



**REPORT of
INTERIM CHIEF FINANCE OFFICER**

**to
STRATEGY AND RESOURCES COMMITTEE
21 SEPTEMBER 2023**

FEES AND CHARGES POLICY 2024 / 25

1. PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to review the fees and charges policies that have been put forward by officers: prior to the approval of the 2024 / 25 budget and updated Medium Term Financial Strategy.
- 1.2 The detailed schedule of Fees and Charges will be reviewed based on the policy decisions and the Committee will recommend the actual 2024 / 25 fees and charges to Council during the next cycle of meetings. The 2024 / 25 income budgets will be based on the recommended policy.

2. RECOMMENDATION

To the Council:

That the 2024 / 25 fees and charges policies at **APPENDIX 1** be approved.

3. SUMMARY OF KEY ISSUES

3.1 Fees and Charges

3.1.1 Fees and charges set by the Council are one area where the Council may have the ability to generate increased resources, however each area is subject to different constraints. In looking at these policies, the following factors need to be considered:

- Corporate and service objectives / priorities;
- Seeking to make services self-financing, where there is scope to do so;
- The level of charges levied by commercial competitors and other local authorities;
- The introduction of new charges, where appropriate;
- Whether concessions in fees and charges for specific users of the service(s) would apply or, where they already apply, should they continue to apply.

3.2 Current Position

3.2.1 The position with each policy is set out in **APPENDIX 1** including any new or amended proposed policies, or any proposed concessions.

3.3 Summary of proposed changes to Fees and Charge Policy

Off-street car parking – Maldon Town	Concession for Public Sector Partners to be removed. All other concessions to remain unchanged
Off-street car parking – Outside Maldon Town	Policy to change from free entry to charges approved by Members
Green waste bin service	Policy to change to a minimum of full cost recovery, and in line with other authorities.
Chargeable Bulky Household Waste Collection	Policy to change to a minimum of full cost recovery.
CCTV footage requested by individuals, insurance companies or any organisations other than the Police (subject to data protection)	Policy to change to a minimum of full cost recovery.
Road Closures	Policy to change to a minimum of Full cost recovery plus statutory administration charges.
Commercial team – Commercial Services - Marketing	Minor policy change so Commercial team charges a competitive hourly rate for its marketing and promotional services ensuring a minimum of full cost recovery.
Development Control and Conservation - Pre Application Advice	Policy to change to a minimum of full cost recovery.
Development Control - Planning Performance Agreements (PPA)	Policy to change to a minimum of full cost recovery.
External Printing	Policy changed to be charged per copy to achieve full cost recovery.

3.3.1 One new Fee and Charge policy has been added; Non Statutory Enquiries. This is to achieve a minimum of full cost recovery.

4. CONCLUSION

4.1 The fees and charges policy will inform the setting of the 2024 / 25 fees and charges, which will be brought to a subsequent Committee.

5. IMPACT ON PRIORITIES AS SET OUT IN THE CORPORATE PLAN 2023 - 2027

5.1 Supporting our communities

5.1.1 None identified.

5.2 Enhancing and connecting our place

5.2.1 None identified.

5.3 Helping the economy to thrive

5.3.1 None identified.

5.4 **Smarter finances**

5.4.1 Setting fair fees and charges contributes towards a sustainable financial position for the Council.

5.5 **A greener future**

5.5.1 None identified.

5.6 **Provide good quality services.**

5.6.1 None identified.

6. **IMPLICATIONS**

- (i) **Impact on Customers** – The fees and charges are for services and therefore impact on service users.
- (ii) **Impact on Equalities** – None.
- (iii) **Impact on Risk** – The implementation of the fees and charges policies is designed to minimise the risk of not having a robust Medium-Term Financial Strategy.
- (iv) **Impact on resources (financial)** – Fees and Charges set by the Council are a key financial resource. The Council needs to consider additional income generation as part of the set of actions to balance its annual and future revenue budget.
- (v) **Impact on Resources (human)** – As well as financial factors, availability of staff has been considered for each of the policies in terms of implementation, monitoring and enforcement.

Background Papers: None.

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