement to commence monitoring for radioactive substances, including Radon, this will be carried out on a risk basis, in partnership with our colleagues at Somerset Scientific Services and at the request of the relevant person having control over the supply.

Taunton Deane has a total of 248 regulated private water supplies, we have two full time officers that spend a large proportion of their time dealing with the monitoring and risk assessment of private water supplies across the district. They also carry out other tasks such as the investigation of environmental protection complaints such as noise, odour and drainage, requests for environmental information, contaminated land and air quality. These officers are both environmental control officers. The hourly rate for an environmental control officer 2016/17 is £49.87 including recharges. We have therefore based the charges on the hourly rate of £50.

The charges associated with private water supplies have not been reviewed for a number of years in either council and are based on an officer hourly rate of £37 for TDBC. The current hourly rate is £49.87 so without implementing these increases the service would not be maximising its income potential. With the introduction of the new regulations and acting on guidance received from the Drinking Water Inspectorate (DWI) this review is now due. The following table details the charges to

be introduced from 1st April 2017. These charges also reflect the changes in fees introduced by Somerset Scientific Services (SSS), the laboratory currently used by both councils for analysis work associated with private water supplies. The rise in fees will result in increased income and also improve cost recovery for each council in this area of work.

Fees and Charges for Private Water Supply Work from 1st April 2017 for Taunton Deane Borough Council

	Service	Maximum fee under the Regulations	TDBC Fee	Notes
1.	Risk Assessment	£500	Charges at hourly rate £50, typical risk assessment at 2 hrs will total £100. Plus analysis costs.	Time taken to inspect a supply incl background research, travel time + admin. Average time 2 hours (£100)
2.	Sampling visit	£100	£50 (approx.half an hour to take sample and half an hour for report write up) plus analysis costs.	Charge for a visit and to take a sample.
3.	Investigation	£100	Hourly rate (£50) + any analysis costs.	Carried out by the Council in the event of the failure of a supply to meet the required standard.
4.	Authorisation	£100	Hourly rate x time.	Application by the owner of a supply for permission from the Council to continue supplying water of a lower quality temporarily whilst remedial work is carried out on the supply.
5.	Sample analysis for small/domestic supplies	£25	£22.10	Where a supply provides <10m ³ /day or, <50 people and is used for domestic purposes.
6.	Large/Commercial supplies - Check Monitoring Reg 9	£100	£39.80 per supply Plus additional parameters based on risk and size of supply.	Monitoring carried out to ensure that water complies with the standards. Where possible this should be carried out at the same time as any requirement for audit monitoring, to reduce costs.
7.	Audit Monitoring		£29.75	Fee set by SSS
8.	Advisory Visits		Charged at £50 per hour or part thereof.	
9.	Requests for Environmental Information		Charged at £50 per hour or part thereof.	Requests for environmental information, including requests from solicitors, searches for

				contaminated land.
--	--	--	--	--------------------

- (1) Hourly Officer rate £50
- (2) Sampling cost not applied to risk assessment

Please note that the actual costs will vary depending on the type of supply, the frequency of testing and the outcome of a Risk Assessment.

1. Risk Assessment

The average risk assessment takes 2 hours including preparation, travel time, time for the inspection, sampling and report writing, therefore the average cost is likely to be £100. The customer would also be required to pay for the analysis fees set by SSS on top of this, the amount will depend on the suites of analysis chosen by the officer and depend on the size, location and nature of the supply.

2. Sampling Visit

Water quality inspections (such as sampling visits) are carried out regularly at many supplies in the intervening years between the mandatory risk assessments. These water quality checks are used to help inform and complete the risk assessment. The minimum time to carry these out is around 30 minutes for time on site plus travelling, and the time required to report results back to relevant persons. Therefore the cost is likely to be in region of £25, where advice is provided or the visit takes longer, this will be charged at the officer hourly rate. Analysis fees are added to this charge depending the number of tests required as determined by the risk assessment.

3. Investigation

These are carried out by the council in the event of the failure of a supply to meet the required standard and charged at the hourly rate.

4. Authorisation

These are carried out at the request of the owner of a supply for permission from the Council to continue supplying water of a lower quality temporarily whilst remedial work is carried out on the supply and also charged at the hourly rate.

5. Sample analysis for small/domestic supplies

The cost of this is determined by Somerset Scientific Services who carry out the analysis for both council's.

6. Large/Commercial supplies – Check Monitoring Reg 9

This cost is set by SSS.

7. Audit Monitoring

This cost is set by SSS.

8. Advisory Visits or Requests for Advice under Regulation 10

The average advisory visit takes approximately 1 hour including travelling time and preparation work and is currently charged at £50 per hour, the average cost to the customer would be £50. Requests for analyses are charged in addition to officer time

9. Requests for Environmental Information

Requests for environmental information under the Environmental Information Regulations 2004 (EIR), including requests from solicitors, searches for contaminated land will be charged at the officer hourly rate of £50. Where requests take less time or part of that hour, a proportion will be charged. Requests which do not take significant time e.g. requests which confirm that the council hold no information, legal notices or requests for copies of certificates of water quality will not be charged for.

Pest Control Service Charges Review 2017/18

The Pest Control Service provides treatment of rats, mice and wasps in the Taunton Deane area along with domestic and commercial pest control contracts.

In 2015/16 the Pest Control Service cost £83,032 to deliver and brought in an income of £35,330 giving an overall cost of £47,702 to the council. The overall cost of the service is higher than previous year's mainly due to increased internal recharges.

When considering the pest control charges it is important to first establish the true cost of delivering the service. We can then consider areas of potential growth and areas which are subsidised.

The Pest Control Officer's hourly rate for 2017/18 is £83.14 including all recharges for senior staff, salaries, stationary, transport etc. If you exclude recharges the hourly rate reduces to £33.05. These charges are important to consider as they will be incurred by the cost centre whether or not any additional paid work is undertaken and should be considered in this context.

Rat & Mice Treatments

It takes 60 minutes for a 1st call rats/mice visit and 45 minutes for a revisit. The average service request take a 1st visit and 2 subsequent visits, this includes officer's travelling time. A rat/mouse treatment takes 2 ½ hours at a true cost of £207.85 (or £82.58 at the lower hourly rate). The current charges for 2016/17 are £60 for rats and mice and £30 subsidised rate.

If charges were increased to £207.85 to cover the full cost of the service for rats and mice, this would be detrimental to the service. If the charge for treatment for rats and mice was increased £65 then this would result in an increased income of £1,265 based on 2015/16 treatments.

Wasp Nest Treatments

A wasp's nest treatment takes 45 minutes and only requires the 1 visit. The true cost of this service is £62.36 (or £24.77 at the lower hourly rate). The current charges for 2016/17 are £50 for wasps.

At present wasps nest treatments make a small income of £16.13 per treatment. If this charge was to be increased to £55 then the potential increased income would be £1,145 based on 2015/16 treatments. Only increasing the wasp nest charge by a small amount would allow the service to expand without pricing ourselves out of what is already a competitive market.

Advice/Call-Out Visits

The average advice/call-out takes 40 minutes and is currently charged at £30. If the call-out charge was increased to £32.50 this would reflect the proposed increases in the treatments and generate an increased income of £135 based on 2015/16 figures.

Commercial Treatments

Commercial treatments including contracts are charged at an hourly rate plus, materials and VAT. These charges presently make a small profit above the hourly officer rate (excluding recharges) so a 5% increase in charges should be considered. Material costs are charged at cost price.

Domestic Pest Control Contracts

The current charge for Domestic Pest Control Contracts is £100 per year, the contracts are for 3 visits plus 2 additional call out visits. The call out visits are rarely used by customers. The average visit takes 1 hour, so the cost of providing the contract is £249.42 (or £99.09 at the lower hourly rate). We currently have 24 Domestic Pest Control contracts.

I propose an increase to the cost of the Domestic Pest Control Contracts to £110. This would generate a potential increased income of £240.

Summary

In summary if the charges are increased as proposed above then this could provide a potential increased income of up to £2,785. Appendix A is the proposed charging sheet.

Pest Control Charges from 1st April 2017

Domestic Properties

Visits for Rats and Mice **£65.00 full charge**
£32.50 subsidised charge*

Visits for Wasps **£55.00 full charge**

Where two or more nests are found an additional nest charge of 20% per nest (£10.00) is payable for **each** additional nest before treatment can commence.

Visits to give Advice only **£32.50**

This will not include any treatment, if this is requested at the time of the advice visit the difference must be paid before treatment can commence. If treatment is requested and a new appointment is needed, this must be paid in full.

We only provide treatment for fleas in void council properties, or DH

Drainage Camera Survey **£75 + VAT**

***Subsidised charges will only apply if the main householder or their partner is in receipt of, and can provide proof of:-**

- Income Support
- Income Based Jobseekers Allowance
- Employment and Support Allowance Income Based (ESA)
- Working Tax Credit
- Child Tax Credit
- Housing Benefit
- Council Tax Reduction Scheme.
- Pension Credit Guarantee Credit
- Pension Credit Savings Credit

Commercial Properties

Rats and Mice **£75.00 per hour + materials + VAT**

Wasps **£58.00 + VAT**

Advice visits **£35.00 + VAT for wasps**

Contracts

Domestic Contracts are for rats and mice only and are priced at £110 a year.

Commercial Contracts shall be priced on an individual basis using an hourly rate of £55.70 plus materials cost. Payable annually in advance.

Equality Impact Assessment

Responsible person	Erica Lake	Job Title: Environmental Health Manager
Why are you completing the Equality Impact Assessment? (Please mark as appropriate)	Proposed new policy or service	
	Change to Policy or Service	
	Budget/Financial decision – MTFP	Yes
	Part of timetable	
What are you completing the Equality Impact Assessment on (which policy, service, MTFP proposal)	Private Water Supplies Fees and Pest Control Fees and Charges	
Section One – Scope of the assessment		
What are the main purposes/aims of the policy?	<p>Proposal to increase the fees and charges from April 2017 for the private water supplies and pest control service as detailed in the attached reports.</p> <p>The proposed increase to fees and charges will ensure sufficient financial resources are in place to deliver the services.</p>	
Which protected groups are targeted by the policy?	All protected groups are affected equally by the changes.	
What evidence has been used in the assessment - data, engagement undertaken – please list each source that has been used The information can be found on....	Historic evidence has been gathered regarding people that access these services including property and land owners and tenants. Information is available on those people who are entitled to the subsidies applied to the pest control fees. This information is available via the business support team and officers within Environmental Health team.	
Section two – Conclusion drawn about the impact of service/policy/function/change on different groups highlighting negative impact, unequal outcomes or missed opportunities for promoting equality.		
I have concluded that there should be:		
The proposed fees and charges increases will apply to all services users and as such no potential discrimination amongst the protected groups has been identified.		

To help support service users on low incomes a subsidised rate will continue to be available for those in receipt of income-related benefit. This subsidised rate will apply to public health nuisance pests such as rats and mice only.	
No major change - no adverse equality impact identified	Yes
Adjust the policy	
Continue with the policy	
Stop and remove the policy	
Reasons and documentation to support conclusions: Historic data and knowledge of the service gained through a number of years of administering discounts for those that have hardship issues lend itself to continuing to make discretionary relief available for public health nuisance pests (rats and mice only).	
Section four – Implementation – timescale for implementation	
April 2017	
Section Five – Sign off	
Responsible officer: Erica Lake Date: 31/10/16	Management Team: Scott Weetch Date:
Section six – Publication and monitoring	
Published on	
Next review date	Date logged on Covalent

Action Planning

The table should be completed with all actions identified to mitigate the effects concluded.

Service area	Environmental Health			Date		
Identified issue drawn from your conclusions	Actions needed	Who is responsible?	By when?	How will this be monitored?	Expected outcomes from carrying out actions	
	N/A					

Appendix H

Taunton Deane Borough Council Fees and Charges 2017/18

Promotional 'Rotunda' units, banners and pennants in Taunton Town Centre

Background

Since 2011, 6 poster rotunda units have been located within Taunton Town Centre to discourage fly-posting in the town and have been made available to event organisers and businesses to advertise in. When the Town Centre Company ceased trading in March 2014, TDBC purchased all of these units from the liquidator and the administration and bookings of these spaces was passed to the Taunton Visitor Centre (TVC). The income generated from this service pays for the salary of a member of the Visitor Centre team.

The 6 rotunda units are located in Coal Orchard car park, Goodlands Gardens, Market House (outside of the Visitor Centre), North Street (3 units outside of Lloyds Bank, Monsoon and Vodaphone) and Vivary Park (where income will be shared between the Visitor Centre and Open Spaces team). The unit outside of Vodaphone is run and used by Taunton pub-watch to promote the evening economy.

This year responsibility has been taken over from SCC Highways for bookings in Castle Bow banner. Advertising consent is currently being sought for an additional banner site at the bottom of the High Street. We also intend to seek advertising consent for hanging basket stands throughout the town centre.

Legal Authority

- The display units are provided as a discretionary service.
- Charges are set locally by the Marketing and Visitor Centre Manager to cover the cost of the purchase of units, their maintenance and repair, the costs of business rates applied to each unit and to cover the cost of staff time to administer and update the units. The aim is to provide a market rate advertising service at reasonable prices to cover the costs of this and build a small surplus which can be used to off-set the cost to the council from running the Visitor Centre service.

Charges

	Current £ (2016/17)	Proposed £ (2017/18)
Castle Bow and High Street Banner	£200 (including VAT) per 2 week installation period	£250 (including VAT) per 2 week installation period
Flag post pennants	£40 (including VAT) per initial pennant and then £15 (including VAT) per additional pennant for a 2 week installation period	£50 (including VAT) per initial pennant and then £17.50 (including VAT) per additional pennant for a 2 week installation

		period
Rotunda display units	£15 per window space per week (including VAT)	£17.50 per window space per week (including VAT)

Discounts

Discounts are available for longer-term bookings, charitable/not for profit organisations and those who use the Visitor Centre box office services. 20% reduction per week for bookings taken for longer than 3 months. Any empty display spaces are used to promote the Visitor Information and other TDBC services.

Budget Impacts

The increase in cost for this service covers an increase in charges from the installation of banners and pennants, any additional income will contribute towards the Visitor Centre staffing budget.

Date of application

1st April 2017

Recommendation

Corporate Scrutiny is invited to make comments upon the proposed fees and charges for inclusion in the report to Executive.

Andrew Hopkins
Marketing and Visitor Centre Manager
a.hopkins@tauntondeane.gov.uk
01823 340475

Appendix I

Taunton Deane Borough Council Fees and Charges 2017/18

Deane Helpline

Background

The Deane Helpline Service provides community alarms, 24 hour monitoring, installation and emergency response services to over 2,900 vulnerable Taunton Deane residents and community alarm monitoring, Out of Hours Service and Lone Worker Monitoring to Taunton Deane Borough Council and external corporate customers which include Housing Associations and other Local Authorities. Overall there are approximately 13,000 connections to the service.

Legal Authority

Deane Helpline is a Trading Account of TDBC and as such charges for the service are set locally and a profit can be returned.

Charges

Deane Helpline normally uses the average rate of CPI in the preceding 12 months to determine any price increase. Due to the economic position this has led to a price freeze last year despite operating costs continuing to rise.

Having researched our competitors pricing position it is clear that we are falling behind the average price charged for similar services.

Provider	Installation Charge	Weekly Charge	Total 1st year costs	Emergency Response
Forestcare - With Response	£0	£10.27	£534.04	Yes
Your Homes Newcastle - Now Ostara	£0	£5.95	£309.40	Yes
Swindon Homecare	£0	£5.74	£298.48	Yes
Poole Lifeline	£0	£5.66	£294.32	Yes
Magna West Somerset	£0	£5.43	£282.36	Yes
Progress Lifeline	£20.00	£5.10	£285.20	Yes
Deane Helpline	£35.00	£4.99	£294.48	Yes
Sedgemoor Careline	£42.50	£4.54	£278.58	Yes

The current charge for private customers is £4.99 per week this is proposed to increase by 10% to £5.49 per week from 1/4/17. Installation fees, Telecare Sensor charges and Contact Service Call charges will remain unchanged.

Should our competitors introduce an expected 1.3% CPI increase our position will move closer to the average point.

Provider	Installation Charge	Weekly Charge	Total 1st year costs	Emergency Response
Forestcare - With Response	£0	£10.41	£541.14	Yes

Your Homes Newcastle	£0	£6.03	£313.52	Yes
Swindon Homecare	£0	£5.82	£302.45	Yes
Poole Lifeline	£0	£5.74	£298.23	Yes
Magna West Somerset	£0	£5.50	£286.12	Yes
Deane Helpline	£35.00	£5.49	£320.48	Yes
Progress Lifeline	£20.00	£5.17	£288.73	Yes
Sedgemoor Careline	£42.50	£4.48	£275.40	Yes

The charge to the Housing Revenue Account has been frozen for a number of years until a discount of £1 per week was achieved. The proposed increase will achieve this goal and the charge to Housing will therefore increase by £0.06 to £4.49, this will be an increase of £3,369.60.

Corporate Contracts will increase by the average rate of RPI over the preceding 12 months, this is 1.3% unless specifically stipulated in the contract.

Discounts

No discounts are available; all private paying customers pay the same.

TDBC Tenants are charged via their Service Charge an amount based on the Service Level Agreement between Deane Helpline and TDBC Housing which due to the economies of scale is less than private customer pay.

External contracts are priced according to their number of connections, their annual increases are stipulated by contract.

Budget Impacts

Income from private customers will increase by approximately £46,000 p.a. Other costs such as the Pension Deficit Recharge and an annual pay award of 1% have increased costs but with these taken into account Deane Helpline's cost to the Council will be reduced by £26,439.

Equality Impact Assessment

EIA attached

Recommendation

It is recommended that the charge for private paying customers increases to £5.49 per week and that the charge to the HRA for TDBC Tenants is increased to £4.49.

Appendix I

Impact Assessment form and action table

What are you completing this impact assessment for? E.g. policy, service area	Price increases for Deane Helpline
Section One – Aims and objectives of the policy /service	
<p>To increase Private customer Lifeline charges with effect from 1/4/2017 from £4.99 per week to £5.49 per week and increase HRA Lifeline charges in line to £4.49 per week.</p> <p>Each year it is necessary to apply an increase equal to the rate of inflation to maintain the revenue stream at the same position as our competitors and to remain financially viable. Private customers are charged each week for monitoring, lease of equipment, emergency response attendance, key holding and any contact calls.</p> <p>Telecare sensors are at present provided at no cost with a nominal extra charge for the additional monitoring. There is currently an installation charge levied for new contracts of £35 to cover administration and service set up and a nominal charge for multiple Service Users at the same address to cover the increased incidence of calls and emergency attendances.</p> <p>However, the costs of the service are higher than the income generated and these costs have to be recovered or subsidised by the Council. Under the current financial constraints Local Government is under subsidy is no longer a reasonable proposition.</p>	
Section two – Groups that the policy or service is targeted at	
<p>All users of the Deane Helpline service, this includes vulnerable adults, the elderly, and the disabled whether physically or mentally. Those that have recently undergone medical treatment reducing their ability to be independent, those with learning difficulties and anyone that has a need for reassurance to allow them to live independently.</p>	
Section three – Groups that the policy or service is delivered by	
<p>The group comprises the Control Centre Operators, Lifeline Officers, Emergency Response Officers, Admin Team and Management Team all of varying ages. We are not aware of any disabilities among the current staff group. All are White British. No information is held on staff's religion, belief or sexual orientation, these are also not specifically relevant to the changes in this review.</p>	
Section four – Evidence and Data used for assessment	
<p>A full review of the service and its pricing has been undertaken by external consultants. Several local and national Carelines are queried for their pricing structure to ensure the</p>	

Service is in line with the industry.

Section Five - Conclusions drawn about the impact of service/policy/function on different groups highlighting negative impact or unequal outcomes.

As the increase affects all private customers equally no social group will be affected more heavily than any other. Since the 2010 price restructure and regular annual RPI increases customer numbers have risen so no negative impact has been identified to the Service

No negative equality impacts have been identified. Although our service is available to anyone that wishes to use it we recognise that existing Service Users would view the new pricing structure as a significant increase and potentially having those that currently rely on the service cancelling their contracts despite their need for it. For this reason the increase to parity with all other customers was phased in over the course of two years to reduce any financial impact.

Section six – Examples of best practise

Attached is a breakdown of comparable services and their prices, this shows Deane Helpline's charges to be broadly mid-range for services of this type.

Signed: Person/Manager completed by		Signed: Group Manager/Director	
---	--	--------------------------------------	--

Assuming an increase of 1.33% (Average CPI Aug 2015-Sep 2016)

Provider	Installation Charge	Weekly Charge	Total 1st year costs	ERT?	Notes
Sedgemoor Careline	£ 42.50	£ 4.48	£ 275.40	Yes	
Progress Lifeline	£ 20.00	£ 5.17	£ 288.73	Yes	
Deane Helpline	£ 35.00	£ 5.49	£ 320.48	Yes	£ 285.48
Magna West Somerset	£ 0.00	£ 5.50	£ 286.12	Yes	£25 per ERT call after 2nd per year
Poole Lifeline	£ 0.00	£ 5.74	£ 298.23	Yes	
Swindon Homecare	£ 0.00	£ 5.82	£ 302.45	Yes	
Your Homes Newcastle	£ 0.00	£ 6.03	£ 313.52	Yes	
Forestcare - With Response	£ 0.00	£ 10.41	£ 541.14	Yes	

Appendix J

Taunton Deane Borough Council Fees and Charges 2017/18

Building Control

Background

On 1st April 2016 the Somerset Building Control Partnership was formed to cover all building control issued previously done by Mendip District Council, West Somerset Council, Sedgemoor District Council and Taunton Deane Borough Council.

To that effect Taunton Deane no longer perform this function and there are therefore no fees and charges to report.

Details of the partnership are:-

Somerset Building Control Partnership

Website - WWW.sedgemoor.gov.uk/somersetbcp

Email – somersetbcp@sedgemoor.gov.uk

Appendix K

Taunton Deane Borough Council Fees and Charges 2017/18

Data Protection Act – Freedom of Information Act

Background

This report seeks to formalise the charges the Council can make in relation to Freedom of Information Requests and Data Protection Act Subject Access Requests.

Legal Authority

The method of calculating charges within this report is in accordance with the Freedom of Information and Data Protection (appropriate limits and fees) Regulations 2004.

Disbursements are set locally and should be reasonable and not designed to generate a surplus.

The £10 for DPA subject access requests is a maximum and is discretionary but is helpful in limiting frivolous requests.

Charges

Estimating the costs of processing FOI requests; (section 4(3) of the FOI regulations)

When estimating the cost of complying with a written request for Information, the Council will take into account the staff time involved in the following activities:

- Determining whether the information is held.
- Locating the information or a document that may contain the information.
- Retrieving and extracting the information, or a document that may contain the Information.

The cost of the above activities will be calculated by applying an hourly rate of £25 per person, (section 4(4) of the FOI regulations.)

When calculating the costs to process requests, the Council cannot take account of the time taken to consider whether information is exempt under the Act or the time involve in redacting any information which is not to be disclosed.

Where the cost to process a request is **below** £450

Where the cost of complying with a written request for information is estimated to be below £450, there will be no charge unless the disbursement costs (printing copying and postage) exceed £10. Where disbursement costs exceed £10, the applicant will

be issued with a fees notice and must pay the costs within a period of three months before the Council can comply with the request.

Disbursements costs applied by the Council are shown later.

Where the cost to process a FOI request exceeds £450

In accordance with the Freedom of Information and Data Protection (appropriate Limits and Fees) Regulations 2004, the Council is not obliged to respond to a written request for information, where it estimates that the cost of complying with the request would be in excess of £450 (which equates to 18 hours of work at £25 per hour).

If the cost exceeds £450 we will charge for all the hours at a rate of £25 per hour or decline the request - alternatively, we will assist the requester in refining the request to within 18 hours to ensure no charge (other than possible disbursements) will be incurred.

Staff costs will be calculated as follows:

- Staff costs (£25 per hour) involved in determining whether the Council holds the information.
- Staff costs (£25 per hour) of locating, retrieving and extracting the information.
- Disbursement and staff costs (£25 per hour) incurred in informing the applicant that the information is held.
- Disbursement and staff costs (£25 per hour) incurred in communicating the information to the applicant.

Campaign requests

If the Council receives two or more related requests within a period of 60 consecutive working days, from a person or different persons who appear to be acting in concert or in pursuance of a campaign, the costs of complying with the individual requests will be aggregated.

Priced publications

These will be charged at cover price plus postage where relevant.

Disbursements

Photocopies:A4 Black & White 20p per sheet, A3 Black & White 30p per sheet, A4 Colour £1.00 per sheet, A3 Colour £1.50 per sheet

Prints from a PC:Black & White 20p per page (additional cost for producing A3), Colour £1.00 per page (additional cost for producing A3), Photo quality paper prints £1.50 per page

Any other sizes or finishes by agreement in advance.

By default we will print/copy in black and white/greyscale on white A4 paper using both sides.

Postage costs : Default postage will be by 2nd class Royal Mail. Prices for alternative postage methods will be at the prevailing rates.

Other Charges

CD Rom/DVD £1.00 per Disc

Data Protection Act 1998

Under the Data Protection Act 1998, the Council will charge an individual the sum of £10 for requesting personal information held by the Council about the individual. These requests for information are referred to as subject access requests. The Council will not process the subject access request until the £10 fee has been received.

Discounts

None, although no charge for disbursements will be made where the aggregate cost is below £10.

Budget Impacts

This is likely to have negligible impact on 2017/18 budgets.

Equality Impact Assessment

In order not to disadvantage customers with disabilities the Council will not charge for providing information in an alternative format, if the Disability Discrimination Act (DDA) covers the person requesting it, unless the original document was a priced publication. In this case, the charge for the alternative format will not exceed the cost of the original publication. The Council's current policies in relation to translation of documents into languages other than English will apply.

Appendix L

Taunton Deane Borough Council Fees and Charges 2017/18

Court Fees

Background

Council Tax is a charge to owners and occupiers of domestic dwellings and Business Rates, sometimes known as non-domestic rates, is a charge on the occupation of a non-domestic property. The Revenue Service bills those liable of the charges and collects the monies due.

Should the bills not be paid in accordance with the instalments on the bill a reminder is sent. A second reminder and a final notice are also issued should the payments not be made. Sometimes, despite these reminders, the bill is not paid. In these cases the Revenues Service will issue a Summons and apply to the Magistrate's Court for a Liability Order.

The costs of issuing the Summons is charged to the taxpayer.

Legal Authority

The Council Tax (Administration and Enforcement) Regulations (1992) and The Non-Domestic Rating (Collection and Enforcement) (Miscellaneous Provisions) Regulations 1990 are the 2 pieces of legislation surrounding the charging of costs incurred by the authority for the issue of a Summons.

Charges

Following last year's requirement to revise and detail the breakdown of how costs are calculated there was a proposal to have a single charge added at the point the summonses are issued unlike before where a separate Liability Order fee was added at the date of the hearing. There is no proposal to increase this charge in 2017/18.

	Current £ (2016/17)	Proposed £ (2017/18)
Court Costs	74.15	74.15

Discounts

Discounts are not provided as we charge what it costs to issue a summons up to the point of the court hearing. We do however withdraw costs in some dependant on customer's willingness to enter into a payment arrangement (and sustain that arrangement)

Budget Impacts

There is no increase proposed in the court costs.

Equality Impact Assessment

There has been no material change to the policy of charging for summons and or liability orders and the charge has not increased, therefore no Equality Impact Assessment is required.

Appendix M

Charging Schedule for hire of Open Spaces and Parks

1.0 Background

TDBC has since 2006 charged a fee for the hire of its parks and open spaces for events. The charge is currently based on the daily running cost per site and the percentage of the land being hired. This daily charge is then multiplied depending on whether the event is charging entry and or trading. Any services required for an event for example electricity are charged in addition to the basic hire fee. Currently friends groups, who are raising funds to put back into the parks are not charged a hire fee. Registered charities also benefit from no charges. This system of charging has not been part of the annual fees and charges reports and has also been applied inconsistently. Unlike other councils we have not published hire fees on-line or made them generally available which can lead to confusion for potential hirers.

2.0 Review of charging approach

As an element of work to improve and clarify our charging systems we have reviewed and revisited the running costs of the Council's parks and open spaces. These have been categorised as destination, neighbourhood and local to provide a clearly understood banding system. The purpose of this work was to provide a clear, transparent and adopted charging schedule that meant anyone using the spaces can clearly plan their event understanding the basic costs that will be applied to any booking.

In carrying out the review it was identified that the running cost for neighbourhood and local open spaces and parks when calculated was broadly similar which has enabled an average charge to be applied. The destination open spaces and parks vary so greatly that charges for these sites have been worked out individually. These sites also tend to be utilised for several days so consideration has been given to the fact that this means they may not be accessible to the public during any hire period. This factor has been built into the fee proposal.

3.0 Proposed hire charges based on cost of recovery

The new hire charges were found to be as follows:

Destination Sites

Site	Daily hire fee £
Vivary Park	1,050.00
Wellington Park	696.00
Wilton Lands	270.00

Neighbourhood sites

Site	Daily hire fee - all £192.00
Castle Green	
Dobree Park	
French Weir Park	
Goodland Gardens	
Hamilton Park	

Somerset Square	
Taunton Green	
Victoria Park	
Wellington Playing Field	

Local sites

Site	Daily hire fee – all £102.00
Cotford St Luke Recreation Ground	
Galmington Playing Field	
Gordon Hawkins Playing Field	
Greenway Recreation Ground	
Higher Holway	
Hudson Way	
Lyngford Park	
Moorfields	
Priorswood Playing Field	
Roughmoor	
Weirfield Green	
Wellington Recreation Ground	

Additional Charges

In addition to the daily basic hire charge a separate fixed price of £50 to cover the extensive necessary administration tasks involved in checking the application and raising the Permit to Use the Land. This work is carried out in order to indemnify the Council.

No charge will in future be made for use of the Council's town centre premises licence by hirers. This enables hirers of spaces to provide licensable activities under the auspices of this licence.

Use of onsite electricity and water supplies will be charged at a unit cost where utilised.

A refundable damage deposit will also be requested, the rate to continue to be set by the Open Spaces Manager, dependant on the type of event.

Additional commercial services requested of the DLO will be charged at current DLO which are currently under review rates.

Proposed Discounts

Currently the Friends groups are not charged to hire their particular open space or park. It is proposed that this continues in recognition of the good work done by the various groups in raising the profile of their parks, maintaining the profile and putting funding back into the park, by raising funds and applying for grants not available to TDBC.

Registered charities are currently not charged a hire fee. This has led to some event organisers taking advantage of this approach and “piggy backing” on a registered charity, to avoid paying the hire fee. It proposed that registered charities should pay a hire fee. The maximum discount that could be applied, in view of the funding required for the upkeep of each area is 20% and would be applied to bona fide charitable events.

Date of Application

The new rates to apply to all bookings from 1 January 2017.