





Melton Borough Council

Record of Cabinet Portfolio Holder Decision

Local Government Act 2000 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Decision made by	Portfolio Holder for Corporate Finance and Resources
Decision Title	Increase of Fees and Charges
Key decision?	Yes. Has a significant impact on two or more wards.
Date of decision (same as date form signed)	14 th December 2019
Name and job title of Officer requesting the decision	Dawn Garton Director for Corporate Services
Officer contact details	dgarton@melton.gov.uk
Decision	Authority to increase the fees and charges in line with the attached Schedule 1. Authority to increase fees and charges in line with the attached Schedule 2.
Reason for Decision	Fees and Charges are reviewed on an annual basis to ensure that they reflect inflation and the cost of the service is accurately reflected.
Alternative options rejected	Not to approve new Fees and Charges or increase Fees and Charges- This is not recommended as it would not present best value for the Council and the fees would not reflect cost recovery.
Legal implications	It is an executive function to determine fees and charges. The Leader has delegated authority through the Cabinet Scheme of Delegation to Portfolio Holders to make all

	decisions within their portfolios excluding functions reserved to the Leader. Implementation of Fees and Charges are not reserved matters.			
Financial implications	Proposed amendments to Fees and Charges have been undertaken in consultation with Finance.			
Other implications	None			
Background papers considered	None			
Declarations/conflict of interest?	None			
List consultees		Name	Outcome	Date
	Ward Councillors	N/A		
	Legal	Adele Wylie		
	Finance	Dawn Garton		
	Human Resources	N/A	N/A	N/A
	Equalities	N/A	N/A	N/A
	Communications			
Confidential Decision?	No			
Call In Waived by Scrutiny Committee Chair?	N/A			
Has this been discussed by Cabinet Members?	N/A			
Cabinet Portfolio Holder Signature				Signature
				Date

ONCE SIGNED, THIS FORM MUST BE HANDED TO DEMOCRATIC SERVICES IMMEDIATELY.

FOR DEMOCRATIC SERVICES USE ONLY		
Form Received		
Date published to all Councillors		
Call In Deadline		

Service: CORPORATE SERVICES **Main Code: 810** **Budget Holder: DAVID SCOTT**

What are the financial objectives of the charging policy. Please select.

Commercial Charges Free Subsidised
 Full Cost Recovery Statutory

Which corporate/service objectives impact on the charging policy?
 To provide an efficient and effective accounting and budgetary control system that meets users' requirements and fulfils statutory obligations.

What is the legal basis for making a charge?
 For the audit letter and the statement of accounts as set out in the Accounts and Audit Regulations 2003. No specific legal basis for the budget book but due to the nominal nature of the charge it is not construed to be a profit making service and is therefore exempt.

Who are the users of the service?
 Members of the public and other stakeholders

What is the current financial position of the service area?

	2019-20
Direct Costs 2019-20	£ 549,760
External Income:	3,400
Contribution to overheads/Council Funds	546,360
Recharges from other services	151,650
Recharges to other services	-687,010
Net subsidy/contribution to Council funds	11,000

Service Provided	Existing Fee/Charge	Effective Date of Last Increase	2018/19	Annual Usage	Concessions	Recommended Fee/Charge 2020/21	Additional Income 2020/21*
Sale of Documents							
Statement of Accounts	£6	01/04/2013	£0	0	none	£8	£0
Budget Book	£6	01/04/2015	£0	0	none	£8	£0
Audit Letter	£6	01/04/2015	£0	0	none	£8	£0

How will the proposal contribute to the achievement of corporate/service objectives? (Particularly any subsidy provided).
 Encouraging customers to access digital information which is readily available free of charge via the website to support the Council's Digital Agenda rather than paying for a hard copy.

What impact will the proposal have on the use of the service?
 Minimal as all the documents are available electronically and the price isn't prohibitive for customers that really want a hard copy.

What is the reasoning for the recommended fee/charge structure? (Include reference to any consultation, benchmarking etc.)
 Charges need to be outlined in the council's publication document and is line with other local authorities who also charge for these documents

Completed by: David Scott (via email) Date: 16th August 2019

Director Sign Off: _____ Date: _____

Portfolio Holder Sign Off: _____ Date: _____

Delegated Decision Record Updated By: _____ Date: _____

PLACE COMMITTEE

APPENDIX A

REVIEW OF CHARGES

CHARGES CONTROLLABLE BY MBC

Service Provided	Existing Charge	Recommended Charge 2018/19	Reason for Recommendation	Additional Income
Public Conveniences (040) Entrance Fee	30p	£0.30	Considered to be the higher end of charges found during benchmarking	£0
Parkside (470) Ferneley Room Civic Suite 1 Civic Suite 2 Civic Suite 1 & 2 All 3 Rooms Party Event 10am to midnight	Full day / Half day / Hour £180 / £100 / £30 £250 / £130 / £45 £210 / £110 / £40 £320 / £180 / £60 £400 / £250 / £70 £650	Full day / Half day / Hour £180 / £100 / £30 £250 / £130 / £45 £210 / £110 / £40 £320 / £180 / £60 £400 / £250 / £70 £650	Benchmarking indicates that current costs are in line with the market and should not be increased	£0
Phoenix House (472) Room Hire First Floor Rooms Board Room (F18) training All first floor space except F18 & F19 GF Entrance Ground Floor Rooms Meeting Room 10 (G3) training Meeting Room (G4 & G5) office Meeting Room 12 (G8 & G9) office Meeting Room 11 (G17) office Open Plan Area (G16)	No fees set as Me & My Learning occupy first floor in 2019/20 Various bespoke leases based on market rent	£55,546	Increases restricted by leases	£0
Industrial Estates (570) Letting Rental on the Snow Hill Industrial Estate	Variable: based on market value of unit at last review	£158,880 - as indicated by lease agreements	Rentals are market driven	£1,100