

# **Cabinet Member for Communities and Regulatory Services**

## **Agenda**

---

**Date:** Monday, 31st March, 2014  
**Time:** 10.00 am  
**Venue:** Committee Suite 1 & 2, Westfields, Middlewich Road,  
Sandbach CW11 1HZ

---

The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and at the foot of each report.

### **PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT**

1. **Apologies for Absence**

2. **Declarations of Interest**

To provide an opportunity for Members and Officers to declare any disclosable pecuniary and non-pecuniary interests in any item on the agenda.

3. **Public Speaking Time/Open Session**

In accordance with Procedure Rules Nos.11 and 35 a period of 10 minutes is allocated for members of the public to address the meeting on any matter relating to the work of the body in question. Individual members of the public may speak for up to 5 minutes but the Chairman or person presiding will decide how the period of time allocated for public speaking will be apportioned where there are a number of speakers. Members of the public are not required to give notice to use this facility. However, as a matter of courtesy, a period of 24 hours' notice is encouraged.

Members of the public wishing to ask a question at the meeting should provide at least three clear working days' notice in writing and should include the question with that notice. This will enable an informed answer to be given.

---

For requests for further information

**Contact:** Cherry Foreman

**Tel:** 01270 686463

**E-Mail:** [cherry.foreman@cheshireeast.gov.uk](mailto:cherry.foreman@cheshireeast.gov.uk) with any apologies

4. **Registration Fees** (Pages 1 - 6)

To consider non statutory fees charged across a range of the Registration Services.

## **CHESHIRE EAST COUNCIL**

### **Cabinet Member for Communities and Regulatory Services**

---

**Date of Meeting:** 31 March 2014  
**Report of:** Head of Governance and Democratic Services  
**Subject/Title:** Registration Fees to be set by Cheshire East Council for Financial Year 2014/15

---

#### **1.0 Report Summary**

- 1.1 This Report seeks authority to agree fee increases across a range of the Registration Service non statutory fees.

#### **2.0 Recommendation**

- (a) That the Administration Fee and second stage payment for ceremonies each remain at the current level of £100;
- (b) That fees for Ceremonies in the Mayor's Reception Room (Municipal Buildings) and the Silk Room (Macclesfield Town Hall) be set at £210 for 2014/15;
- (c) That the fee for licensing a building for Marriage and Civic Partnership for 2014/15 remain at the current £1550;
- (d) That the fees for the Nationality Checking Service for 2014/15 remain at the current level of Adult -£60; and Child Under 18 - £30;
- (e) That the fees for a Private Citizenship Ceremony for 2014/15 remain at their current level of Adult - £100; Additional Adult in the same family £75; and Child Under 18 – nil;and
- (f) That the fee for “on demand” certificates remains at £20 for 2014/15.

#### **3.0 Reasons for Recommendations**

- 3.1 In 2009 a full review of the Registration fees was undertaken and since that time fees have been reviewed and determined on an annual basis.

#### **4.0 Wards Affected**

- 4.1 All

#### **5.0 Local Ward Members**

- 5.1 All

#### **6.0 Policy Implications**

- 6.1 None identified

## **7.0 Financial Implications**

- 7.1 No financial implications have been identified.

## **8.0 Legal Implications**

- 8.1 The majority of fees collected by the registration service are set by central government. The Council has legal authority under legislation to set fees for non statutory services including:

- § Ceremonies at Approved Premises
- § Grant of Approval for Approved Premises
- § Naming Ceremonies\*
- § Renewal of Vows Ceremonies
- § Civil Funerals\*
- § Nationality Checking Service
- § Private Citizenship Ceremonies
- § Administration Fee for booking ceremonies
- § On demand certificate service

- 8.2 Local Authorities may provide services to members of the public under its “well being powers” (section 2 the Local Government Act 2000) and may charge for recovering cost of that service under section 93 providing that the recipient of the service accepts the same. The Local Government Act 2000 gives authorities a very broad discretion to provide additional services if they promote the economical, social and environmental wellbeing of the local communities.

## **9.0 Risk Management**

- 9.1 No risks have been identified.

## **10.0 Background and Options**

- 10.1 The background to the recommendations is set out in the attached appendix.

## **11.0 Access to Information**

The background papers relating to this report can be inspected by contacting the report writer:

Name: Lindsey Parton

Designation: Registration Service and Business Manager

Tel No: 01270 686477

Email: [Lindsey.parton@cheshireeast.gov.uk](mailto:Lindsey.parton@cheshireeast.gov.uk)

## Appendix 1

### **Registration Fees to be set by Cheshire East Council for Financial Year 2014/15 (Ceremony fees having been agreed in last year's review)**

#### **Background**

Arrangements for ceremonies, particularly at Approved Premises, are made up to three years in advance. Couples are constantly reminding Ceremonies Officers of their need to budget for the ceremony and as such are very anxious to know the level of fee they will be charged. Publishing fees this far in advance, will also help the registration service to more accurately predict income levels.

The majority of fees collected by the registration service are set by central government. The Council sets fees for non statutory services including:

- § Ceremonies at Approved Premises
- § Grant of Approval for Approved Premises
- § Naming Ceremonies\*
- § Renewal of Vows Ceremonies
- § Civil Funerals\*
- § Nationality Checking Service
- § Private Citizenship Ceremonies
- § Administration Fee for booking ceremonies
- § On demand certificate service

*\* These ceremonies are no longer being marketed*

#### **Power to set fee levels**

Statutory fees for the Registration Service are set by central government and are currently under review. The fees listed below do not come within that remit.

#### **Recommendations:**

#### **Administration Fee for booking ceremonies**

The Administration fee is non refundable but deductible from the final balance of charges for ceremonies at Approved Premises. This currently stands at £100 and it is recommended that it stays the same.

In 2013/14 a second stage payment of £100 was introduced, paid at six months prior to the ceremony and deductible from the final balance. This was to clarify with couples whether their ceremony was to go ahead or not as they often forget to cancel their booking, only remembering when asked for the final payment. This enables the Registration Service to remove any cancelled ceremonies from their diary at an earlier stage, thus freeing up appointments for other couples. It is therefore recommended that this remains at £100 for a further year.

**Recommendation: It is recommended that the Administration fee and second stage payment for ceremonies each remain at their current level of £100.**

### **Marriage/Civil Partnership ceremonies in the Mayor's Reception Room (Municipal Buildings) and the Silk Room (Macclesfield Town Hall)**

Cheshire East Council is required by law to provide a statutory ceremony room for use of its residents at a statutory fee set by the Registrar General. The current statutory fee is £45.

The rooms provided in both the Municipal Buildings and the New Town Hall at Macclesfield only cater for small parties of 12 people; the statutory obligation being a room for the couple and two witnesses.

The Registration Service offers enhanced ceremonies on a Friday and Saturday for up to 50 people in the Mayor's Reception Room in Crewe and the Silk Room in Macclesfield. In 2013/14, this has brought in income in the region of £10,000.

**Recommendation: It is recommended that the fees for ceremonies in the Mayors reception Room and the Silk Room be set at £210.**

### **Fees for Licensing a Building for Marriage/Civil Partnership**

This fee is charged for a three year licence. The latest fee increase came into effect on 1<sup>st</sup> April 2013 and because of the duration of the licence it is recommended that this fee is not increased for the 2014/15 financial year.

**Recommendation: It is recommended that the fee for licensing a building for Marriage and Civil Partnership remains at the current £1550.00.**

### **Nationality Checking Service**

The last fee increase was introduced on 1<sup>st</sup> April 2013. The current fee is on a par with neighbouring authorities and it is therefore recommended that no further increase be made.

**Recommendation: It is recommended that the fees for the Nationality Checking Service remain at their current level of:**

**Adult - £60; and  
Child under 18 - £30**

## **Private Citizenship**

When a person is granted British Citizenship they are required by law to attend a citizenship ceremony. This is the final part in the process of becoming a British citizen. Each local authority is required to provide a group ceremony and is given an allowance per citizen from the Home Office to cover the cost. However, new citizens may choose to have a private ceremony if they wish to and local authorities are permitted to make a charge for these.

The last fee increase was introduced on 1<sup>st</sup> April 2013. The current fee is on a par with neighbouring authorities and it is therefore recommended that no further increase be made.

**Recommendation: It is recommended that the fees for a Private Citizenship ceremony remain at their current level of:**

**Adult £100;  
Additional adult in same family £75; and  
Child under 18 – nil**

## **On Demand Certificates**

This is a priority service for same day issue of duplicate certificates.

**Recommendation: It is recommended that the fee for the production of On Demand certificates remains at £20.**

This page is intentionally left blank