

# Haddiscoe Parish Council

## Fees and Charges Policy

### 1. Introduction

Haddiscoe Parish Council is committed to openness and fairness in all aspects of its financial management. Although the Council has limited income and does not operate commercial services, it recognises that from time to time it may be necessary to set fees and charges to cover the cost of providing certain services.

### 2. Scope

This policy applies to any fees or charges which the Council may levy, including but not limited to:

- Administrative charges (e.g. copies of documents, Freedom of Information requests where applicable)
- Other minor services agreed by the Council from time to time

### 3. Principles

- Cost Recovery: Charges will normally be set at a level to recover the cost of providing the service.
- Fairness: Fees will be proportionate and reasonable.
- Transparency: The basis for any fees or charges will be agreed by Council and published.
- Review: Fees and charges will be reviewed annually as part of the budget process.

### 4. Decision-Making

- All fees and charges will be set and reviewed by resolution of the Council at a full Council meeting.
- Decisions will be recorded in the minutes and published.
- The Council may, in exceptional circumstances, waive or reduce a fee where it considers it to be in the public interest.

### 5. Publication

The current schedule of fees and charges (if any) will be published on the Parish Council website and made available by the Clerk on request.

### 6. Review of Policy

This policy will be reviewed every three years, or sooner if required by legislation or changes in circumstances.

#### Schedule of Fees & Charges

(Effective from September 2025)

Service	Fee/Charge	Notes
Photocopying (black & white)	20p per sheet	A4 size, single side. Double-sided = 40p.
Postage	At current 2nd class rate	As set by Royal Mail at time of request.
Other services	To be agreed by Council	Charged at cost, where applicable.

Agreed 8<sup>th</sup> September 2025