

## **Briefing Paper to accompany the Fees and Charges Register**

### **1 Summary**

The purpose of this report is to consider and approve the changes to charges detailed within the Council's fees and charges register. The fees and charges register will be maintained and updated for submission as part of the budget setting process on an annual basis, with the new fees agreed as a whole rather than on an individual basis.

The fees and charges register, contains details of all items for which a charge is made. It is important that these fees are reviewed at least annually as part of the budget setting process and reviewed during the year, in line with the Councils income policy. This will ensure existing targets are being met and to explore any further income potential to maximise the Councils resources.

Improving income management and service cost recovery has a key role to play in enabling the Council to achieve its financial and wider strategic objectives.

The fees and charges register has been reviewed by each Service area, and appropriate uplifts proposed. A general increase of between 2% and 3% has been applied where no alternative basis is available.

### **2 Additions, removal and reduction of fees and charges are noted below along with any items where a significant increase has been applied:**

#### **2.1 The following removal of a charge should be noted:**

**Catering** – The supply of meals to Clifford School ceased in the summer of 2019.

#### **2.2 The following areas have significant increases:**

**Other Licences (Animals & Miscellaneous)** - The fees have been calculated using All Wales toolkit to ensure that the council recovers the full cost of administering each licence. In this case there have been increases in fees for all licenses in this category.

#### **2.3 The following fees and charges are proposed to reduce:**

**Other Licences, Miscellaneous** – The fees have been calculated using All Wales toolkit to ensure that the council's fees cover the full cost of administering each licence. This has seen a decrease for the fees charged for Variation of licence conditions (visit) and Depositing site rules.