

TEMPLATE FOR NEW FEES AND CHARGES

Service / New Charge

Introduction of admission charges for the Splash Park in Happy Mount Park.

Charging Policy

Cost recovery - the objective of the charge is to broadly cover operating costs in a discretionary area of service provision to the public.

Comparative Information

There are no comparative water facilities which currently charge, however charges do exist for other concession activities within Happy Mount Park with prices starting from £1.20.

Financial

Information Required	Description
Level of charge	£1.00 per person for up to two hours. Fee applies to all those entering the facility regardless of whether spectating or using the water features.
Start date	July 2016
Budgeted income	£55,000
Surplus / deficit as a percentage of cost	3.16% deficit
Surplus / deficit per usage	£0.04 deficit

Impact Assessment

Income generated from the Splash Park would benefit the Council by substantially contributing towards all future operating costs and replacement schedules to ensure longevity.

The level of charge is not expected to produce any equality issues but this will be kept under review and fed into future decisions regarding fee setting.

Impact on Other Areas

The Splash Park is currently a free facility so the introduction of admission charges would affect all potential users to the facility. The introduction of charges may see a slight reduction in visitor numbers which also may have an impact on the concessionaires within the park who currently benefit from the Splash Park being a popular, free attraction.

The introduction of a pre-booking system brought about from introducing the new admission system may have a positive effect on those visiting by eliminating queuing and ensuring numbers remain at a comfortable and safe level at all times.

Method of Collection

Charging for admissions to the Splash Park will be largely done online via a booking portal and/or by using an electronic payment kiosk in the park grounds which uses chip and pin technology. No provision will be made for taking cash payments.

Alternatives

Cost Saving Measures

The splash park currently uses the most efficient control units and pumps available for this type of facility. The introduction of new chemical dosing equipment has reduced chemical usage by 50% and an inverter fitted to the circulation pump has substantially reduced electricity consumption.

Staffing levels for the facility remain as low as possible and are only recruited to cover the seasonal operating period.

Consultation

Considered throughout the current budget consultation process.

TEMPLATE FOR NEW FEES AND CHARGES

Service / New Charge

Introduction of administration charges for event applications.

Charging Policy

Subsidised – to introduce a charge to contribute to the administrative costs associated with processing event bookings. In order for this to be achieved a charging matrix will be introduced to capture community events of a medium to large scale and commercial events.

The scale of the event will be based on the amount of information/documents required from the organiser to ensure the Council can be satisfied that the event can take place safely on its land. Three tiers of charges will be in place and small community events that require little input will remain free of charge. Each booking form received will be evaluated and the correct charge levied.

Comparative Information

None available.

Financial

Information Required	Description
Level of charge	All charges per event Medium & Large Community Events: £25 Small Commercial (one day) Events: £80 Large Commercial: £150
Start date	1 st April 2016
Budgeted income	£2,000
Surplus / deficit as a percentage of cost	48% deficit
Surplus / deficit per usage	£14.34 deficit

Impact Assessment

On average the City Council receives 129 event bookings per year. Small community events make up 78% of the overall bookings received, with the rest split between medium to large community and commercial events.

Impact on Other Areas

Currently there are no admin fees in place for event bookings and all community events are processed and held free of charge. Commercial events are usually required to pay a hire charge per operating day but are not charged separately for administrative time/processing.

The introduction of a further administrative charge for medium and large community events may cause some controversy when introduced, especially for the community events that have previously never incurred any fees. As a result there may be a possibility that the number of events taking place on Council land will decrease.

Method of Collection

Additional invoice for community events and extra charges incorporated within the hire fee for commercial events.

Alternatives

As an alternative to charging an administration fee the City Council could consider generating additional income by reviewing the daily hire fee for commercial events and including this within the Fees and Charges to allow for incremental increases per year.

In addition, the City Council could consider promoting sites for commercial events in the hope of increasing the number that take place. This would generate additional income from the daily hire charges associated with these types of events.

Consultation

Considered throughout the current budget consultation process.

TEMPLATE FOR NEW FEES AND CHARGES

Service / New Charge

All householders will be expected to contribute to the cost of providing replacement bins / boxes.

Charging Policy

Subsidised - all householders will be expected to contribute to the delivery cost of providing replacement bins / boxes.

Comparative Information

Similar schemes are in place in many Councils and these are well documented.

Financial

Information Required	Description
Level of charge	£4 per box £15 per wheeled bin (plus inflationary amounts to be applied to existing scheme).
Start date	April 2016
Budgeted income	Boxes - £18,700 Bins - £39,600
Surplus / deficit as a percentage of cost	Boxes - 37% deficit Bins - 26% deficit
Surplus / deficit per usage	Boxes - £2.34 deficit (per box) Bins - £5.39 deficit (per bin)

Impact Assessment

This is an extension of an existing policy where a charge is applied only for new dwellings and dwellings with new occupants. The cost of replacement bins and boxes is subsidised by the Council and the amount above contributes to the costs. The Council retains ownership of the bins and boxes.

The level of charge is not expected to produce any equality issues but this will be kept under review and fed into future decisions regarding fee setting.

Impact on Other Areas

It is anticipated that the volume of requests for replacement bins / boxes will reduce, leading to budgetary savings on ordering levels.

Method of Collection

Householders make electronic payment via the customer service centre.

Alternatives

None.

Consultation

Considered throughout the current budget consultation process.

TEMPLATE FOR NEW FEES AND CHARGES

Service / New Charge

The introduction of a charge for the collection of green waste.

Charging Policy

Cost recovery - all householders requiring the Council to collect their green waste will be required to pay an annual fee for the service.

Comparative Information

Many Councils have introduced a similar charge and this is well documented.

Financial

Information Required	Description
Level of charge	£30 per year per bin. The exact number of collections still to be determined.
Start date	August 2016
Budgeted income	£580,000 2016/17 £870,000 2017/18 onwards
Surplus / deficit as a percentage of cost	1.51% deficit
Surplus / deficit per usage	£0.46 deficit

Impact Assessment

All households will be able to request this service. Households not requiring this service will have to make their own arrangements to deal with green waste (e.g. home composting, use of housing waste recycling centre). The Council will assess whether there is any increase in fly tipping.

The level of charge is not expected to produce any equality issues but this will be kept under review and fed into future decisions regarding fee setting.

The introduction of this charge could lead to operational savings through efficiencies resulting from the rescheduling of rounds once the charging scheme is in place and the take-up rates are known.

Impact on Other Areas

At a similar time to this the County Council will no longer be allowing co-mingling of food / green waste. This means that food waste will no longer be composted. Recycling rates will be monitored to assess what impact these two changes in policy have.

Method of Collection

The delivery plan for this is currently being developed. It is estimated that half of the households within the district will continue to dispose of green waste and the charge levied accordingly.

Householders will be encouraged to pay by electronic means and then annually by auto-renewal of a direct debit. However, this might not be appropriate in all cases and therefore alternative methods will need to be offered in the first instance.

Alternatives

As above.

Consultation

Throughout the current budget process.

TEMPLATE FOR NEW FEES AND CHARGES

Service / New Charge

Charge to Parish Councils for the running of scheduled and by elections in their parish or parish ward.

Charging Policy

Cost recovery - each election would have to be charged at a different rate as each parish area has a different electorate and geographical size and some are divided into wards.

Un-contested elections would incur a charge of £120 per parish or parish ward which reflects the administrative costs associated with the nomination process up to and including the declaration of no contest.

Contested elections will be charged at the actual rate for costs incurred for nominations, polling stations (staffing and accommodation), poll cards, postal voting, verification and count (accommodation and staffing) for each parish or parish ward.

Where parish elections are combined with another poll (e.g. City Council elections), costs will be apportioned to reflect the level of combination with each parish or parish ward.

Comparative Information

The following neighbouring local authorities have indicated that they also charge for scheduled parish elections and by-elections:

Blackburn with Darwen
Chorley
Fylde
Preston
West Lancashire
Wyre

Because by-elections are often stand alone the costs are higher than in the case of a combined poll as the whole cost falls to the Parish Council.

Financial

Information Required	Description
Level of charge	Uncontested election: £120 per parish or parish ward. Contested election: Actual cost or a single poll, costs will be reduced for a combined poll and will vary depending on which parish or parish ward is contested, the size of the electorate, the number of postal voters and the number of polling

	stations.
Start date	For scheduled elections – 02 May 2019 For by-elections – these are already being charged for.
Budgeted income	£14,100 from 2019/20. If all parishes were uncontested, there would be an income of £6,120 (51 parishes or parish wards x £120) Additional income will depend on the number of contested parishes or parish wards.
Surplus / deficit as a percentage of cost	Nil.
Surplus / deficit per usage	Nil.

Impact Assessment

Recharging/calculating costs will fall to Election Manager and would need to be built in to post election workloads and chasing payments may take up time in both Elections and Resources. However, these implications are considered operationally manageable.

Impact on Other Areas

Parish precepts may have to be increased to reflect the charge but this can be built in from now until 2019 providing a long lead in to the new arrangement.

Method of Collection

The charges will be either added to and therefore taken from their precept or invoiced after the election.

Alternatives

Not to levy a charge and continue to cover the cost of scheduled elections as has been the case in previous years, with the City Council maintaining the arrangement of meeting all costs associated with scheduled elections.

Prepare a set fee which would be applicable to all parishes for a contested election, regardless of size or actual cost (which may result in an overall deficit to be met by the Council depending on the number of contests and size of parish areas contested).

Consultation

None directly other than through the budget reports to Cabinet and Council.

TEMPLATE FOR NEW FEES AND CHARGES

Service / New Charge

The introduction of a charge for payments made by credit card.

Charging Policy

Cost recovery – the costs associated with credit card payments vary depending on the merchant provider but the intention is for all charges to be covered.

Comparative Information

Many Councils have introduced a similar charge and this is well documented.

Financial

Information Required	Description
Level of charge	To be determined based on the cost to the Council. At present the maximum charge is 1.45%
Start date	April 2017
Budgeted income	£25,000
Surplus / deficit as a percentage of cost	Break-even
Surplus / deficit per usage	Break-even

Impact Assessment

The introduction of a charge will affect all customers choosing to make payments to the Council using a credit card. Those paying by debit card will not be affected.

Impact on Other Areas

The introduction of a charge may see a change in the way customers make payments, as they may switch to debit card or even direct debit. Services taking direct payments will need to notify the payer of the charge, and likewise on-line payment processes will need to be amended to do the same.

Method of Collection

A percentage charge will be calculated based on the value of the transaction, and

collected at the same time the payment is made.

Alternatives

The only other way to reduce the cost of credit card charges is to encourage customers to pay by direct debit which is actively done by services already.

Consultation

Throughout the current budget process.