

REVIEW OF FEES AND CHARGES

Decision Sought

Committee is asked to agree the proposed increases in fees and charges as set out in the table below and in the attached draft Legal Notices for the statutory fees.

Background and Considerations

1. As part of the 2019-2022 budget process, Directorates have been asked to review statutory and discretionary fees and charges in accordance with SHG's Charging Policy 2013.
2. Fees for Archives research were previously based on full cost recovery for both resident and non-residents but during discussions at the SCDC meeting held on 10 January 2018, when proposed increases for the 2018/19 financial year were tabled, Members discussed the possibility of introducing a higher research fee for non-residents. Research was undertaken into charges in force in the Falkland Islands, Cayman Islands, Montserrat and the UK National Archives and this information was presented at the SCDC meeting held on 14 February 2018. It was agreed that a new charge of £40 for the first 2 hours of research and £20 per hour thereafter should be introduced for non-residents requiring research services. It was also agreed that a fee of £1 should be charged when making copies of any documents using their own equipment and a fee of £2 if Archives staff were to make a copy and print on A4 size paper.
3. The proposal to increase research fees for residents from £17.90 to £18.25 per hour was agreed.
4. Statutory fees falling under the remit of the SCDC are those for Charities Fees, Liquor Regulations and Gaming Machines Regulations. Gaming Machine Fees were last increased in 2013. Whilst recommendations have been made to SCDC over the past 3 years to increase those fees, no increases have gone ahead, in the main due to fears that the 3 licencees may cease to provide the machines if any increases were to be introduced.
5. Some increases in Liquor Licensing fees were agreed by SCDC in January 2018, as follows:
 - a. for the issue of a Community Centre license an increase in fee from £40 to £45

b. for issue of any other license, including tavern, hotel, restaurant, club and increase in fee from £100 to £125

6. The table below shows current fees and proposed fees for Archives Research, Gaming Machine Licences, Liquor Licences and Charities fees which SCDC is asked to consider and agree for implementation from 1 April 2019. It is suggested that Archives Research Fees for non-residents increase by 4.3% and that those for residents reflect full cost recovery, as has been past practice.
7. Proposed increases for Gaming Machines fees are the same as those suggested as part of the last fees and charges review. Proposed increases in liquor licence fees are based on a 4.3% inflation rate.

FEE	CURRENT FEE	PROPOSED FEE	STATUTORY/ NON-STATUTORY
<u>Archives Research Fee</u>	<p>£40 minimum charge for non-residents for up to 2 hours research, plus additional charge of £20 per hour for research in excess of 2 hours</p> <p>£18.25 for residents, plus additional charge of £3.10 per hour for research in excess on 7 hours</p> <p>£1 for each image photographed</p>	<p>£41.75 minimum charge for non-residents, plus additional charge of £20.85 per hour for research in excess of 7 hours</p> <p>£18.90 for residents, plus additional charge of £3.20 per hour for research in excess of 7 hours</p>	Non statutory

	<p>using personal photographic equipment</p> <p>£2 for each image taken and printed by Archives staff</p>		
<p><u>Gaming Machine Regulations</u></p> <p>Fee payable for grant or renewal of Licence for each machine</p> <p>Fee payable for the transfer of a licence</p>	<p>£1,000</p>	<p>£1,030</p> <p>£60</p>	<p>Statutory</p>
<p><u>Liquor Regulations</u></p> <p>For the grant, renewal, removal or transfer of a licence per application</p> <p>Application for special order of exemption</p> <p>For issue of a Community Centre Licence</p> <p>For issue of a Liquor Sales Licence</p> <p>For issue of an occasional liquor licence</p> <p>For issue of any other licence, including liquor sales, tavern, hotel, restaurant, club</p>	<p>£15</p> <p>£10 plus £5 for each occasion (after the first) included in the same application</p> <p>£45</p> <p>£100</p> <p>£10</p> <p>£125</p>	<p>£15.65</p> <p>£10.50 plus £5.20 for each occasion (after the first) included in the same application</p> <p>£47</p> <p>£104.50</p> <p>£10.45</p> <p>£130.30</p>	<p>Statutory</p>

<u>Charities Fees</u>			
Inspection of Register of Charities	£1	£1.05	
Registration of a Charity	£10	£10.45	

Financial Implications

It is anticipated that approval of these proposed increases will have positive financial implications for SHG in that additional revenue will be achieved.

Economic Implications

This modest assumed increase in revenue will not have any significant economic implications.

Consistency with Investment Policy Principles

Not applicable.

Public/Social Impact

Unlikely to be any significant adverse public reaction.

Environmental Impact

None.

Previous Consultation/Committee Input

Not applicable, although these increases are being proposed in accordance with SHG's Charging Policy and increases in Statutory fees will need to be endorsed by Executive Council.

Public Reaction

Unlikely to be any adverse reaction from the public.

Publicity - If endorsed, the revised Legal Notices will be publicised on the SHG website; the Archives research fees will be published there, as well as being issued as a Public Notice.

Support to 10-Year Plan: Altogether Wealthier

Corporate Support

04 December 2018