

Public Document Pack

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To: Cllr Richard Jones (Chair)

Councillors: Bill Crease, Ron Davies, Alasdair Ibbotson, Allan Marshall,
Vicky Perfect, Kevin Rush, Jason Shallcross, Sam Swash, Linda Thomas and
Arnold Woolley

22 July 2022

Dear Sir/Madam

NOTICE OF REMOTE MEETING
CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE
THURSDAY, 28TH JULY, 2022 at 12.00 PM

Yours faithfully

Steven Goodrum
Democratic Services Manager

The meeting will be live streamed onto the Council's website. The live streaming will stop when any confidential items are considered. A recording of the meeting will also be available, shortly after the meeting at <https://flintshire.public-i.tv/core/portal/home>

If you have any queries regarding this, please contact a member of the Democratic Services Team on 01352 702345.

A G E N D A

1 APOLOGIES

Purpose: To receive any apologies.

2 DECLARATIONS OF INTEREST (INCLUDING WHIPPING DECLARATIONS)

Purpose: To receive any Declarations and advise Members accordingly.

3 CONSIDERATION OF A MATTER REFERRED TO THE COMMITTEE PURSUANT TO THE CALL IN ARRANGEMENTS (Pages 3 - 6)

Purpose: A decision of the Cabinet meeting on 12 July 2022 relating to 'Annual Review of Fees and Charges 2022' has been called in. Attached is a copy of the procedure for dealing with a called in item.

4 ANNUAL REVIEW OF FEES AND CHARGES 2022 (Pages 7 - 46)

Purpose: Report of Corporate Finance Manager and Chief Executive - Cabinet Member for Finance, Inclusion, Resilient Communities including Social Value and Procurement.

To assist Members, the following documents are attached:-

- Copy of the report - Annual Review of Fees and Charges 2022
- Copy of the Record of Decision
- Copy of the Call In Notice

Please note that there may be a 10 minute adjournment of this meeting if it lasts longer than two hours

FLINTSHIRE COUNTY COUNCIL

OVERVIEW & SCRUTINY

CALL IN ARRANGEMENTS

1. Background

The arrangements for calling in a decision are to be found in paragraph 16 of the Overview & Scrutiny Procedure Rules contained within the Council's Constitution. The legal authority is within section 21 (3) of the Local Government Act 2000. This note summarises the provisions in the Constitution and identifies changes required due to the pandemic and our holding Remote Attendance Meetings.

2. Decision of the Cabinet

When a decision is made by the Cabinet, the Head of Democratic Services publishes a record of those decisions within two days of them being made. This record is emailed to all Members of the County Council.

The decision record is dated the day it was published and specifies that

- the decision will come into force, and may be implemented on the expiry of five working days after the publication of the decision.
- unless it is called in within 5 working days after the publication of the decision

3. Calling in a Decision

For a call in to be initiated, the Chief Officer (Governance) or Head of Democratic Services must receive a request from the Chair of the relevant Overview & Scrutiny committee or at least four Members of the Council.

The call in email should be sent via a Flintshire.gov.uk email address to the Head of Democratic Services, stating the reason for call in. The first signatory should include the words 'call in' as the subject and should copy in the other proposed signatories. Those signatories should then email the Head of Democratic Services, using their Flintshire email addresses, saying 'I endorse the call in of record of Decision No XX'

This will ensure that there is an audit trail of signatories, in writing, of the call in, electronically signed (and from their Flintshire email addresses) by all parties. The Head of Democratic Services will notify the decision taker of the call in, and then arrange a meeting of the Committee within seven working days of the decision to call in. (The last working day before Christmas day and the three non-public holiday days between Christmas and New Year will not be counted as working days for the purposes of this paragraph).

4. The Call in Meeting

By their nature, call in meetings can often be held at short notice (i.e. within seven working days of the call in decision) and the only item of business to be transacted would normally be to deal with the call in. However, from time to time it is expedient to consider a call in at a meeting which has already been convened.

It is suggested that the procedure outlined below be used at such a meeting.

5. Procedure for a Call in Meeting

- (i) The Chair will invite the Head of Democratic Services or Overview & Scrutiny Facilitator to briefly outline the call in procedure for Members of the Committee, explaining the time constraints within the Constitution. The Officer should also outline the ideal procedure, set out below, for an Overview & Scrutiny Committee to deal with a call in meeting.
- (ii) The Chairman will then invite the initiators of the call in to explain and clarify their reasons for calling in the decision. This can be by means of a spokesman, or by several Members contributing.
- (iii) The decision makers will then have the opportunity to respond to the issues raised by those initiating the call in and provide further information if they believe that it will assist the Committee's understanding of the decision.
- (iv) The Chair will then invite questions from Members, and the decision-makers and call in initiators will be invited to answer the questions.
- (v) At the end of Members' questions, the Chair will ask the initiators of the call in and the decision makers to sum up their respective cases.
- (vi) The Chair will then invite the Head of Democratic Services or Overview & Scrutiny Facilitator to explain the Committee's options for decision contained in the Constitution. The decision should include one of the four options given below, which are contained in the Constitution.

Option 1

If, having considered the decision, the Overview & Scrutiny Committee is satisfied with the explanation which it has received, it will indicate as such, in order for the decision to be implemented.

Option 2

If, having considered the decision, the Overview & Scrutiny Committee is 'no longer concerned', having received the explanations, but is not minded to indicate that it is 'satisfied with the explanation', then it is in order for the Committee to resolve that 'the explanation be accepted but not endorsed by the Overview & Scrutiny Committee'.

Option 3

If, having considered the decision, the Overview & Scrutiny Committee is still concerned about it, then it may refer it back to the decision making person or body for reconsideration, setting out in writing the nature of its concerns. If referred to the decision maker then the decision maker shall then reconsider, at the earliest scheduled meeting, amending the decision or not, before adopting a final decision.

Option 4

If, having considered the decision, the Overview & Scrutiny Committee is still concerned about it, then it may refer the matter to full Council. If referred to full Council, the Council shall meet to consider the referral within 10 working days unless there is a scheduled meeting of the full Council at which the matter may be considered within the expiry of a further 5 working days.

Note:

If either Option 1 or Option 2 is decided upon, the Cabinet decision can be implemented after the Overview & Scrutiny meeting. If either Option 3 or 4 is decided upon, the Cabinet decision cannot be implemented after the Overview & Scrutiny meeting until it has received further consideration by either the Cabinet or Council.

- (viii) The Committee will then discuss the matter and following debate, reach a decision.

If it is apparent from the discussion that there is a clear preference for a particular option, it may be possible for the officer advising the chair to indicate whether they object or wish to abstain. However, it may be necessary to conduct a 'roll call' vote (similar to a recorded vote, but a quicker process with 12 members on a committee)

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CABINET

Date of Meeting	Tuesday, 12 th July 2022
Report Subject	Annual Review of Fees and Charges 2022
Cabinet Member	Cabinet Member for Finance, Inclusion, Resilient Communities including Social Value and Procurement
Report Author	Corporate Finance Manager and Chief Executive
Type of Report	Operational

EXECUTIVE SUMMARY

The 2022 review of fees and charges has been completed in line with the Council's Income Generation Policy, which sets out the rationale and process for an annual review of fees and charges. The outcome of this review is set out in Appendix A and will apply from 1st October 2022.

Applying the principles contained within the Council's Income Generation Policy, version two of which was endorsed by Cabinet in July 2020, has ensured that any changes to charging has been appropriately managed under the 2022 review.

The Income Generation Policy has been updated to provide greater clarity around roles and responsibilities following recommendations from Internal Audit in 2022. A revised version three of the policy is attached as Appendix B and recommended for approval by Cabinet.

This report also outlines the ongoing requirements of the annual review of fees and charges for 2023, particularly for those fees and charges who are still to demonstrate that they achieve full cost recovery.

RECOMMENDATIONS

1	That Cabinet approves the schedule of fees and charges documented in Appendix A for implementation on 1 st October 2022.
2	That Cabinet approves the revised Income Generation Policy version three attached at Appendix B.

3	That Cabinet requests that a customer friendly version of the schedule of fees and charges, documented in Appendix A, be produced and published.
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REPORT DETAILS

1.00	EXPLAINING THE LATEST POSITION ON FEES AND CHARGES
1.01	<p>Background</p> <p>The Council provides a wide array of services, some of which customers are required to pay a fee or charge for. The income generated from these fees and charges forms part of the strategy of options to meet the Medium Term Financial Strategy (MTFS).</p>
1.02	The Council's rationale and guiding principles for charging is set out in its Income Generation Policy, version two of which was endorsed by Cabinet in July 2020. A revised version of the policy, version 3 is attached to this report as Appendix B.
1.03	The Policy requires an annual review of all fees and charges to be reported to Cabinet in July of each year in advance of implementation on 1 st October each year.
1.04	<p>Annual Review of Fees and Charges 2022</p> <p>The 2022 annual review of fees and charges has been completed and the results of this review are presented in Appendix A, as a collated schedule of fees and charges to be applied from 1st October 2022 (unless otherwise stated).</p>
1.05	<p>In alignment with the Council's Income Generation Policy the review:</p> <ul style="list-style-type: none"> • Is linked to the Medium Term Financial Strategy, work for which is running concurrently; • Has been conducted annually and is being reported to Cabinet in July prior to implementation; and • Had a default position of increasing in line with inflation for all applicable fees and charges.
1.06	<p>The Income Generation Policy refers to the need for all fees and charges to achieve full cost recovery or market comparable rate wherever possible, with a phased approach to achieving this by October 2022 for those fees and charges that were not already doing so.</p> <p>The review has asked services to consider this and information has been updated within the schedule to reflect the outcome.</p> <p>The Corporate Finance Team will continue to support services in developing fees and charges to meet full cost recovery as part of ongoing reviews of services.</p>

1.07	The policy also recognised that for some fees and charges, an inflationary uplift would be applied every three years, with an uplift equivalent to the two preceding years, plus the current year inflation amount. In most, but not all cases, this applies to fees and charges so small that an annual uplift is not practical. The 2022 review is the first year that these three yearly increases have been applied.
1.08	One of the principles of the Council's Policy on fees and charges is that charges are transparent and communicated to customers with reasonable notice. To fulfil this principle, it is proposed that a customer friendly version of the 2022 schedule of fees and charges, containing the key information presented in Appendix A, is produced and published on the Council's website.

2.00	RESOURCE IMPLICATIONS
2.01	The generation of income from fees and charges is part of the strategy of options to meet the challenge of the MTFS.
2.02	Estimations of income generated through the application of fees and charges, and any increases to them, is monitored and factored into budget setting and the MTFS.

3.00	IMPACT ASSESSMENT AND RISK MANAGEMENT
3.01	As this report presents an annual, operational update report on progress against the process and policy for conducting the annual review of fees and charges, no Integrated Impact Assessment (IIA) has been completed.
3.02	In line with the Council's Income Generation Policy, applicable fees and charges have been subject to an annual inflation uplift using one of the three agreed inflation indices: the normative Consumer Prices Index including owner occupier Housing costs (CPIH) 12 month rolling rate as of March (6% for March 2022); market rate comparable changes; or the Council's inflation rate. This ensures that relative increases are applied and managed responsibly.
3.03	Whilst it is not the purpose of this report to outline the impact of the COVID-19 pandemic on income generation through fees and charges, it should be noted that demand for some services may not have fully recovered. The Councils aim to achieve full cost recovery by 2022 was prior to the COVID19 pandemic which will have had an impact on services achieving full cost recovery, where possible by 2022.

4.00	CONSULTATIONS REQUIRED/CARRIED OUT
4.01	The principles and process for the annual review of fees and charges were considered and endorsed by the Corporate Resources and Overview

	Scrutiny Committee and Cabinet in July 2019. These were included within the Council's Income Generation Policy (version two), which was endorsed by Cabinet in July 2020. An update to that Policy is appended to this report as Appendix B.
4.02	The annual review of fees and charges, and introduction of any new fees or charges, is overseen and monitored by Portfolio Programme Boards.
4.03	New discretionary fees and charges are approved under Delegated Powers/Authority processes, prior to which an IIA should have been completed considering the Sustainable Development Principles, Wellbeing Goals and Council's Wellbeing Objectives, along with any potential equality and/or diversity issues.
4.04	For the purposes of transparency it is recommended that Cabinet request a customer friendly version of the schedule of fees and charges, which shows the frequency of charging (one off, weekly, monthly, etc.), is produced and published for 2022.

5.00	APPENDICES
5.01	Appendix A: 2022 Schedule of Fees and Charges Appendix B: Income Generation Policy (Version 3)

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	The 2019 Fees and Charges Report to Cabinet, along with recommendations and decisions, can be accessed online: https://committeemeetings.flintshire.gov.uk/ieIssueDetails.aspx?IId=27693&PlanId=0&Opt=3#A119191&LLL=0
6.02	The 2020 Fees and Charges Report to Cabinet, along with version two of the Income Generation Policy can be accessed online: https://committeemeetings.flintshire.gov.uk/ieListDocuments.aspx?CIId=391&MIId=4462&Ver=4&LLL=0
6.02	The 2021 Fees and Charges Report to Cabinet can be accessed online: https://committeemeetings.flintshire.gov.uk/ieListDocuments.aspx?CIId=391&MIId=4913&Ver=4&LLL=0

7.00	CONTACT OFFICER DETAILS
7.01	Contact Officer: Sara Dulson, Strategic Finance Manager Telephone: 01352 702287 E-mail: sara.dulson@flintshire.gov.uk

8.00	GLOSSARY OF TERMS
8.01	<p>Full cost recovery: the fees and charges applied for services cover both the direct and indirect costs of service delivery/provision</p> <ul style="list-style-type: none"> • Direct costs: costs that are completely associated with the delivery of a service or production of a product. • Indirect costs: also known as overheads these are the costs that are incurred by organisations as part of their operations but which are not directly attributable to a specific service or product. <p>Income Generation Policy: the Council’s Policy which sets the rationale for income generation, including the setting and review of fees and charges</p> <p>Inflation index: is a tool that measures the rate of inflation (rises in prices).</p> <p>Inflation uplift: increase in price based on an inflation index</p> <p>Integrated Impact Assessment (IIA): systematic analysis of a service or policy to identify the potential effects on different groups and/or the environment with an aim to then minimise any negative impacts and enhance any positive impacts.</p> <p>Market rate: is the usual price charged for goods and services.</p> <p>Medium Term Financial Strategy (MTFS): a written strategy which gives a forecast of the financial resources which will be available to a Council for a given period, and sets out plans for how best to deploy those resources to meet its priorities, duties and obligations.</p>

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Service and associated fees and charges	Discretionary or Statutory	VAT Status	2021 Fee/Charge (excl. VAT where applicable)	Inflation applied %	Inflation Uplift £	Fee/Charge 1st Oct 2022	VAT Amount 1st Oct 2022 VAT @ 20%	Fee/Charge 1st Oct 2022 incl. VAT (where applicable)	2022 Notes
Allotments									
Allotments 1/2 Plot	Discretionary	Outside Scope	£ 30.75	0.00%	£ -	£ 30.75	£ -	£ 30.75	No increase this year - recently been increased so too soon to do so again
Allotments - Full Plot	Discretionary	Outside scope	£ 61.51	0.00%	£ -	£ 61.51	£ -	£ 61.51	No increase this year - recently been increased so too soon to do so again
Building Conservation - Pre-Application and Pre-Purchase									
General Advice	Discretionary	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	General Advice is a free service
Advice Meeting	Discretionary	Outside scope	£ 55.00	6.00%	£ 3.30	£ 58.30	£ -	£ 58.30	
Detailed Advice Site Visit	Discretionary	Outside scope	£ 95.00	6.00%	£ 5.70	£ 100.70	£ -	£ 100.70	
Written Report - small/medium site	Discretionary	Outside scope	£ 50.00	6.00%	£ 3.00	£ 53.00	£ -	£ 53.00	
Written Report - large site	Discretionary	Outside scope	£ 65.00	6.00%	£ 3.90	£ 68.90	£ -	£ 68.90	
Technical Advice (per hour)	Discretionary	Outside scope	£ 40.00	6.00%	£ 2.40	£ 42.40	£ -	£ 42.40	
Building Control									
Site history/compliance check (per hour)	Discretionary	Outside scope	£ 65.65	6.00%	£ 3.94	£ 69.59	£ -	£ 69.59	
Buy with Confidence Scheme									
Application Fee - 0 to 5 employees	Statutory	Standard Rate	£ 125.00	8.00%	£ 10.00	£ 135.00	£ 27.00	£ 162.00	
Annual Subscriptions fee - 0 to 5 employees	Statutory	Standard Rate	£ 250.00	2.80%	£ 7.00	£ 257.00	£ 51.40	£ 308.40	
Application Fee - 6 to 20 employees	Statutory	Standard Rate	£ 167.00	11.98%	£ 20.00	£ 187.00	£ 37.40	£ 224.40	
Annual Subscriptions fee - 6 to 20 employees	Statutory	Standard Rate	£ 375.00	2.67%	£ 10.00	£ 385.00	£ 77.00	£ 462.00	
Application Fee - 21 to 49 employees	Statutory	Standard Rate	£ 208.00	14.42%	£ 30.00	£ 238.00	£ 47.60	£ 285.60	
Annual Subscription fee - 21 to 49 employees	Statutory	Standard Rate	£ 500.00	2.60%	£ 13.00	£ 513.00	£ 102.60	£ 615.60	
Application Fee - 50 plus employees	Statutory	Standard Rate	£ -	0.00%	£ -	£ -	£ -	£ -	Price on Application
Annual Subscription fee - 50 plus employees	Statutory	Standard Rate	£ -	0.00%	£ -	£ -	£ -	£ -	Price on Application
Cemeteries									
Earth Graves - Resident									
Plot Reservation/Cost	Discretionary	Outside scope	£ 299.91	6.00%	£ 17.99	£ 317.90	£ -	£ 317.90	
New Grave single depth 4'6"	Discretionary	Outside scope	£ 826.28	6.00%	£ 49.58	£ 875.86	£ -	£ 875.86	
New Grave double depth 6'0"	Discretionary	Outside scope	£ 908.91	6.00%	£ 54.53	£ 963.44	£ -	£ 963.44	
New Grave triple depth 8'0"	Discretionary	Outside scope	£ 973.18	6.00%	£ 58.39	£ 1,031.57	£ -	£ 1,031.57	
Re-open Existing Grave to depth 4'6"	Discretionary	Outside scope	£ 587.58	6.00%	£ 35.25	£ 622.83	£ -	£ 622.83	
Re-open Existing Grave to depth 6'0"	Discretionary	Outside scope	£ 675.31	6.00%	£ 40.52	£ 715.82	£ -	£ 715.82	
Re-open Existing Grave to depth 8'0"	Discretionary	Outside scope	£ 758.95	6.00%	£ 45.54	£ 804.49	£ -	£ 804.49	
Earth Graves - Non-Resident									
Plot Reservation/Cost	Discretionary	Outside scope	£ 601.87	6.00%	£ 36.11	£ 637.98	£ -	£ 637.98	
New Grave single depth 4'6"	Discretionary	Outside scope	£ 1,659.88	6.00%	£ 99.59	£ 1,759.47	£ -	£ 1,759.47	
New Grave double depth 6'0"	Discretionary	Outside scope	£ 1,826.71	6.00%	£ 109.60	£ 1,936.32	£ -	£ 1,936.32	
New Grave triple depth 8'0"	Discretionary	Outside scope	£ 1,955.54	6.00%	£ 117.33	£ 2,072.87	£ -	£ 2,072.87	
Re-open Existing Grave to depth 4'6"	Discretionary	Outside scope	£ 1,180.50	6.00%	£ 70.83	£ 1,251.33	£ -	£ 1,251.33	
Re-open Existing Grave to depth 6'0"	Discretionary	Outside scope	£ 1,357.89	6.00%	£ 81.47	£ 1,439.37	£ -	£ 1,439.37	
Re-open Existing Grave to depth 8'0"	Discretionary	Outside scope	£ 1,524.73	6.00%	£ 91.48	£ 1,616.21	£ -	£ 1,616.21	
Burial of Casket After Cremation - Resident									
Plot Reservation/Cost	Discretionary	Outside scope	£ 119.32	6.00%	£ 7.16	£ 126.48	£ -	£ 126.48	
New Cremation Plot/Burial	Discretionary	Outside scope	£ 239.69	6.00%	£ 14.38	£ 254.07	£ -	£ 254.07	
Each ashes interment (re-open)	Discretionary	Outside scope	£ 148.88	6.00%	£ 8.93	£ 157.82	£ -	£ 157.82	
Burial of Casket After Cremation - Non-Resident									
Plot Reservation/Cost	Discretionary	Outside scope	£ 238.63	6.00%	£ 14.32	£ 252.95	£ -	£ 252.95	
New Cremation Plot/Burial	Discretionary	Outside scope	£ 479.38	6.00%	£ 28.76	£ 508.14	£ -	£ 508.14	
Each ashes interment (re-open)	Discretionary	Outside scope	£ 297.77	6.00%	£ 17.87	£ 315.63	£ -	£ 315.63	
Interments for Persons of No Fixed Abode									
Common grave space (no exclusive right of burial) Resident	Discretionary	Outside scope	£ 315.72	6.00%	£ 18.94	£ 334.66	£ -	£ 334.66	
Common grave space (no exclusive right of burial) Non Resident	Discretionary	Outside scope	£ 631.43	6.00%	£ 37.89	£ 669.32	£ -	£ 669.32	
Bricked Graves - Resident									
Plot Reservation	Discretionary	Outside scope	£ 317.80	6.00%	£ 19.07	£ 336.86	£ -	£ 336.86	
New Bricked Single Depth 4' 6"	Discretionary	Outside scope	£ 948.26	6.00%	£ 56.90	£ 1,005.16	£ -	£ 1,005.16	
New Bricked Double Depth 6'	Discretionary	Outside scope	£ 1,036.43	6.00%	£ 62.19	£ 1,098.61	£ -	£ 1,098.61	
Re Open Bricked Single Depth 4' 6"	Discretionary	Outside scope	£ 664.30	6.00%	£ 39.86	£ 704.16	£ -	£ 704.16	
Re Open Bricked Double Depth 6'	Discretionary	Outside scope	£ 827.30	6.00%	£ 49.64	£ 876.93	£ -	£ 876.93	
Bricking of Whole Chamber & Concrete Slab (in addition to above)	Discretionary	Outside scope	£ 1,218.90	6.00%	£ 73.13	£ 1,292.04	£ -	£ 1,292.04	
Bricking of Whole Chamber & Concrete Slab (in addition to above excavation) Breeze Block - Double Depth 6'	Discretionary	Outside scope	£ 1,411.63	6.00%	£ 84.70	£ 1,496.33	£ -	£ 1,496.33	
Conventional Brick - Single Depth 4' 6"	Discretionary	Outside scope	£ 1,490.57	6.00%	£ 89.43	£ 1,580.00	£ -	£ 1,580.00	
Conventional Brick - Double Depth 6'	Discretionary	Outside scope	£ 1,787.86	6.00%	£ 107.27	£ 1,895.13	£ -	£ 1,895.13	

Service and associated fees and charges	Discretionary or Statutory	VAT Status	2021 Fee/Charge (excl. VAT where applicable)	Inflation applied %	Inflation Uplift £	Fee/Charge 1st Oct 2022	VAT Amount 1st Oct 2022 VAT @ 20%	Fee/Charge 1st Oct 2022 incl. VAT (where applicable)	2022 Notes
Bricked Graves Non-Resident									
Plot Reservation	Discretionary	Outside scope	£ 635.65	6.00%	£ 38.14	£ 673.79	£ -	£ 673.79	
New Bricked Single Depth 4' 6"	Discretionary	Outside scope	£ 1,896.40	6.00%	£ 113.78	£ 2,010.19	£ -	£ 2,010.19	
New Bricked Double Depth 6'	Discretionary	Outside scope	£ 2,071.68	6.00%	£ 124.30	£ 2,195.99	£ -	£ 2,195.99	
Re Open Bricked Single Depth 4' 6"	Discretionary	Outside scope	£ 1,329.38	6.00%	£ 79.76	£ 1,409.15	£ -	£ 1,409.15	
Re Open Bricked Double Depth 6'	Discretionary	Outside scope	£ 1,653.55	6.00%	£ 99.21	£ 1,752.76	£ -	£ 1,752.76	
Bricking of Whole Chamber & Concrete Slab (in addition to above excavation) Breeze Block - Single Depth 4' 6"	Discretionary	Outside scope	£ 1,218.51	6.00%	£ 73.11	£ 1,291.62	£ -	£ 1,291.62	
Bricking of Whole Chamber & Concrete Slab (in addition to above excavation) Breeze Block - Double Depth 6'	Discretionary	Outside scope	£ 1,411.74	6.00%	£ 84.70	£ 1,496.45	£ -	£ 1,496.45	
Conventional Brick - Single Depth 4' 6"	Discretionary	Outside scope	£ 1,490.94	6.00%	£ 89.46	£ 1,580.39	£ -	£ 1,580.39	
Conventional Brick - Double Depth 6'	Discretionary	Outside scope	£ 1,787.65	6.00%	£ 107.26	£ 1,894.91	£ -	£ 1,894.91	
Bricked Graves - Resident and Non-Resident									
Whitewash Charges - Single Depth 4' 6"	Discretionary	Outside scope	£ 82.36	6.00%	£ 4.94	£ 87.30	£ -	£ 87.30	
Whitewash Charges - Double Depth 6'	Discretionary	Outside scope	£ 102.42	6.00%	£ 6.15	£ 108.57	£ -	£ 108.57	
Other Fees									
Right to erect headstone	Discretionary	Outside scope	£ 150.99	6.00%	£ 9.06	£ 160.05	£ -	£ 160.05	
Right to erect tablet	Discretionary	Outside scope	£ 78.14	6.00%	£ 4.69	£ 82.83	£ -	£ 82.83	
Additional inscription	Discretionary	Outside scope	£ 36.96	6.00%	£ 2.22	£ 39.17	£ -	£ 39.17	
Saturday burials (in addition to normal charge) Resident	Discretionary	Outside scope	£ 364.29	6.00%	£ 21.86	£ 386.14	£ -	£ 386.14	
Saturday burials (in addition to normal charge) Non Resident	Discretionary	Outside scope	£ 728.57	6.00%	£ 43.71	£ 772.29	£ -	£ 772.29	
Saturday ashes interment (in addition to normal charge) Resident	Discretionary	Outside scope	£ 95.03	6.00%	£ 5.70	£ 100.73	£ -	£ 100.73	
Saturday ashes interment (in addition to normal charge) Non Resident	Discretionary	Outside scope	£ 190.06	6.00%	£ 11.40	£ 201.47	£ -	£ 201.47	
Use of chapel (1 hr)	Discretionary	Outside scope	£ 137.27	6.00%	£ 8.24	£ 145.50	£ -	£ 145.50	
Exclusive Right of Burial Transfer of Ownership	Discretionary	Outside scope	£ 31.78	6.00%	£ 1.91	£ 33.69	£ -	£ 33.69	
Exclusive Right of Burial Transfer of Ownership (Statutory Declaration)	Discretionary	Outside scope	£ 47.16	6.00%	£ 2.83	£ 49.99	£ -	£ 49.99	
Supply & Fix Memorial Bench (Monmouth)	Discretionary	Standard Rate	£ 849.12	6.00%	£ 50.95	£ 900.07	£ 180.01	£ 1,080.08	
Supply & Fix Memorial Bench (Colwyn)	Discretionary	Standard Rate	£ 849.12	6.00%	£ 50.95	£ 900.07	£ 180.01	£ 1,080.08	
Supply & Fix Memorial Bench (Cavendish)	Discretionary	Standard Rate	£ 894.00	6.00%	£ 53.64	£ 947.64	£ 189.53	£ 1,137.17	
Supply & Fix Memorial Bench (Westminster)	Discretionary	Standard Rate	£ 969.67	6.00%	£ 58.18	£ 1,027.85	£ 205.57	£ 1,233.42	
Memorial Plaque (Kelsterton Garden of Remembrance)	Discretionary	Standard Rate	£ 173.34	6.00%	£ 10.40	£ 183.74	£ 36.75	£ 220.49	
Memorial Plaque (space reservation)	Discretionary	Standard Rate	£ 125.83	6.00%	£ 7.55	£ 133.38	£ 26.68	£ 160.05	
Child's Memorial Plaque (Row 1)	Discretionary	Standard Rate	£ -	0.00%	£ -	£ -	£ -	£ -	
Child's Memorial Plaque (Row 2)	Discretionary	Standard Rate	£ -	0.00%	£ -	£ -	£ -	£ -	
Child's Memorial Plaque (Row 3)	Discretionary	Standard Rate	£ -	0.00%	£ -	£ -	£ -	£ -	Now free of charge under WG Grant Scheme
Child's Memorial Plaque (Row 4)	Discretionary	Standard Rate	£ -	0.00%	£ -	£ -	£ -	£ -	
Child's Memorial Plaque (Row 5)	Discretionary	Standard Rate	£ -	0.00%	£ -	£ -	£ -	£ -	
Carelink									
Alarm installation Unless relief applies	Discretionary	Outside scope	£ 25.38	0.00%	£ -	£ 25.38	£ -	£ 25.38	An increase in service charges will be considered as part of the alarm digitalisation work to be completed by 2025. An options appraisal paper will be reported to a future COT meeting to inform how the charges will be introduced/phased in etc.
Alarm Monitoring - weekly charge Unless relief applies	Discretionary	Outside scope	£ 2.20	0.00%	£ -	£ 2.20	£ -	£ 2.20	
Civil Parking Enforcement									
Higher rate Penalty Charge Notice	Statutory	Outside scope	£ 70.00	0.00%	£ -	£ 70.00	£ -	£ 70.00	
Higher rate Penalty Charge Notice - payment within 14 days	Statutory	Outside scope	£ 35.00	0.00%	£ -	£ 35.00	£ -	£ 35.00	
Higher rate Penalty Charge Notice - Charge Certificate	Statutory	Outside scope	£ 105.00	0.00%	£ -	£ 105.00	£ -	£ 105.00	
Lower rate Penalty Charge Notice	Statutory	Outside scope	£ 50.00	0.00%	£ -	£ 50.00	£ -	£ 50.00	
Lower rate Penalty Charge Notice - payment within 14 days	Statutory	Outside scope	£ 25.00	0.00%	£ -	£ 25.00	£ -	£ 25.00	
Lower rate Penalty Charge Notice - Charge Certificate	Statutory	Outside scope	£ 75.00	0.00%	£ -	£ 75.00	£ -	£ 75.00	
Countryside									
Hire of Wepre field	Discretionary	Outside scope	£ 410.06	6.00%	£ 24.60	£ 434.66	£ -	£ 434.66	
Hire of Buckley field	Discretionary	Outside scope	£ 410.06	6.00%	£ 24.60	£ 434.66	£ -	£ 434.66	
Hire of Garden Room (per hour)	Discretionary	Outside scope	£ 15.89	6.00%	£ 0.95	£ 16.84	£ -	£ 16.84	
Hire of Garden Room Half Day (4 hours)	Discretionary	Outside scope	£ 52.80	6.00%	£ 3.17	£ 55.96	£ -	£ 55.96	
Hire of Garden Room Full Day (8 hours)	Discretionary	Outside scope	£ 84.57	6.00%	£ 5.07	£ 89.65	£ -	£ 89.65	
Education Visit Wepre Half Day - per child	Discretionary	Outside scope	£ 3.00	14.50%	£ 0.26	£ 3.26	£ -	£ 3.26	Annual uplift to be applied every three years with the first uplift applied in 2022
Education Visit Wepre Full Day - per child	Discretionary	Outside scope	£ 4.00	14.50%	£ 0.34	£ 4.34	£ -	£ 4.34	
Evening ranger talk	Discretionary	Outside scope	£ 33.83	6.00%	£ 2.03	£ 35.86	£ -	£ 35.86	
Domestic Energy Efficiency Project (DEEP)									
LA Flex Declarations	Discretionary	Standard Rate	£ 102.52	6.00%	£ 6.15	£ 108.67	£ 21.73	£ 130.40	

Service and associated fees and charges	Discretionary or Statutory	VAT Status	2021 Fee/Charge (excl. VAT where applicable)	Inflation applied %	Inflation Uplift £	Fee/Charge 1st Oct 2022	VAT Amount 1st Oct 2022 VAT @ 20%	Fee/Charge 1st Oct 2022 incl. VAT (where applicable)	2022 Notes
Electoral Services									
Full register of electors and the notice of alteration (data format)	Statutory	Outside scope	£ 20.00	0.00%	£ -	£ 20.00	£ -	£ 20.00	
For each 1,000 entries (or part thereof) of full register (data format)	Statutory	Outside scope	£ 1.50	0.00%	£ -	£ 1.50	£ -	£ 1.50	
Full register of electors and the notice of alteration (printed format)	Statutory	Outside scope	£ 10.00	0.00%	£ -	£ 10.00	£ -	£ 10.00	
For each 1,000 entries (or part thereof) of full register (printed format)	Statutory	Outside scope	£ 5.00	0.00%	£ -	£ 5.00	£ -	£ 5.00	
List of overseas electors (data format)	Statutory	Outside scope	£ 20.00	0.00%	£ -	£ 20.00	£ -	£ 20.00	
15	Statutory	Outside scope	£ 1.50	0.00%	£ -	£ 1.50	£ -	£ 1.50	
List of overseas electors (printed format)	Statutory	Outside scope	£ 10.00	0.00%	£ -	£ 10.00	£ -	£ 10.00	
For each 100 entries (or part thereof) of overseas electors (printed format)	Statutory	Outside scope	£ 5.00	0.00%	£ -	£ 5.00	£ -	£ 5.00	
Edited register (data format)	Statutory	Outside scope	£ 20.00	0.00%	£ -	£ 20.00	£ -	£ 20.00	
For each 1,000 entries (or part thereof) edited register (data format)	Statutory	Outside scope	£ 1.50	0.00%	£ -	£ 1.50	£ -	£ 1.50	
Edited register (printed format)	Statutory	Outside scope	£ 10.00	0.00%	£ -	£ 10.00	£ -	£ 10.00	
For each 1,000 entries (or part thereof) edited register (printed format)	Statutory	Outside scope	£ 5.00	0.00%	£ -	£ 5.00	£ -	£ 5.00	
Marked electoral registers and absent voters' lists	Statutory	Outside scope	£ 10.00	0.00%	£ -	£ 10.00	£ -	£ 10.00	
Per 1,000 entries (or part thereof) marked electoral registers (printed)	Statutory	Outside scope	£ 2.00	0.00%	£ -	£ 2.00	£ -	£ 2.00	
Per 1,000 entries (or part thereof) marked electoral registers (data)	Statutory	Outside scope	£ 1.00	0.00%	£ -	£ 1.00	£ -	£ 1.00	
Overseas pensions - proof of life confirmation (at County Hall)	Statutory	Outside scope	£ 20.00	0.00%	£ -	£ 20.00	£ -	£ 20.00	
Overseas pensions - proof of life confirmation (at home)	Statutory	Outside scope	£ 40.00	0.00%	£ -	£ 40.00	£ -	£ 40.00	
Enforcement Agent fees									
Compliance Notice	Statutory	Outside scope	£ 75.00	0.00%	£ -	£ 75.00	£ -	£ 75.00	
Enforcement Visit	Statutory	Outside scope	£ 235.00	0.00%	£ -	£ 235.00	£ -	£ 235.00	
Enforcement Visit - debt over £1,500	Statutory	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	
Removal Fee	Statutory	Outside scope	£ 110.00	0.00%	£ -	£ 110.00	£ -	£ 110.00	
Removal Fee - debt over £1,500	Statutory	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	
Environmental Permitting									
The local authority permits for part B installations and mobile plant and solvent emission activities (fees and charges)(Wales) scheme 2016	Statutory	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	Up to date information on fees is available online at: https://gov.wales/local-authority-permits-part-b-installations-and-mobile-plant-and-solvent-emission-activities-fees
Explosives and Petroleum									
Storage of explosives up to 2000kg	Statutory	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	The schedule of fees can be found under Schedule 7; Part 3; of the Health and Safety and Nuclear Fees Regulations 2016. Available from: http://www.legislation.gov.uk/uksi/2016/253/made
Petroleum (Consolidation) Regulations 2014	Statutory	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	The schedule of fees can be found under Schedule 7; Part 5; Regulation 6 and 14 of the Health and Safety and Nuclear Fees Regulations 2016. Available from: http://www.legislation.gov.uk/uksi/2016/253/made
Food Export Certificate									
Food Export Certificate	Discretionary	Outside scope	£ 51.51	6.00%	£ 3.09	£ 54.60	£ -	£ 54.60	
Food Export Certificate visit (if required) - per hour	Discretionary	Outside scope	£ 68.68	6.00%	£ 4.12	£ 72.80	£ -	£ 72.80	
Food Hygiene Rating Scheme - Re-rating									
Re-rating inspection	Statutory	Outside scope	£ 180.00	0.00%	£ -	£ 180.00	£ -	£ 180.00	
Food Safety Business Advice									
Food Safety Business Advice - up to two hours	Discretionary	Outside scope	£ 153.77	6.00%	£ 9.23	£ 163.00	£ -	£ 163.00	
Food Voluntary Surrender Certificate									
Food Voluntary Surrender Certificate	Discretionary	Outside scope	£ 51.51	6.00%	£ 3.09	£ 54.60	£ -	£ 54.60	
Food Voluntary Surrender Certificate visit (required) - per hour	Discretionary	Outside scope	£ 68.68	6.00%	£ 4.12	£ 72.80	£ -	£ 72.80	
Health and Safety									
Factual Statement - per hour	Discretionary	Outside scope	£ 67.67	6.00%	£ 4.06	£ 71.73	£ -	£ 71.73	

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Service and associated fees and charges	Discretionary or Statutory	VAT Status	2021 Fee/Charge (excl. VAT where applicable)	Inflation applied %	Inflation Uplift £	Fee/Charge 1st Oct 2022	VAT Amount 1st Oct 2022 VAT @ 20%	Fee/Charge 1st Oct 2022 incl. VAT (where applicable)	2022 Notes
Pet Shops Vet fees for first inspection are charged for in addition	Discretionary	Outside scope	£ 139.38	6.00%	£ 8.36	£ 147.74	£ -	£ 147.74	
Riding Establishments Zoos Vet fees for first inspection are charged for in addition	Discretionary	Outside scope	£ 139.38	6.00%	£ 8.36	£ 147.74	£ -	£ 147.74	
	Discretionary	Outside scope	£ 158.57	6.00%	£ 9.51	£ 168.08	£ -	£ 168.08	
Other Licences									
Sex Establishments and Sexual Entertainment Venues	Discretionary	Outside scope	£ 989.80	6.00%	£ 59.39	£ 1,049.19	£ -	£ 1,049.19	
Scrap Metal Dealer 3 year - Site (not due until 2020)	Discretionary	Outside scope	£ 602.97	6.00%	£ 36.18	£ 639.15	£ -	£ 639.15	
Scrap Metal Dealer 3 year - Collector (not due until 2020)	Discretionary	Outside scope	£ 233.31	6.00%	£ 14.00	£ 247.31	£ -	£ 247.31	
Sunday Trading - Loading Control Area	Discretionary	Outside scope	£ 79.79	6.00%	£ 4.79	£ 84.58	£ -	£ 84.58	
Gaming Establishments									
Bingo Premises Licence fees									
New	Statutory	Outside scope	£ 3,500.00	0.00%	£ -	£ 3,500.00	£ -	£ 3,500.00	
Annual Fee	Statutory	Outside scope	£ 800.00	0.00%	£ -	£ 800.00	£ -	£ 800.00	
Variation	Statutory	Outside scope	£ 1,400.00	0.00%	£ -	£ 1,400.00	£ -	£ 1,400.00	
Transfer	Statutory	Outside scope	£ 960.00	0.00%	£ -	£ 960.00	£ -	£ 960.00	
Re-instatement Fee	Statutory	Outside scope	£ 1,200.00	0.00%	£ -	£ 1,200.00	£ -	£ 1,200.00	
Provisional Statement	Statutory	Outside scope	£ 3,500.00	0.00%	£ -	£ 3,500.00	£ -	£ 3,500.00	
Provisional Statement Holders	Statutory	Outside scope	£ 1,200.00	0.00%	£ -	£ 1,200.00	£ -	£ 1,200.00	
Copy Licence	Statutory	Outside scope	£ 25.00	0.00%	£ -	£ 25.00	£ -	£ 25.00	
Notification of Change	Statutory	Outside scope	£ 50.00	0.00%	£ -	£ 50.00	£ -	£ 50.00	
Adult Gaming Premises Licence fees									
New	Statutory	Outside scope	£ 2,000.00	0.00%	£ -	£ 2,000.00	£ -	£ 2,000.00	
Annual Fee	Statutory	Outside scope	£ 800.00	0.00%	£ -	£ 800.00	£ -	£ 800.00	
Variation	Statutory	Outside scope	£ 800.00	0.00%	£ -	£ 800.00	£ -	£ 800.00	
Transfer	Statutory	Outside scope	£ 960.00	0.00%	£ -	£ 960.00	£ -	£ 960.00	
Re-instatement Fee	Statutory	Outside scope	£ 1,200.00	0.00%	£ -	£ 1,200.00	£ -	£ 1,200.00	
Provisional Statement	Statutory	Outside scope	£ 2,000.00	0.00%	£ -	£ 2,000.00	£ -	£ 2,000.00	
Provisional Statement Holders	Statutory	Outside scope	£ 1,200.00	0.00%	£ -	£ 1,200.00	£ -	£ 1,200.00	
Copy Licence	Statutory	Outside scope	£ 25.00	0.00%	£ -	£ 25.00	£ -	£ 25.00	
Notification of Change	Statutory	Outside scope	£ 50.00	0.00%	£ -	£ 50.00	£ -	£ 50.00	
Betting Trade Premises Licence fees									
New	Statutory	Outside scope	£ 2,500.00	0.00%	£ -	£ 2,500.00	£ -	£ 2,500.00	
Annual Fee	Statutory	Outside scope	£ 800.00	0.00%	£ -	£ 800.00	£ -	£ 800.00	
Variation	Statutory	Outside scope	£ 1,000.00	0.00%	£ -	£ 1,000.00	£ -	£ 1,000.00	
Transfer	Statutory	Outside scope	£ 760.00	0.00%	£ -	£ 760.00	£ -	£ 760.00	
Re-instatement Fee	Statutory	Outside scope	£ 950.00	0.00%	£ -	£ 950.00	£ -	£ 950.00	
Provisional Statement	Statutory	Outside scope	£ 2,500.00	0.00%	£ -	£ 2,500.00	£ -	£ 2,500.00	
Provisional Statement Holders	Statutory	Outside scope	£ 950.00	0.00%	£ -	£ 950.00	£ -	£ 950.00	
Copy Licence	Statutory	Outside scope	£ 25.00	0.00%	£ -	£ 25.00	£ -	£ 25.00	
Notification of Change	Statutory	Outside scope	£ 50.00	0.00%	£ -	£ 50.00	£ -	£ 50.00	
Betting Shop Premises Licence fees									
New	Statutory	Outside scope	£ 3,000.00	0.00%	£ -	£ 3,000.00	£ -	£ 3,000.00	
Annual Fee	Statutory	Outside scope	£ 480.00	0.00%	£ -	£ 480.00	£ -	£ 480.00	
Variation	Statutory	Outside scope	£ 1,200.00	0.00%	£ -	£ 1,200.00	£ -	£ 1,200.00	
Transfer	Statutory	Outside scope	£ 960.00	0.00%	£ -	£ 960.00	£ -	£ 960.00	
Re-instatement Fee	Statutory	Outside scope	£ 1,200.00	0.00%	£ -	£ 1,200.00	£ -	£ 1,200.00	
Provisional Statement	Statutory	Outside scope	£ 3,000.00	0.00%	£ -	£ 3,000.00	£ -	£ 3,000.00	
Provisional Statement Holders	Statutory	Outside scope	£ 1,200.00	0.00%	£ -	£ 1,200.00	£ -	£ 1,200.00	
Copy Licence	Statutory	Outside scope	£ 25.00	0.00%	£ -	£ 25.00	£ -	£ 25.00	
Notification of Change	Statutory	Outside scope	£ 50.00	0.00%	£ -	£ 50.00	£ -	£ 50.00	
Family Entertainment Centre Premises Licence fees									
New	Statutory	Outside scope	£ 2,000.00	0.00%	£ -	£ 2,000.00	£ -	£ 2,000.00	
Annual Fee	Statutory	Outside scope	£ 600.00	0.00%	£ -	£ 600.00	£ -	£ 600.00	
Variation	Statutory	Outside scope	£ 800.00	0.00%	£ -	£ 800.00	£ -	£ 800.00	
Transfer	Statutory	Outside scope	£ 760.00	0.00%	£ -	£ 760.00	£ -	£ 760.00	
Re-instatement Fee	Statutory	Outside scope	£ 950.00	0.00%	£ -	£ 950.00	£ -	£ 950.00	
Provisional Statement	Statutory	Outside scope	£ 2,000.00	0.00%	£ -	£ 2,000.00	£ -	£ 2,000.00	
Provisional Statement Holders	Statutory	Outside scope	£ 950.00	0.00%	£ -	£ 950.00	£ -	£ 950.00	
Copy Licence	Statutory	Outside scope	£ 25.00	0.00%	£ -	£ 25.00	£ -	£ 25.00	
Notification of Change	Statutory	Outside scope	£ 50.00	0.00%	£ -	£ 50.00	£ -	£ 50.00	

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Service and associated fees and charges	Discretionary or Statutory	VAT Status	2021 Fee/Charge (excl. VAT where applicable)	Inflation applied %	Inflation Uplift £	Fee/Charge 1st Oct 2022	VAT Amount 1st Oct 2022 VAT @ 20%	Fee/Charge 1st Oct 2022 incl. VAT (where applicable)	2022 Notes
FEC Machine Permit									
New	Statutory	Outside scope	£ 300.00	0.00%	£ -	£ 300.00	£ -	£ 300.00	
Fast Track (Clubs)	Statutory	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	
Annual Fee	Statutory	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	
Renewal	Statutory	Outside scope	£ 300.00	0.00%	£ -	£ 300.00	£ -	£ 300.00	
Renewal if holder of CPC	Statutory	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	
Variation	Statutory	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	
Transfer	Statutory	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	
Change of name	Statutory	Outside scope	£ 25.00	0.00%	£ -	£ 25.00	£ -	£ 25.00	
Copy of permit	Statutory	Outside scope	£ 15.00	0.00%	£ -	£ 15.00	£ -	£ 15.00	
Club Gaming Permit									
New	Statutory	Outside scope	£ 200.00	0.00%	£ -	£ 200.00	£ -	£ 200.00	
Fast Track (Clubs)	Statutory	Outside scope	£ 100.00	0.00%	£ -	£ 100.00	£ -	£ 100.00	
Annual Fee	Statutory	Outside scope	£ 50.00	0.00%	£ -	£ 50.00	£ -	£ 50.00	
Renewal	Statutory	Outside scope	£ 200.00	0.00%	£ -	£ 200.00	£ -	£ 200.00	
Renewal if holder of CPC	Statutory	Outside scope	£ 100.00	0.00%	£ -	£ 100.00	£ -	£ 100.00	
Variation	Statutory	Outside scope	£ 100.00	0.00%	£ -	£ 100.00	£ -	£ 100.00	
Transfer	Statutory	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	
Change of name	Statutory	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	
Copy of permit	Statutory	Outside scope	£ 15.00	0.00%	£ -	£ 15.00	£ -	£ 15.00	
Club Machine Permit									
New	Statutory	Outside scope	£ 200.00	0.00%	£ -	£ 200.00	£ -	£ 200.00	
Fast Track (Clubs)	Statutory	Outside scope	£ 100.00	0.00%	£ -	£ 100.00	£ -	£ 100.00	
Annual Fee	Statutory	Outside scope	£ 50.00	0.00%	£ -	£ 50.00	£ -	£ 50.00	
Renewal	Statutory	Outside scope	£ 200.00	0.00%	£ -	£ 200.00	£ -	£ 200.00	
Renewal if holder of CPC	Statutory	Outside scope	£ 100.00	0.00%	£ -	£ 100.00	£ -	£ 100.00	
Variation	Statutory	Outside scope	£ 100.00	0.00%	£ -	£ 100.00	£ -	£ 100.00	
Transfer	Statutory	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	
Change of name	Statutory	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	
Copy of permit	Statutory	Outside scope	£ 15.00	0.00%	£ -	£ 15.00	£ -	£ 15.00	
Licensed Premises 2 Machines									
New	Statutory	Outside scope	£ 50.00	0.00%	£ -	£ 50.00	£ -	£ 50.00	
Fast Track (Clubs)	Statutory	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	
Annual Fee	Statutory	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	
Renewal	Statutory	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	
Renewal if holder of CPC	Statutory	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	
Variation	Statutory	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	
Transfer	Statutory	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	
Change of name	Statutory	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	
Copy of permit	Statutory	Outside scope	£ 15.00	0.00%	£ -	£ 15.00	£ -	£ 15.00	
Licensed Premises More than 2									
New	Statutory	Outside scope	£ 150.00	0.00%	£ -	£ 150.00	£ -	£ 150.00	
Fast Track (Clubs)	Statutory	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	
Annual Fee	Statutory	Outside scope	£ 50.00	0.00%	£ -	£ 50.00	£ -	£ 50.00	
Renewal	Statutory	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	
Renewal if holder of CPC	Statutory	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	
Variation	Statutory	Outside scope	£ 100.00	0.00%	£ -	£ 100.00	£ -	£ 100.00	
Transfer	Statutory	Outside scope	£ 25.00	0.00%	£ -	£ 25.00	£ -	£ 25.00	
Change of name	Statutory	Outside scope	£ 25.00	0.00%	£ -	£ 25.00	£ -	£ 25.00	
Copy of permit	Statutory	Outside scope	£ 15.00	0.00%	£ -	£ 15.00	£ -	£ 15.00	
Prize Gaming									
New	Statutory	Outside scope	£ 300.00	0.00%	£ -	£ 300.00	£ -	£ 300.00	
Fast Track (Clubs)	Statutory	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	
Annual Fee	Statutory	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	
Renewal	Statutory	Outside scope	£ 300.00	0.00%	£ -	£ 300.00	£ -	£ 300.00	
Renewal if holder of CPC	Statutory	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	
Variation	Statutory	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	
Transfer	Statutory	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	
Change of name	Statutory	Outside scope	£ 25.00	0.00%	£ -	£ 25.00	£ -	£ 25.00	
Copy of permit	Statutory	Outside scope	£ 15.00	0.00%	£ -	£ 15.00	£ -	£ 15.00	

Service and associated fees and charges	Discretionary or Statutory	VAT Status	2021 Fee/Charge (excl. VAT where applicable)	Inflation applied %	Inflation Uplift £	Fee/Charge 1st Oct 2022	VAT Amount 1st Oct 2022 VAT @ 20%	Fee/Charge 1st Oct 2022 incl. VAT (where applicable)	2022 Notes
Markets									
Connahs Quay - Thursday	Discretionary	Outside scope	£ 5.25	2.00%	£ 0.11	£ 5.36	£ -	£ 5.36	Market charges which are not uplifted annually are subject to a three yearly uplift, with the first uplift being due in 2022.
Holywell - Thursday up to 3m x 3m	Discretionary	Outside scope	£ 7.80	2.00%	£ 0.16	£ 7.96	£ -	£ 7.96	
Holywell - Thursday up to 6m x 3m	Discretionary	Outside scope	£ 11.05	2.00%	£ 0.22	£ 11.27	£ -	£ 11.27	
Holywell - Thursday over 6m x 3m	Discretionary	Outside scope	£ 14.50	2.00%	£ 0.29	£ 14.79	£ -	£ 14.79	
Mold High St - Weds & Sat	Discretionary	Outside scope	£ 15.91	2.00%	£ 0.32	£ 16.23	£ -	£ 16.23	
Mold Daniel Owen Sq - Weds & Sat	Discretionary	Outside scope	£ 14.30	2.00%	£ 0.29	£ 14.59	£ -	£ 14.59	
Public Liability Insurance	Discretionary	Outside scope	£ 4.00	2.00%	£ 0.08	£ 4.08	£ -	£ 4.08	
Community Pitch	Discretionary	Outside scope	£ 5.25	2.00%	£ 0.11	£ 5.36	£ -	£ 5.36	
Registration Fee (all markets)	Discretionary	Outside scope	£ 9.00	2.00%	£ 0.18	£ 9.18	£ -	£ 9.18	
Car Boot Space, Love Lane, Mold - Car	Discretionary	Outside scope	£ 6.00	2.00%	£ 0.12	£ 6.12	£ -	£ 6.12	
Car Boot Space, Love Lane, Mold - Van	Discretionary	Outside scope	£ 10.00	2.00%	£ 0.20	£ 10.20	£ -	£ 10.20	
Car Boot Space, Love Lane, Mold - Charity (Car)	Discretionary	Outside scope	£ 2.00	2.00%	£ 0.04	£ 2.04	£ -	£ 2.04	
Mold Indoor - Unit 1	Discretionary	Outside scope	£ 115.68	2.00%	£ 2.31	£ 117.99	£ -	£ 117.99	
Mold Indoor - Unit 2	Discretionary	Outside scope	£ 182.70	2.00%	£ 3.65	£ 186.36	£ -	£ 186.36	
Mold Indoor - Unit 3	Discretionary	Outside scope	£ 50.79	2.00%	£ 1.02	£ 51.80	£ -	£ 51.80	
Mold Indoor - Unit 4	Discretionary	Outside scope	£ 88.48	2.00%	£ 1.77	£ 90.25	£ -	£ 90.25	
Mold Indoor - Unit 5	Discretionary	Outside scope	£ 79.90	2.00%	£ 1.60	£ 81.50	£ -	£ 81.50	
Mold Indoor - Unit 6	Discretionary	Outside scope	£ 136.88	2.00%	£ 2.74	£ 139.62	£ -	£ 139.62	
Mold Indoor - Unit 7A	Discretionary	Outside scope	£ 66.12	2.00%	£ 1.32	£ 67.44	£ -	£ 67.44	
Mold Indoor - Unit 7B	Discretionary	Outside scope	£ 88.00	2.00%	£ 1.76	£ 89.76	£ -	£ 89.76	
Mold Indoor - Unit 7C	Discretionary	Outside scope	£ 66.12	2.00%	£ 1.32	£ 67.44	£ -	£ 67.44	
Mold Indoor - Unit 8	Discretionary	Outside scope	£ 134.17	2.00%	£ 2.68	£ 136.86	£ -	£ 136.86	
Mold Indoor - Unit 9	Discretionary	Outside scope	£ 71.27	2.00%	£ 1.43	£ 72.69	£ -	£ 72.69	
Mold Indoor - Unit 10	Discretionary	Outside scope	£ 77.48	2.00%	£ 1.55	£ 79.03	£ -	£ 79.03	
Mold Indoor - Unit 11	Discretionary	Outside scope	£ 53.68	2.00%	£ 1.07	£ 54.75	£ -	£ 54.75	
Mold Indoor - Unit 12	Discretionary	Outside scope	£ 88.63	2.00%	£ 1.77	£ 90.41	£ -	£ 90.41	
Mold Indoor - Unit 13	Discretionary	Outside scope	£ 161.12	2.00%	£ 3.22	£ 164.35	£ -	£ 164.35	
Mold Indoor - Unit 14	Discretionary	Outside scope	£ 145.40	2.00%	£ 2.91	£ 148.30	£ -	£ 148.30	
Licence Events/Car Boot Sales - Commercial	Discretionary	Outside scope	£ 87.14	2.00%	£ 1.74	£ 88.88	£ -	£ 88.88	
Licence Events/Car Boot Sales - Charity	Discretionary	Outside scope	£ 8.50	2.00%	£ 0.17	£ 8.67	£ -	£ 8.67	
Licence Local Produce/Craft	Discretionary	Outside scope	£ 21.72	2.00%	£ 0.43	£ 22.15	£ -	£ 22.15	
Licence Permits - Commercial	Discretionary	Outside scope	£ 8.00	2.00%	£ 0.16	£ 8.16	£ -	£ 8.16	
Licence Permits - Charity/Community	Discretionary	Outside scope	Free	N/A	N/A	N/A	N/A	Free	
Ordinance Survey Map Sales									
A4 - scale 1:500 1 to 6 (max) copies	Discretionary	Standard Rate	£ 12.29	6.00%	£ 0.74	£ 13.03	£ 2.61	£ 15.63	
A4 - scale 1:1250 1 to 6 (max) copies	Discretionary	Standard Rate	£ 15.86	6.00%	£ 0.95	£ 16.81	£ 3.36	£ 20.17	
A4 - scale 1:2500 1 to 6 (max) copies	Discretionary	Standard Rate	£ 16.79	6.00%	£ 1.01	£ 17.80	£ 3.56	£ 21.36	
A3 - scale 1:500 1 to 6 (max) copies	Discretionary	Standard Rate	£ 12.46	6.00%	£ 0.75	£ 13.21	£ 2.64	£ 15.85	
A3 - scale 1:1250 1 to 6 (max) copies	Discretionary	Standard Rate	£ 16.38	6.00%	£ 0.98	£ 17.36	£ 3.47	£ 20.84	
A3 - scale 1:2500 1 to 6 (max) copies	Discretionary	Standard Rate	£ 25.46	6.00%	£ 1.53	£ 26.99	£ 5.40	£ 32.39	
Parking, Parking Permits and Parking Dispersations									
Pay and Display Car Parking									
Pay and Display Charges	Discretionary	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	No inflation uplift in line with annual review of fees and charges. Parking charges are reviewed in line with the Car Parking Strategy which is due 2023/24
Permits									
Trader Parking Permit (per annum)	Discretionary	Standard Rate	£ 40.00	0.00%	£ -	£ 40.00	£ 8.00	£ 48.00	No inflation uplift in line with annual review of fees and charges.
Designated and Other Parking Permit (per annum)	Discretionary	Standard Rate	£ 250.00	0.00%	£ -	£ 250.00	£ 50.00	£ 300.00	
Resident Parking Permit (per annum)	Discretionary	Standard Rate	£ 20.83	0.00%	£ -	£ 20.83	£ 4.17	£ 25.00	Parking charges are reviewed in line with the Car Parking Strategy which is due 2023/24
Staff Parking Permit (per annum)	Discretionary	Standard Rate	£ 40.00	0.00%	£ -	£ 40.00	£ 8.00	£ 48.00	
Parking Dispersations									
Daily Permit - per day	Discretionary	Standard Rate	£ 10.00	0.00%	£ -	£ 10.00	£ 2.00	£ 12.00	Charges are reviewed in line with the Car Parking Strategy which is due 2023/24
Weekly Permit - per week	Discretionary	Standard Rate	£ 29.17	0.00%	£ -	£ 29.17	£ 5.83	£ 35.00	

Service and associated fees and charges	Discretionary or Statutory	VAT Status	2021 Fee/Charge (excl. VAT where applicable)	Inflation applied %	Inflation Uplift £	Fee/Charge 1st Oct 2022	VAT Amount 1st Oct 2022 VAT @ 20%	Fee/Charge 1st Oct 2022 incl. VAT (where applicable)	2022 Notes
Pest Control									
Rats & Mice – Private Household. Potential Disease Vectors.	Discretionary	Standard Rate	£ 55.55	0.00%	£ -	£ 55.55	£ 11.11	£ 66.66	
Fleas – Private Household.	Discretionary	Standard Rate	£ 58.08	0.00%	£ -	£ 58.08	£ 11.62	£ 69.69	
Wasps – Private Household.	Discretionary	Standard Rate	£ 50.50	0.00%	£ -	£ 50.50	£ 10.10	£ 60.60	
Ants – Private Household.	Discretionary	Standard Rate	£ 45.45	0.00%	£ -	£ 45.45	£ 9.09	£ 54.54	
Bees (advice only) - Private Household	Discretionary	Standard Rate	£ 32.83	0.00%	£ -	£ 32.83	£ 6.57	£ 39.39	
Rats, Mice, Wasps, Ants, Fleas – Commercial Business Premises & Internal Council Depts	Discretionary	Standard Rate	£ 53.03	0.00%	£ -	£ 53.03	£ 10.61	£ 63.63	
Missed calls Home Owner / Tenant not available at appointment	Discretionary	Standard Rate	£ 32.83	0.00%	£ -	£ 32.83	£ 6.57	£ 39.39	
Concessionary rate	Discretionary	Standard Rate	£ 31.98	0.00%	£ -	£ 31.98	£ 6.40	£ 38.38	
Planning									
Planning Pre -Application (Cat A - major development up to 10 dwellings) Plus £160 per additional dwelling	Discretionary	Outside scope	£ 1,212.00	6.00%	£ 72.72	£ 1,284.72	£ -	£ 1,284.72	
Planning Pre -Application (single dwelling)	Discretionary	Outside scope	£ 80.80	6.00%	£ 4.85	£ 85.65	£ -	£ 85.65	
Planning Pre -Application (two to nine dwellings) - per dwelling	Discretionary	Outside scope	£ 121.20	6.00%	£ 7.27	£ 128.47	£ -	£ 128.47	
Planning Pre-Application (non-residential)	Discretionary	Outside scope	£ 80.80	6.00%	£ 4.85	£ 85.65	£ -	£ 85.65	
Planning Pre-Application (householder)	Discretionary	Outside scope	£ 65.65	6.00%	£ 3.94	£ 69.59	£ -	£ 69.59	
Compliance and confirmation letter - per hour	Discretionary	Outside scope	£ 131.30	6.00%	£ 7.88	£ 139.18	£ -	£ 139.18	
Planning research - per hour	Discretionary	Outside scope	£ 131.30	6.00%	£ 7.88	£ 139.18	£ -	£ 139.18	
Rights of Way legal order	Discretionary	Outside scope	Variable to cover	N/A	Variable to cover	Variable to cover	Variable to cover	Variable to cover	
Road adoption Section 38 agreement	Discretionary	Outside scope	10% Bond	N/A	10% Bond	N/A	N/A	10% Bond	
Section 278	Discretionary	Outside scope	10% Bond	N/A	10% Bond	N/A	N/A	10% Bond	
Vehicular Crossings	Discretionary	Outside scope	£ 202.00	6.00%	£ 12.12	£ 214.12	£ -	£ 214.12	
Stopping Up Orders (minimum charge)	Discretionary	Outside scope	£ 1,818.00	6.00%	£ 109.08	£ 1,927.08	£ -	£ 1,927.08	
Road & Traffic Scheme Info	Discretionary	Outside scope	£ 3.00	14.50%	£ 0.26	£ 3.26	£ -	£ 3.26	Three yearly inflation uplift with the first uplift applied in 2022
Search Highways	Discretionary	Outside scope	£ 45.45	6.00%	£ 2.73	£ 48.18	£ -	£ 48.18	
Other Planning Fees	Statutory	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	All other Planning fees are set in legislation. Details of current fees can be found at: https://ecab.planningportal.co.uk/uploads/welsh_application_fees.pdf
Primary Authority									
Primary Authority - hourly rate	Discretionary	Outside scope	£ 68.68	6.00%	£ 4.12	£ 72.80	£ -	£ 72.80	
Private Water Supply									
Private water supply sampling and testing	Statutory	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	Individually priced on the basis of cost recovery including officer time, testing, and all other associated activities. Details of the statutory upper fee levels can be found at: http://www.legislation.gov.uk/wsi/2017/1041/schedule/6/made
Property Rental									
Licence to allow farmers to use land	Discretionary	Outside scope	Variable	N/A	Variable	Variable	N/A	Variable	
Rental of adhoc plots of land	Discretionary	Outside scope	Variable	N/A	Variable	Variable	N/A	Variable	
Adhoc buildings that are rented out to external clients	Discretionary	Outside scope	Variable	N/A	Variable	Variable	N/A	Variable	
Recharge of services from Enterprise Centre	Discretionary	Outside scope	Variable	N/A	Variable	Variable	N/A	Variable	
Rental from industrial units	Discretionary	Outside scope	Variable	N/A	Variable	Variable	N/A	Variable	
Service charges for Industrial units	Discretionary	Outside scope	Variable	N/A	Variable	Variable	N/A	Variable	
Building Insurance for Industrial units	Discretionary	Outside scope	Variable	N/A	Variable	Variable	N/A	Variable	
Rental from farms	Discretionary	Outside scope	Variable	N/A	Variable	Variable	N/A	Variable	
Charge for setting up Tenancies	Discretionary	Standard Rate	£ 83.33	0.00%	£ -	£ 83.33	£ 16.67	£ 99.99	No increase this year - recently been increased so too soon to do so again
Quarries and Landfill									
Inspection/monitoring	Statutory	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	Fees are set in legislation and price per site is dependent on the number of visits required. Fee legislation can be found at: http://www.legislation.gov.uk/wsi/2015/1522/regulation/14/made (paragraph 14)
Records Office									
Photocopying, scans, permits, reproductions and other services	Discretionary	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	North East Wales Archives (NEWA) launched in April 2020. A list of services provided by North East Wales Archives, along with their associated charges, can be found the Council's website. All fees and charges are set jointly, but are currently awaiting confirmation of what the situation is with NEWA reviewing its fees and charges.
Registration Services (births, deaths, marriages and civil partnerships)									

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Service and associated fees and charges	Discretionary or Statutory	VAT Status	2021 Fee/Charge (excl. VAT where applicable)	Inflation applied %	Inflation Uplift £	Fee/Charge 1st Oct 2022	VAT Amount 1st Oct 2022 VAT @ 20%	Fee/Charge 1st Oct 2022 incl. VAT (where applicable)	2022 Notes
Change of forename added within 12 months of birth registration	Statutory	Outside scope	£40.00	0.00%	£ -	£ 40.00	£ -	£ 40.00	
Consideration by Registrar / Superintendent Registrar of a correction	Statutory	Outside scope	£75.00	0.00%	£ -	£ 75.00	£ -	£ 75.00	
Consideration by the Registrar General of a correction	Statutory	Outside scope	£90.00	0.00%	£ -	£ 90.00	£ -	£ 90.00	
Standard certificate for birth, death, marriage or civil partnership	Statutory	Outside scope	£11.00	0.00%	£ -	£ 11.00	£ -	£ 11.00	
Certificate issued after registration from an archived register - priority service (24 hours)	Statutory	Outside scope	£35.00	0.00%	£ -	£ 35.00	£ -	£ 35.00	
Certificate postage and packaging	Discretionary	Outside scope	£3.00	0.00%	£ -	£ 3.00	£ -	£ 3.00	
Fee for Notice of Marriage or Civil Partnership - per person	Statutory	Outside scope	£35.00	0.00%	£ -	£ 35.00	£ -	£ 35.00	
Deposit for Register Office Ceremonies (non refundable but deducted from full ceremony fee)	Discretionary	Outside scope	£30.00	0.00%	£ -	£ 30.00	£ -	£ 30.00	
Deposit for Ceremony Room (non refundable but deducted from full ceremony fee)	Discretionary	Outside scope	£100.00	0.00%	£ -	£ 100.00	£ -	£ 100.00	
Deposit for Approved Premises Ceremonies (non refundable but deducted from full ceremony fee)	Discretionary	Outside scope	£100.00	0.00%	£ -	£ 100.00	£ -	£ 100.00	
Advance Booking Fee for all ceremonies between 12-24 months in advance	Discretionary	Outside scope	£75.00	0.00%	£ -	£ 75.00	£ -	£ 75.00	
Ceremony at Flintshire Register Office, Mold - Superintendent Registrars Office (Mon - Wed only)	Statutory	Outside scope	£46.00	0.00%	£ -	£ 46.00	£ -	£ 46.00	
Ceremony at The Ceremony Room Llwynegryn Hall (Mon - Thurs)	Discretionary	Outside scope	£216.00	4.17%	£ 9.00	£ 225.00	£ -	£ 225.00	
Ceremony at The Ceremony Room Llwynegryn Hall (Fri)	Discretionary	Outside scope	£259.00	4.25%	£ 11.00	£ 270.00	£ -	£ 270.00	
Ceremony at The Ceremony Room Llwynegryn Hall (Sat)	Discretionary	Outside scope	£280.00	3.57%	£ 10.00	£ 290.00	£ -	£ 290.00	
Ceremony at The Ceremony Room Llwynegryn Hall (Sun or Bank Hol)	Discretionary	Outside scope	£345.00	2.90%	£ 10.00	£ 355.00	£ -	£ 355.00	
Ceremony at Secular Approved Premises (Mon - Thurs)	Discretionary	Outside scope	£425.00	1.18%	£ 5.00	£ 430.00	£ -	£ 430.00	
Ceremony at Secular Approved Premises (Fri)	Discretionary	Outside scope	£510.00	0.98%	£ 5.00	£ 515.00	£ -	£ 515.00	
Ceremony at Secular Approved Premises (Sat)	Discretionary	Outside scope	£552.00	1.45%	£ 8.00	£ 560.00	£ -	£ 560.00	
Ceremony at Secular Approved Premises (Sun or Bank Hol)	Discretionary	Outside scope	£595.00	0.84%	£ 5.00	£ 600.00	£ -	£ 600.00	
Marriage at Place of Worship (Registrars attendance to register marriage)	Statutory	Outside scope	£86.00	0.00%	£ -	£ 86.00	£ -	£ 86.00	
Celebrants attendance at Celebratory Services at the Ceremony Room (Mon - Thur)	Discretionary	Outside scope	£115.83	16.55%	£ 19.17	£ 135.00	£ -	£ 135.00	
Celebrants attendance at Celebratory Services at the Ceremony Room (Fri)	Discretionary	Outside scope	£138.33	15.67%	£ 21.67	£ 160.00	£ -	£ 160.00	
Celebrants attendance at Celebratory Services at the Ceremony Room (Sat)	Discretionary	Outside scope	£267.50	-19.63%	£ 52.50	£ 215.00	£ -	£ 215.00	
Celebrants attendance at Celebratory Services at the Ceremony Room (Sun or Bank Hol)	Discretionary	Outside scope	£321.00	-3.40%	£ 11.00	£ 310.00	£ -	£ 310.00	
Celebrants attendance at Celebratory Services at an Approved Premises (Mon - Thur)	Discretionary	Outside scope	£269.17	-3.41%	£ 9.17	£ 260.00	£ -	£ 260.00	
Celebrants attendance at Celebratory Services at an Approved Premises (Fri)	Discretionary	Outside scope	£291.67	8.00%	£ 23.33	£ 315.00	£ -	£ 315.00	
Celebrants attendance at Celebratory Services at an Approved Premises (Sat)	Discretionary	Outside scope	£382.50	-11.11%	£ 42.50	£ 340.00	£ -	£ 340.00	
Celebrants attendance at Celebratory Services at an Approved Premises (Sun or Bank Hol)	Discretionary	Outside scope	£382.50	16.34%	£ 62.50	£ 445.00	£ -	£ 445.00	
Approved Premises Applications - Secular Premises - New application	Discretionary	Outside scope	£1,625.00	2.15%	£ 35.00	£ 1,660.00	£ -	£ 1,660.00	
Approved Premises Applications - Secular Premises - Renewal application	Discretionary	Outside scope	£1,475.00	-1.02%	£ 15.00	£ 1,460.00	£ -	£ 1,460.00	
Approved Premises Applications - Religious Premises - New application	Discretionary	Outside scope	£567.00	0.00%	£ -	£ 567.00	£ -	£ 567.00	
Approved Premises Applications - Religious Premises - Renewal	Discretionary	Outside scope	£567.00	0.00%	£ -	£ 567.00	£ -	£ 567.00	
Ceremony Drink/Food Package - non-refundable deposit (packages 1 to 5)	Discretionary	Standard Rate		0.00%	£ -	£ -	£ -	£ -	
Ceremony Drink/Food Package - non-refundable deposit (package 6)	Discretionary	Standard Rate		0.00%	£ -	£ -	£ -	£ -	
Rights of Way									
Temporary closures and extensions by Order	Discretionary	Outside scope	£ 1,816.57	6.00%	£ 108.99	£ 1,925.56	£ -	£ 1,925.56	
Closure by notice	Discretionary	Outside scope	£ 543.33	6.00%	£ 32.60	£ 575.93	£ -	£ 575.93	
Permanent closures and diversions Advert costs are charged in addition	Discretionary	Outside scope	£ 1,631.01	6.00%	£ 97.86	£ 1,728.87	£ -	£ 1,728.87	
Follow up Property Search queries - per request	Discretionary	Outside scope	£ 75.86	6.00%	£ 4.55	£ 80.41	£ -	£ 80.41	
Authorisation for rallies - per request	Discretionary	Outside scope	£ 108.67	6.00%	£ 6.52	£ 115.19	£ -	£ 115.19	

Registration Services fees and charges are set at least two years in advance, with any changes applied from 1st April annually. Inflationary increases are applied and charges set to achieve full cost recovery where applicable/permitted.

Service and associated fees and charges	Discretionary or Statutory	VAT Status	2021 Fee/Charge (excl. VAT where applicable)	Inflation applied %	Inflation Uplift £	Fee/Charge 1st Oct 2022	VAT Amount 1st Oct 2022 VAT @ 20%	Fee/Charge 1st Oct 2022 incl. VAT (where applicable)	2022 Notes
Room Hire									
Mill Suite	Discretionary	Standard Rate	£ 30.45	0.00%	£ -	£ 30.45	£ 6.09	£ 36.54	
Abbey Room	Discretionary	Standard Rate	£ 40.60	0.00%	£ -	£ 40.60	£ 8.12	£ 48.72	
Room 80 & 81	Discretionary	Standard Rate	£ 40.60	0.00%	£ -	£ 40.60	£ 8.12	£ 48.72	
Chater Room	Discretionary	Standard Rate	£ 81.20	0.00%	£ -	£ 81.20	£ 16.24	£ 97.44	
Gloucester Room	Discretionary	Standard Rate	£ 81.20	0.00%	£ -	£ 81.20	£ 16.24	£ 97.44	
Meeting Room 1	Discretionary	Standard Rate	£ 30.45	0.00%	£ -	£ 30.45	£ 6.09	£ 36.54	
Meeting Room 2	Discretionary	Standard Rate	£ 30.45	0.00%	£ -	£ 30.45	£ 6.09	£ 36.54	
Meeting Room 33	Discretionary	Standard Rate	£ 45.68	0.00%	£ -	£ 45.68	£ 9.14	£ 54.81	
Roundabout Sponsorship									
Sponsorship of a Roundabout	Discretionary	Standard Rate	£ 2,562.88	6.00%	£ 153.77	£ 2,716.65	£ 543.33	£ 3,259.98	
Ship Sanitation Certificate									
Up to 1,000 tonnes	Statutory	Outside scope	£ 105.00	0.00%	£ -	£ 105.00	£ -	£ 105.00	
Up to 3,000 tonnes	Statutory	Outside scope	£ 140.00	0.00%	£ -	£ 140.00	£ -	£ 140.00	
Up to 10,000 tonnes	Statutory	Outside scope	£ 210.00	0.00%	£ -	£ 210.00	£ -	£ 210.00	
Up to 20,000 tonnes	Statutory	Outside scope	£ 270.00	0.00%	£ -	£ 270.00	£ -	£ 270.00	
Up to 30,000 tonnes	Statutory	Outside scope	£ 345.00	0.00%	£ -	£ 345.00	£ -	£ 345.00	
Over 30,000 tonnes	Statutory	Outside scope	£ 405.00	0.00%	£ -	£ 405.00	£ -	£ 405.00	
Vessels with 50 – 1000 persons	Statutory	Outside scope	£ 405.00	0.00%	£ -	£ 405.00	£ -	£ 405.00	
Vessels with over 1000 persons	Statutory	Outside scope	£ 690.00	0.00%	£ -	£ 690.00	£ -	£ 690.00	
Extensions	Statutory	Outside scope	£ 75.00	0.00%	£ -	£ 75.00	£ -	£ 75.00	
Skin Piercing Registration									
Skin Piercing Registration - Premises	Discretionary	Outside scope	£ 131.04	0.00%	£ -	£ 131.04	£ -	£ 131.04	
Skin Piercing Registration - Person	Discretionary	Outside scope	£ 65.52	0.00%	£ -	£ 65.52	£ -	£ 65.52	
Social Care									
Day Care - flat rate meal charge Meals for residents if these are part of their care are not subject to VAT. VAT applies for employees, visitors and residents where meals are not part of their care	Discretionary	Outside scope	£ 6.50	7.69%	£ 0.50	£ 7.00	£ -	£ 7.00	Local inflation uplift applied based on full cost recovery.
Non-residential Care (domiciliary) - Per week	Statutory	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	This is the maximum cost for non-residential care and short term care stays that are no longer than 8 weeks. If service users have over £24,000 then they will automatically pay this charge. Any service user with capital less than this will
Night care (non-residential) - per week	Statutory	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	
Adult placement scheme	Statutory	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	If an individual has capital in excess of £50,000 then they are required to fund their own care home fees. Any service user with capital less than this will be financially assessed based on their ability to pay.
Short-term care (Stays less than 8 weeks)	Statutory	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	
Residential care - Local Authority	Statutory	Outside scope	£ 607.00	6.51%	£ 39.52	£ 646.52	£ -	£ 646.52	This is the maximum daily charge which would be made to a Day Care attendee, the actual fee charged will be dependent upon a financial assessment and so could be less than the fee stated
Residential EMI care - Local Authority	Statutory	Outside scope	£ 632.79	6.70%	£ 42.38	£ 675.17	£ -	£ 675.17	
Nursing	Statutory	Outside scope	£ 658.55	6.87%	£ 45.24	£ 703.79	£ -	£ 703.79	This is the maximum daily charge which would be made to a Day Care attendee, the actual fee charged will be dependent upon a financial assessment and so could be less than the fee stated
EMI Nursing	Statutory	Outside scope	£ 697.19	7.10%	£ 49.53	£ 746.72	£ -	£ 746.72	
Temporary Residential Care - Local Authority/Private	Statutory	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	
Day Care Older People	Discretionary	Outside scope	£ 25.26	24.80%	£ 6.26	£ 31.52	£ -	£ 31.52	This is the maximum daily charge which would be made to a Day Care attendee, the actual fee charged will be dependent upon a financial assessment and so could be less than the fee stated
Day Care LD/PD	Discretionary	Outside scope	£ 25.26	24.80%	£ 6.26	£ 31.52	£ -	£ 31.52	This is the maximum daily charge which would be made to a Day Care attendee, the actual fee charged will be dependent upon a financial assessment and so could be less than the fee stated
Deferred Payment Agreed Charges - Valuations (one-off)	Discretionary	Outside scope	£ 85.00	0.00%	£ -	£ 85.00	£ -	£ 85.00	Fees are based on statutory rates
Deferred Payment Agreed Charges - Legal Fees (one-off)	Discretionary	Outside scope	£ 400.00	0.00%	£ -	£ 400.00	£ -	£ 400.00	Fees are based on statutory rates
Deferred Payment Agreed Charges - Set Up Fees (one-off)	Discretionary	Outside scope	£ 250.00	0.00%	£ -	£ 250.00	£ -	£ 250.00	Fees are based on statutory rates
Deferred Payment Agreed Charges - Annual Administration Fee	Discretionary	Outside scope	£ 92.00	0.00%	£ -	£ 92.00	£ -	£ 92.00	Fees are based on statutory rates
Deferred Payment Agreed Charges - Interest Charge	Discretionary	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	Interest will be charged from day 1 of the Deferred Payment Agreement and will be compounded plus an additional charge of 0.15% above the 'relevant rate'. The relevant rate is the Market Gilt Rate which is provided on the Determinants of the fiscal foreca
Telecare Monitoring Charge - per week	Discretionary	Outside scope	£ 2.00	6.00%	£ 0.12	£ 2.12	£ -	£ 2.12	Recommend annual inflation uplift applied every three years - first uplift Oct 2022 - service to review cost
Telecare Installation Cost (on-off) Only applicable to individuals who require Telecare and have no other social care needs	Discretionary	Outside scope	£ 51.26	6.00%	£ 3.08	£ 54.33	£ -	£ 54.33	

Service and associated fees and charges	Discretionary or Statutory	VAT Status	2021 Fee/Charge (excl. VAT where applicable)	Inflation applied %	Inflation Uplift £	Fee/Charge 1st Oct 2022	VAT Amount 1st Oct 2022 VAT @ 20%	Fee/Charge 1st Oct 2022 incl. VAT (where applicable)	2022 Notes
Court of Protection fees - Set up fee (One off)	Statutory	Outside scope	£ 745.00	0.00%	£ -	£ 745.00	£ -	£ 745.00	All Court Of Protection fees are set by the Office of the Public Guardian
Court of Protection fees - Annual Management Fee	Statutory	Outside scope	£ 650.00	0.00%	£ -	£ 650.00	£ -	£ 650.00	
Court of Protection fees - Preparation and Lodgement of COP Report	Statutory	Outside scope	£ 216.00	0.00%	£ -	£ 216.00	£ -	£ 216.00	
Court of Protection fees - Annual Property Management Fee	Statutory	Outside scope	£ 300.00	0.00%	£ -	£ 300.00	£ -	£ 300.00	
Court of Protection fees - Capital Under 16k	Statutory	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	Annual fees are 3.5% of balance held in all accounts on the anniversary of the order
Training - non-attendance charge half day	Discretionary	Outside scope	£ 25.63	6.00%	£ 1.54	£ 27.17	£ -	£ 27.17	
Training - non-attendance charge full day	Discretionary	Outside scope	£ 51.26	6.00%	£ 3.08	£ 54.33	£ -	£ 54.33	
Stray Dogs									
Return direct to Owners	Discretionary	Outside scope	£ 30.75	6.00%	£ 1.85	£ 32.60	£ -	£ 32.60	
Kennel fees (per day)	Discretionary	Standard Rate	£ 38.44	6.00%	£ 2.31	£ 40.75	£ 8.15	£ 48.90	
Street Naming and Numbering									
House Name Change	Discretionary	Outside scope	£ 70.70	6.00%	£ 4.24	£ 74.94	£ -	£ 74.94	
Re-name of street where requested by residents Plus £36 per additional property	Discretionary	Outside scope	£ 113.12	6.00%	£ 6.79	£ 119.91	£ -	£ 119.91	
Re-numbering Houses/Buildings Plus £36 per additional property	Discretionary	Outside scope	£ 113.12	6.00%	£ 6.79	£ 119.91	£ -	£ 119.91	
Confirmation of addresses for Conveyancing purposes	Discretionary	Outside scope	£ 35.35	6.00%	£ 2.12	£ 37.47	£ -	£ 37.47	
Conversion of Buildings to form Dwelling/Flats Plus £10 per additional unit	Discretionary	Outside scope	£ 101.00	6.00%	£ 6.06	£ 107.06	£ -	£ 107.06	
New road									
Single Dwelling, Self Build plots on existing Road/Street Plus £10 per additional unit	Discretionary	Outside scope	£ 101.00	6.00%	£ 6.06	£ 107.06	£ -	£ 107.06	
New Development 2-5 plots Plus £25 per additional unit	Discretionary	Outside scope	£ 151.50	6.00%	£ 9.09	£ 160.59	£ -	£ 160.59	
New Development 6-10 plots Plus £20 per additional unit	Discretionary	Outside scope	£ 252.50	6.00%	£ 15.15	£ 267.65	£ -	£ 267.65	
New Development over 10 plots Plus £15 per additional unit	Discretionary	Outside scope	£ 505.00	6.00%	£ 30.30	£ 535.30	£ -	£ 535.30	
Industrial - Allocation of addresses to commercial units (1 unit) Plus £25 per additional unit	Discretionary	Outside scope	£ 151.50	6.00%	£ 9.09	£ 160.59	£ -	£ 160.59	
Sustainable Drainage Systems (SuDS) Pre-Application									
Early Engagement Advice	Discretionary	Outside scope	Free	N/A	N/A	Free	N/A	Free	
Single dwelling (householder)	Discretionary	Outside scope	£ 101.00	6.00%	£ 6.06	£ 107.06	£ -	£ 107.06	
0.01 to 0.5 hectare	Discretionary	Outside scope	£ 202.00	6.00%	£ 12.12	£ 214.12	£ -	£ 214.12	
>0.5 to 1.0 hectare	Discretionary	Outside scope	£ 404.00	6.00%	£ 24.24	£ 428.24	£ -	£ 428.24	
>1.0 to 5.0 hectare	Discretionary	Outside scope	£ 606.00	6.00%	£ 36.36	£ 642.36	£ -	£ 642.36	
>5.0 hectare	Discretionary	Outside scope	£ 1,010.00	6.00%	£ 60.60	£ 1,070.60	£ -	£ 1,070.60	
Additional Services (per hour)	Discretionary	Outside scope	£ 40.40	6.00%	£ 2.42	£ 42.82	£ -	£ 42.82	
Sustainable Drainage Systems (SuDS)									
Application	Statutory	Outside scope	£ -	0.00%	£ -	£ -	£ -	£ -	Fees are set in legislation: http://www.legislation.gov.uk/wsi/2018/1075/contents/made
Talks and Presentations									
Environmental Health, Trading Standards and Licensing	Discretionary	Outside scope	£ 68.69	6.00%	£ 4.12	£ 72.81	£ -	£ 72.81	
Trading Standards									
Measuring Instruments Directive									
Automatic discontinuous totalisers, automatic rail weighbridges, automatic catchweighers, automatic gravimetric filling instruments and beltweighers Hourly Rate	Statutory	Standard Rate	£ 90.34	3.90%	£ 3.52	£ 93.86	£ 18.77	£ 112.63	
Cold water meters Hourly rate	Statutory	Standard Rate	£ 90.34	0.00%	£ -	£ 90.34	£ 18.07	£ 108.41	
Measuring instruments for liquid fuel and lubricants	Statutory	Standard Rate	£ -	0.00%	£ -	£ -	£ -	£ -	10% surcharge on top of officer hourly rate (minimum 1 hour)
Measuring instruments for liquid fuel delivered from road tankers	Statutory	Standard Rate	£ -	0.00%	£ -	£ -	£ -	£ -	10% surcharge on top of officer hourly rate (minimum 1 hour)

Service and associated fees and charges	Discretionary or Statutory	VAT Status	2021 Fee/Charge (excl. VAT where applicable)	Inflation applied %	Inflation Uplift £	Fee/Charge 1st Oct 2022	VAT Amount 1st Oct 2022 VAT @ 20%	Fee/Charge 1st Oct 2022 incl. VAT (where applicable)	2022 Notes
Special Weighing and Measuring Equipment									
Examining, testing, certifying, stamping, authorising or reporting on special weighing or measuring equipment at the place where the service is provided. 1. Automatic or totalising weighing machines 2. Equipment designed to weigh loads in motion 3. Bul	Statutory	Standard Rate	£ 90.34	3.90%	£ 3.53	£ 93.86	£ 18.77	£ 112.63	
Weighing Instruments Non-NAWI									
Not exceeding 1 tonne - per item	Statutory	Standard Rate	£ 71.41	-0.31%	£ 0.22	£ 71.19	£ 14.24	£ 85.43	
Exceeding 1 tonne to 10 tonne - per item	Statutory	Standard Rate	£ 115.67	3.90%	£ 4.51	£ 120.18	£ 24.04	£ 144.22	
Exceeding 10 tonnes	Statutory	Standard Rate	£ 241.58	3.90%	£ 9.42	£ 251.00	£ 50.20	£ 301.20	
Weighing Instruments NAWI									
Not exceeding 1 tonne - per item	Statutory	Standard Rate	£ 118.86	3.90%	£ 4.64	£ 123.50	£ 24.70	£ 148.20	
Exceeding 1 tonne to 10 tonne - per item	Statutory	Standard Rate	£ 183.95	3.90%	£ 7.17	£ 191.12	£ 38.22	£ 229.34	
Exceeding 10 tonnes - per item	Statutory	Standard Rate	£ 402.68	3.90%	£ 15.70	£ 418.38	£ 83.68	£ 502.06	
When testing instruments incorporating remote display or printing facilities, and where completion of the test requires a second person or a second series of tests by the same person, an additional fee may be charged	Statutory	Standard Rate	£ -	0.00%	£ -	£ -	£ -	£ -	50% surcharge on officer hourly rate plus travel costs
Measuring Instruments for Liquid Fuel and Lubricants									
Container type		Standard Rate	£ 82.10	3.90%	£ 3.20	£ 85.30	£ 17.06	£ 102.36	
First nozzle tested, per site	Statutory	Standard Rate	£ 133.92	3.90%	£ 5.22	£ 139.14	£ 27.83	£ 166.97	
Each additional nozzle tested	Statutory	Standard Rate	£ 82.27	3.90%	£ 3.21	£ 85.48	£ 17.10	£ 102.58	
Testing of peripheral electronic equipment on a separate visit (per site)	Statutory	Standard Rate	£ 90.34	3.90%	£ 3.52	£ 93.86	£ 18.77	£ 112.63	
Testing of credit card acceptor (per unit, regardless of no. of slots/nozzles/pumps)	Statutory	Standard Rate	£ 90.34	3.90%	£ 3.52	£ 93.86	£ 18.77	£ 112.63	
Road Tanker Fuel Measuring Equipment (Above 100 Litres)									
Wet hose with two testing liquids - per item	Statutory	Standard Rate	£ 287.44	3.90%	£ 11.21	£ 298.65	£ 59.73	£ 358.38	
Wet hose with three testing liquids - per item	Statutory	Standard Rate	£ 335.35	3.90%	£ 13.08	£ 348.43	£ 69.69	£ 418.12	
Dry hose with two testing liquids - per item	Statutory	Standard Rate	£ 319.34	3.90%	£ 12.45	£ 331.79	£ 66.36	£ 398.15	
Dry hose with three testing liquids - per item	Statutory	Standard Rate	£ 367.43	3.90%	£ 14.33	£ 381.76	£ 76.35	£ 458.11	
Wet/dry hose with two testing liquids - per item	Statutory	Standard Rate	£ 447.11	3.90%	£ 17.44	£ 464.55	£ 92.91	£ 557.46	
Wet/dry hose with three testing liquids - per item	Statutory	Standard Rate	£ 477.97	3.90%	£ 18.64	£ 496.61	£ 99.32	£ 595.93	
Certificate of errors									
For supplying a certificate containing results of errors found on testing	Statutory	Standard Rate	£ 58.25	3.90%	£ 2.27	£ 60.52	£ 12.10	£ 72.63	
Traffic Regulation Orders									
Traffic Regulation Orders - Internal Minimum Charge	Discretionary	Outside scope	£ 2,183.57	6.00%	£ 131.01	£ 2,314.58	£ -	£ 2,314.58	
Traffic Regulation Orders - Internal Maximum Charge	Discretionary	Outside scope	£ 3,229.22	6.00%	£ 193.75	£ 3,422.98	£ -	£ 3,422.98	
Traffic Regulation Orders - External Minimum Charge	Discretionary	Standard Rate	£ 3,695.67	6.00%	£ 221.74	£ 3,917.41	£ 783.48	£ 4,700.89	
Traffic Regulation Orders - External	Discretionary	Standard Rate	£ 4,720.82	6.00%	£ 283.25	£ 5,004.06	£ 1,000.81	£ 6,004.88	
Transport									
Concessionary Seat - per annum Payments split across three terms	Discretionary	Outside scope	£ 450.00	6.00%	£ 27.00	£ 477.00	£ -	£ 477.00	
Replacement concessionary Bus Pass	Discretionary	Outside scope	£ 10.00	6.00%	£ 0.60	£ 10.60	£ -	£ 10.60	
Arriva Scholar Passes	Discretionary	Outside scope	£ 25.00	6.00%	£ 1.50	£ 26.50	£ -	£ 26.50	
Adult Social Services - concessionary Seat (per day)	Discretionary	Outside scope	£ 7.00	6.00%	£ 0.42	£ 7.42	£ -	£ 7.42	
Waste									
Bulky Waste Collection - Collection of 1 - 5 items	Statutory	Outside scope	£ 40.00	0.00%	£ -	£ 40.00	£ -	£ 40.00	
Bulky Waste Collection - Each additional item	Statutory	Outside scope	£ 5.00	0.00%	£ -	£ 5.00	£ -	£ 5.00	
Bulky Waste Collection - Concessions for persons in receipt of benefits/OAPs *	Statutory	Outside scope	£ 20.00	0.00%	£ -	£ 20.00	£ -	£ 20.00	A full review of the bulky waste collection charge has been requested via the Environment and Economy Overview and Scrutiny Committee. Following a retender exercise of the service (due July 2022) this will take place to ensure full cost recovery.
Garden Waste Collection - online payments	Discretionary	Outside scope	£ 32.00	0.00%	£ -	£ 32.00	£ -	£ 32.00	
Garden Waste Collection - payments made on or before 29th February	Discretionary	Outside scope	£ 32.00	0.00%	£ -	£ 32.00	£ -	£ 32.00	Annual uplifts to be applied every three years, this will be further reviewed for 2023/24.
Garden Waste Collection - payments made on or after 1st March	Discretionary	Outside scope	£ 35.00	0.00%	£ -	£ 35.00	£ -	£ 35.00	
Greenfield Household Recycling Centre - small trader green waste tipping gate fee	Discretionary	Outside scope	£ 35.88	0.00%	£ -	£ 35.88	£ -	£ 35.88	Uplift to be reviewed in 2023/24
Youth and Community Services - Room Hire									
Room Hiring - 11-25 age group organisations - per hour	Discretionary	Outside scope	£ 3.66	6.00%	£ -	£ 3.66	£ -	£ 3.66	
Room Hiring - Organisations outside 11-25 - per hour	Discretionary	Outside scope	£ 4.83	6.00%	£ -	£ 4.83	£ -	£ 4.83	
Room Hiring - Profit making organisations - per hour	Discretionary	Outside scope	£ 8.00	6.00%	£ -	£ 8.00	£ -	£ 8.00	Annual uplifts to be applied every three years with the first uplift due in 2022. The service is waiting for the new Senior Manager to take office in June 2022. Further Review will

Service and associated fees and charges	Discretionary or Statutory	VAT Status	2021 Fee/Charge (excl. VAT where applicable)	Inflation applied %	Inflation Uplift £	Fee/Charge 1st Oct 2022	VAT Amount 1st Oct 2022 VAT @ 20%	Fee/Charge 1st Oct 2022 incl. VAT (where applicable)	2022 Notes
Room Hiring - Hire on Saturdays - per hour	Discretionary	Outside scope	£ 10.33	6.00%	£ -	£ 10.33	£ -	£ 10.33	Manager to take office in June 2022. Further review will be undertaken in year.
Room Hiring - Hire on Sundays - per hour	Discretionary	Outside scope	£ 13.33	6.00%	£ -	£ 13.33	£ -	£ 13.33	

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Flintshire County Council

Income Generation Policy

Version 3: June 2022

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1. Approach and Objectives

1.1 Approach

The Council provides a range of services to residents, the community and visitors for which it can apply a fee or charge and generate income accordingly.

Good practice suggests that local authorities should have a clear rationale for charging, which should include what services are charged for, how much is charged and how charging supports the delivery of corporate priorities¹.

This policy outlines the Council's rationale for fees and charges. It establishes the process by which fees and charges will be set and reviewed, sets out the key principles that should be used in setting them and outlines how charging for services supports the Council to deliver its corporate priorities.

The Council's high level aim is to maximise income generation wherever possible to contribute towards the delivery of key frontline services. Achieving full cost recovery for discretionary services, where the Council has a power but not a duty to provide the service, is a necessity for service sustainability. As, where the charge applied for these services does not cover the cost of service delivery, or it is not permitted to, this raises strategic questions for the Council to consider, such as if and how the services should be funded.

The setting of fees and charges must be linked to the Council's annual budget planning and Medium Term Financial Strategy (MTFS) planning process to create a strategic and coherent approach.

Any approach to income generation will by necessity need to be flexible, as this is a complex area and maximising income generation is not just about increasing fees and charges. For example, increasing fees/charges for services that operate in a commercial market to above the market rate may reduce demand for services, negatively impacting on income. Raising fees/charges to a level where customers can no longer afford them is likely to have a similar effect. Therefore, in some instances, it may be more appropriate to reduce fees and charges to gain a greater share of the market.

The Council may choose to offer subsidies to promote access to services for those who otherwise could not afford them. Such subsidies (often referred to as concessions) must

¹ Wales Audit Office (2016) Charging for services and generating income by local authorities. Available from: <https://www.audit.wales/system/files/publications/income-generation-2016-eng.pdf>

be transparent, properly understood and have a clear rationale, as each time a service user is not paying the full cost of a service, the council tax payer is providing a subsidy.

By strategically using charging and concessions, the Council can influence the behaviour of residents in line with wider Council policy goals. The Council can also demonstrate the value of its services and discourage the abuse of such services.

This policy document aims to support Council Members and Officers to strike the appropriate balance between these conflicting pressures and priorities.

1.2 Objectives

The objectives of this policy are to ensure that the Council:

- Maximises revenue generation through full cost recovery wherever possible;
- Ensures that a clear and consistent set of principles and criteria underpin all decision making;
- Ensures that fees and charges are set in a way that complements the Council's wider policy goals;
- Sets prices as part of the approach to marketing the service, setting fees and charges that are comparable with our own and/or broader commercial market and which reflect the ability of customers to pay for them;
- Adopts differential pricing for some specific services where warranted;
- Puts in place a consistent process and governance structures;
- Takes into account any competition to deliver the service from the public, private or voluntary/third sectors; and
- Collects payment of fees and charges as efficiently as possible, utilising digital mechanisms and in advance of the point of delivery where possible whilst providing alternative options for customers to make payment where needed.

2. Principles

This section sets out the overarching principles that should be applied when setting fees and charges across the Council.

Flintshire County Council's fees and charges should:

- Maximise the level of income generated from the service within the appropriate legal framework that governs those fees/charges;
- Ensure charges are transparent and communicated to customers with reasonable notice;
- Take into account the nature of demand for the service and any market intelligence available;
- Complement the Council's wider policy goals and objectives;
- Be reviewed annually, overseen by Programme Boards, and reported to Cabinet in July of each year prior to implementation of any changes on 1st October;
- Achieve full cost recovery or market rate comparison wherever possible, with a phased approach to achieving by October 2022 for those not already operating at full cost recovery;
- As a minimum increase in line with inflation each year, where permitted, using one of the agreed inflation indices, unless there is a clear rationale for not doing so, or for reducing the level of the fee in real terms; and
- Take into account equality and diversity issues.

It is acknowledged that a number of these principles are contradictory in nature and that there should be a clear mechanism for deciding the prevailing priorities for each instance where conflicts arise.

3. Process for reviewing and setting fees and charges

3.1 Overview

This section of the policy sets out the process for the setting of fees and charges across the Council. It aims to put in place a transparent process that will take place annually, ensuring that all areas of the Council are taking into account the same principles and criteria in making decisions on the level of fees and charges.

3.2 Monitoring and governance

A governance and oversight structure is required to standardise the process of setting fees and charges and ensure that service areas are consistently basing their decisions on the appropriate criteria. For this purpose income generation will be monitored through current portfolio Programme Boards and the annual review of fees and charges reported to Cabinet in July each year prior to any changes being implemented on 1st October.

Changes to fees and charges at other times during the year can be made in some circumstances, such as statutory fee changes, which are set by government/in legislation and in other extenuating circumstances.

In relation to income management Programme Boards will:

- Receive proposals for adjusting fees and charges on an annual basis, which must be considered in light of the Council's overarching MTFS;
- Review income related business case investment proposals and proposals to introduce new fees or charges;
- Review these proposals to ensure that the appropriate criteria underpin the proposals;
- Recommend the appropriate process for approval for new fees/charges and changes to existing fees/charges where changes are not aligned to the agreed process and principles outlined in this policy and accompanying guidance; and
- Monitor the income generation performance of services against set targets.

3.3 Approval of fees and charges

Programme Boards do not have the authority to approve the setting of fees and charges. The responsibility for this remains with individual Chief Officers in consultation with their respective Cabinet Member under delegated powers/authority and/or Cabinet or Full Council, where necessary.

3.4 Process for annual review of fees and charges

Step 1

Fees and charges should be reviewed annually and this review will commence in April each year, instigated and overseen by the Council's Corporate Finance Team. Service areas will be required to review current levels of fees and charges for all chargeable services.

When reviewing and setting fees and charges the service should ensure it understands the full cost of providing the service, including overheads (indirect costs), and the demand for the service. Services should be prepared to provide supporting information to demonstrate full cost recovery or market rate comparison is being achieved, where permitted.

Services should also take into consideration the following when reviewing and setting fees and charges:

- Intelligence on the nature and elasticity of demand;
- Benchmarking with other local authorities or alternative suppliers in more commercial markets;
- An understanding of the market in which the service operates, including alternative service providers in the private, public and voluntary sectors;
- Any applicable income targets for the service;
- The implications of the level of fees and charges on the total income generated by the service, and the impact of this on the service and Council budget;
- The impact of any increases on customers;
- Whether concessions should be offered/continued, including :
 - The rationale for providing a concession to customers
 - Evidence that the concession is promoting take up of the service and benefiting customers most in need and at risk
 - The financial implications of offering concessions
- The Council's wider policy goals, aims and objectives;
- The impact on communities; and
- Equality and diversity issues.

Step 2

Having reviewed and updated their fees and charges accordingly, service areas will need to report these to their Programme Board.

The Programme Board will assess whether the right balance between competing interests has been struck given the wider financial context and will advise the service area on any changes that may be required. The Programme Board will also determine whether the proposals should be sent for approval. In particular the Programme Board will expect that:

- As a minimum the value of fees and charges should be maintained in real terms over time and increased annually in line with one of the agreed inflation indices;
- Any discretionary services that are not achieving full cost recovery will explain why they are operating at a deficit and more importantly how they will achieve full cost recovery with an accompanying plan for doing so; and
- All concessions will be justified, with evidence that the concession is benefitting the target community and the financial implications of the concession for the wider service budget made clear.

Step 3

When proposals have been supported in principle by the Programme Board they can be returned to Corporate Finance who will collate returns from service areas/Portfolios.

The output of this review will be a collated schedule of all fees and charges applied by the Council which will be reported to Cabinet in July for approval prior to any changes being implemented on 1st October.

Changes to fees and charges at other times of the year are permitted for statutory fee changes and under other extenuating circumstances. However, the processes, principles and approvals outlined in this policy should still be followed and adhered.

Estimates of additional income from increases to fees and charges should be passed to Corporate Finance, agreed and factored into the final budget setting process/MTFS.

Further information and supporting guidance for the annual review of fees and charges will be circulated to service areas at commencement of the annual review.

3.5 Annual inflation uplift

The normative annual inflation index to be used as part of the annual review of fees and charges is the Consumer Prices Index, including owner occupiers' housing costs (CPIH) 12 month inflation rate, as of March in the calendar year of the review. However, the local or Council's inflation rate, which requires a calculation of the annual increases in

direct and indirect costs for each service where a fee/charge is applied, or a market rate comparison inflation rate can be used.

Where the Council has the power to alter fees and charges it is assumed that one of these inflation indices will be used to apply an annual inflation uplift.

3.6 Timescales and responsibilities

The annual review of fees and charges will commence in April each year, instigated by Corporate Finance.

Service areas/Portfolios will be responsible for reviewing their fees and charges in consultation with their Principal Accountant and for submitting these to Programme Boards for consideration, in line with the process detailed in this policy.

Portfolios should return their fees and charges to Corporate Finance by late May/early June. Corporate Finance will then collate the schedule of fees and charges ready to circulate to Cabinet, with an accompanying report, for approval at their July meeting.

Any changes to fees and charges resulting from the annual review will be implemented on 1st October, allowing adequate time for service areas to communicate changes to customers and other stakeholders in advance of their implementation.

Service areas are responsible for setting any new fees and charges, ensuring these fully recover costs wherever permitted, apply VAT where applicable and go through the appropriate approval processes, as detailed in this policy.

Where there are identified areas of non-compliance with the above responsibilities, Principal Accountants within Corporate Finance can escalate any identified non-compliance to the appropriate Chief Officer.

Roles and responsibilities in relation to fees and charges are summarised in the following table.

Role	Responsibility
Annual review of fees and charges, ensuring compliance with relevant regulation/legislation as applicable to those fees and charges and the Council's Income Generation Policy	Service areas/Portfolios
Developing proposals/business cases for new fees and charges, ensuring compliance with relevant regulation/legislation as applicable to those fees and charges and the Council's Income Generation Policy	Service areas/Portfolios

To provide checks of calculations, highlight inaccuracies and to raise to service areas any identified non-compliance with Policy	Management Accounting Team (Principal Accountants)
Resolution of any identified non-compliance	Service areas/Portfolios
Authority to approve fees and charges	Chief Officers in consultation with the appropriate Cabinet Member; or Cabinet; or Full Council
Monitoring income generation, including proposals for adjusting fees and charges	Portfolio Programme Boards (as outlined in sections 3.2 and 3.4 of this Policy)
Instigation of the annual review of fees and charges, to include producing draft schedule of fees and charges for review and supporting guidance/documents	Corporate Finance
Collation of annual schedule of fees and charges and reporting to Cabinet	Corporate Finance
Notifying customers (or potential customers) of fees and charges and/or changes to these	Service areas/Portfolios

3.7 In year changes

As noted earlier in this policy, the Council’s Constitution provides Chief Officers, in conjunction with their respective Portfolio Cabinet Members, a mechanism to set fees and charges in accordance with any policy or strategy approved by the Cabinet or Council, i.e. this policy.

With prior approval charges can be varied on an in year basis, i.e. to manage demand as part of demand management, or ensure costs are fully recovered if these increase significantly in year.

3.8 New opportunities for income generation and the process for introducing new fees or charges

Each year the Members, Chief Officers and Service Managers from across the Council should actively consider new opportunities for income generation. However, this process should not simply be viewed as an annual activity and opportunities to generate additional income should be explored proactively throughout the year.

The purpose of these reviews should be to go beyond the usual paradigms of service delivery and create a more commercial culture within the organisation testing the boundaries of what is possible and exploring new ideas. They should discuss individual services in turn, assess latest development and best practice in income generation nationally, consider new ideas, and establish whether any can be taken forward.

If ideas are identified Chief Officers and Service Managers will be tasked with their exploration, development and implementation.

The process and considerations for introducing any associated new fees or charges is broadly the same as that for the review of fees and charges outlined in section 3.4 above. That is fees and charges should be set to achieve full cost recovery and the Council has developed a cost recovery template to assist service areas with this. In addition, intelligence should be gathered about anticipated demand and the market more broadly to understand the market in which the service will operate, benchmarking against other local authorities and/or the wider market should be undertaken, and the ability of customers to pay, including the use of concession should be considered, alongside the fit with the Council's wider policy goals, aims and objectives. An Integrated Impact Assessment (IIA) should also be completed for any new fees/charges, which will incorporate considerations around equality and diversity issues.

Service areas should seek support from their Principal Accountant when looking to calculate new fees and charges and should seek advice regarding the VAT status of any new proposed fees or charges, i.e. if they are standard rated, exempt, etc.

As outlined in section 3.2 above, Programme Boards should consider any proposals for new fees and charges. When agreement in principle is sought from Programme Boards, the Board will recommend whether the proposals should be sent for approval under the process of delegated powers/authority.

The following principles and guidelines will apply here:

- The presumption should be that the proposal will be sent for approval under delegated powers as outlined in the Council's Constitution.
- If the proposal raises concerns that it will be politically controversial, it should, in the first instance, be referred to the Cabinet Member with responsibility for the service in conjunction with the Chief Officer for further consideration and approval, who may choose subsequently to refer to Cabinet for approval.

All proposals will be sent for approval using the methods supported by the Programme Board and, if approved, will be enacted by services.

Estimates of additional income from the introduction of new fees and charges should be passed to Corporate Finance, agreed and factored into the final budget setting process/MTFS.

3.9 Communications

The schedule of fees and charges resulting from the annual review will be published. However, service areas should put in place arrangements to communicate clearly any changes in fees and charges, or the introduction of new fees/charges, to customers.

A segmented approach should be used to ensure that the right messages are communicated to the right stakeholders, which should include, where applicable:

- Council staff;
- Customers/service users’;
- Taxpayers;
- The media;
- Local businesses; and
- Community groups.

A corporate approach will be taken to managing and approving these communications, where considered necessary, in order to ensure consistency of message across the Council. This approach will include the following principles:

- All communications issued should make clear the reason for the change in the fee or charges (e.g. in line with inflation, increases costs, etc.);
- Where there is an increased fee or charge, communications should provide clear advice to customers on the concessions available (if any) to make sure those who are entitled to discounts receive them; and
- The timing of communications should be co-ordinated in line with when the change is implemented.

Any communications proposed to be issued out in respect to this should be cleared by the respective Portfolio Cabinet Member before being sent.

4. Payments

It is vital that the Council receives payment for its chargeable services. Wherever possible customers should be required to pay charges in advance of delivery of services, or at the point of delivery, to minimise the risk of non-payment and to assist customers to manage their own liabilities to the Council.

To facilitate payment, and provide a customer centred service, multiple payment methods should be available to the customer. However, online and direct debits should be promoted as preferred methods.

Each year a review should also be undertaken of the means by which payments are made to all services. As part of the annual review of fees and charges, and when setting new fees and charges, services should consider how payment is collected and how this can be made (more) efficient, using less expensive channels of payment collection and how this will be promoted and signposted to. This work should be consistent with the objectives set out in within the Council's Digital Strategy.

5. Concessions

A concession is applied when a local authority chooses to set a charge below the actual cost of service provision.

Concession setting is a careful balancing act. The Council may wish to target certain services at a specific group of residents and in doing so it may decide to apply a concession. For example, it may wish to offer assistance to the elderly, or those on benefits. However, every time a customer is not paying the full cost of a service, the council tax payer is in effect providing a subsidy. It is therefore important that efforts are made to ensure that subsidies are targeted at those customers whom the Council has made a conscious policy decision to help.

Certain principles are therefore important when determining the need for a concession:

- The Council should be wary of extending concessions to those who may be able or willing to pay the full fee/charge for a service;
- Concessions should not be applied to services which are lower priority for the Council;
- Concessions should be focused on those groups most in need and at risk;
- Concessions must be transparent, properly understood and have a clear rationale for their application;
- The implications of each concession for the Council's overall financial position must be understood;
- There should be evidence that the concession is promoting take up of the service and benefitting customers; and
- Concessions should be non-discriminatory in nature and effect.

Concessions are likely to exist on a service specific level. It is therefore important that when reviewing concessions a consistent approach has been taken. Programme Boards will undertake this role as a part of the process outlined in section 3 of this policy, along with an assessment of whether services proposals for concessions should be supported.

In order to this the Board will:

- Collect information available on subsidies provided for chargeable services;

- Ask finance staff to map the overall financial consequences of current subsidies for the Council's budget;
- Assess the information provided by service areas and consider the financial consequences for the Council's budget submitted by finance. The Board's presumption will be that all concessions need to be justified, and the financial implications of the concession for the wider service budget must be clear;
- As part of this process the Board should compare the need for and cost of subsidies that exist in different services. To do this the Board should rate the chargeable services prioritising who should pay for the service by asking the following questions:
 - Should the council tax payer pay for the services? (in which case the service is free to customers/service users)
 - Or should the service user pay for the service? (in which case there will be no subsidy and the customer will pay the full cost of the service)
 - How much will each of these options cost the taxpayer?

Based on the above, the Board can decide which service proposals and subsidies should be approved. This process will enable the prioritisation of subsidies within a clear financial context, to feed into the Board's decision as to whether to send service proposals for approval.

The Council will undertake this process on an annual cycle.

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FLINTSHIRE COUNTY COUNCIL

CABINET RECORD OF DECISION

DATE OF MEETING: **12 JULY 2022** **AGENDA ITEM NO. 14**

REPORT OF: **Chief Executive, Corporate Finance Manager**

SUBJECT: **ANNUAL REVIEW OF FEES AND CHARGES 2022**

RECOMMENDATIONS OF REPORT: (1) That Cabinet approves the schedule of fees and charges documented in the appendix for implementation on 1st October 2022; and

(2) That Cabinet approves the revised Income Generation Policy version three.

DECISION: As detailed in the recommendations.

REASON FOR DECISION: As in the report.

**CONSULTATIONS
REQUIRED/CARRIED OUT:** The principles and process for the annual review of fees and charges were considered and endorsed by the Corporate Resources and Overview Scrutiny Committee and Cabinet in July 2019. These were included within the Council's Income Generation Policy (version two), which was endorsed by Cabinet in July 2020. An update to that Policy is appended to this report as Appendix B.

The annual review of fees and charges, and introduction of any new fees or charges, is overseen and monitored by Portfolio Programme Boards.

New discretionary fees and charges are approved under Delegated Powers/Authority processes, prior to which an IIA should have been completed considering the Sustainable Development Principles, Wellbeing

Goals and Council's Wellbeing Objectives, along with any potential equality and/or diversity issues.

For the purposes of transparency it is recommended that Cabinet request a customer friendly version of the schedule of fees and charges, which shows the frequency of charging (one off, weekly, monthly, etc.), is produced and published for 2022.

RESOURCE IMPLICATIONS:

The generation of income from fees and charges is part of the strategy of options to meet the challenge of the MTFS.

Estimations of income generated through the application of fees and charges, and any increases to them, is monitored and factored into budget setting and the MTFS.

DECLARATIONS OF INTEREST:

None.

DISPENSATIONS

None.

DATE PUBLISHED:

13th July 2022

SIGNED

Democratic Services Manager

A handwritten signature in black ink, appearing to be 'J. Hall', is written over a horizontal line.

Endorsement of Call in of Record of Decision No 3991 - Review of Fees and Charges 2022

Reasons for call-in:

1. Due to a rent increase of 88% to a community group within our community this will have devastating consequences and if replicated across Flintshire will cause social implications for other community Groups.
2. There has been no discussion in Scrutiny of such large increases apart from cost recovery.
3. Community Groups have been given no notice of such large increases, or have they had a rent review letter.

No	Name of Councillor	Date of endorsement email	Time of endorsement email
1	Bernie Attridge	15/07/22	18.07
2	Helen Brown	18/07/22	16.25
3	Richard Jones	18/07/22	18.12
4	Debbie Owen	21/07/22	13.26
5	Bill Crease	18/07/22	15.56

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