

Record of officer decision

Decision title:	Registration Service – increase of (Non-statutory) fees and charges.
Date of decision:	11 August, 2017
Decision maker:	Assistant Director, Communities
Authority for delegated decision:	The chief executive’s scheme of delegation has made provision for the Director of Economy, Community and Corporate to act as deputy to the chief executive including the power to grant delegations in accordance with this scheme, which includes responsibility for registration services. Delegation has – in turn - been given to the Assistant Director, communities in relation to decisions made around registration services.
Ward:	Countywide
Consultation:	A review of other local authorities’ registration service fees was undertaken within the west midlands regional group. This review was able to draw direct comparisons with the fees charged by other local authorities of their non-statutory charges.
Decision made:	To review charges each April and agree the 2017/18 charges as follows: Town Hall (Register Office) <ul style="list-style-type: none"> • Weekday £135 • Saturday £185 Approved venue <ul style="list-style-type: none"> • Weekday £365 • Saturday £390 • Sunday £425
Reasons for decision:	The Herefordshire Registration Service is required to be ‘self-funding’. Increasing our fees for couples undertaking civil marriage or civil partnership ceremonies within the county will allow the registration service to maintain its financial viability. Our proposals cover those parts of the service that are non-statutory. The Register Office is based within the Town Hall in Hereford. The authority is required to offer a basic ceremony for bride, groom and 2 witnesses at a fee of £46.00 and we currently offer this on a Tuesday, Wednesday and Friday. Previous fees: Town Hall (Register Office) <ul style="list-style-type: none"> • Weekday £125 • Saturday £175 Approved venue <ul style="list-style-type: none"> • Weekday £350 • Saturday £375 • Sunday £425
Highlight any associated risks/finance/legal/equality considerations:	Fees have not been increased since 2014 but costs have risen in line with inflation. The additional income generated from this increase in fees and charges will maintain the level of service that we provide. The fees charged for a wedding cover costs. As a local authority we cannot increase ceremony fees for the purpose of making a profit.
Details of any alternative options considered and rejected:	The alternatives would be to do nothing. This is not recommended. Failing to increase fees exposes the service to a shortfall in income.

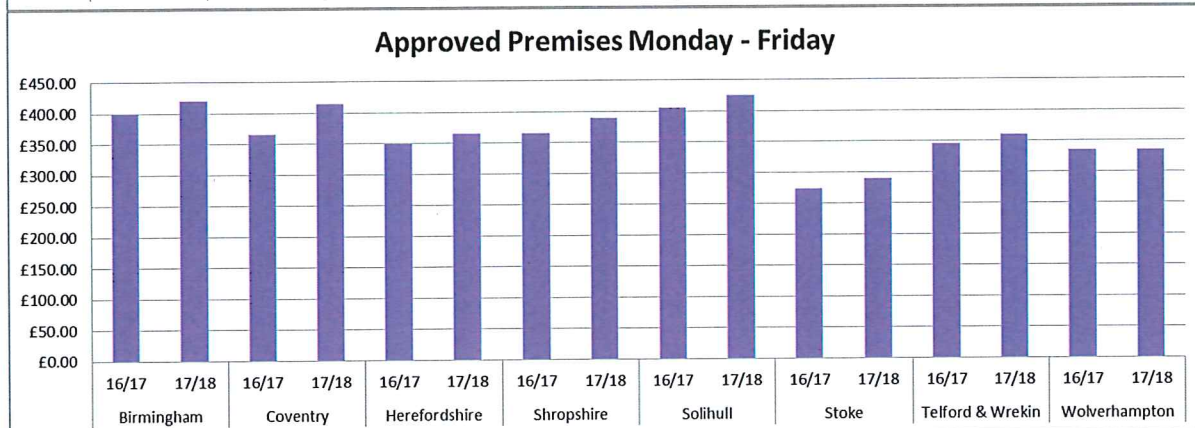
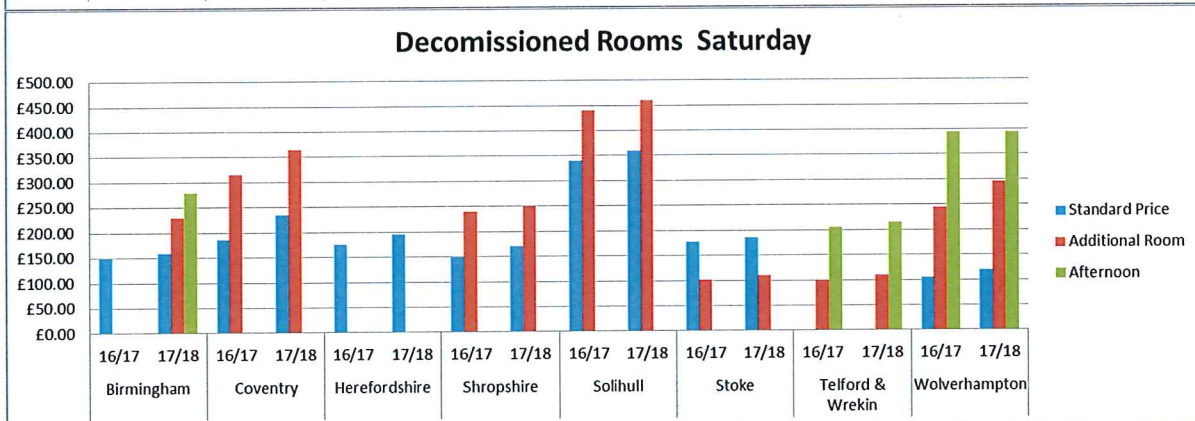
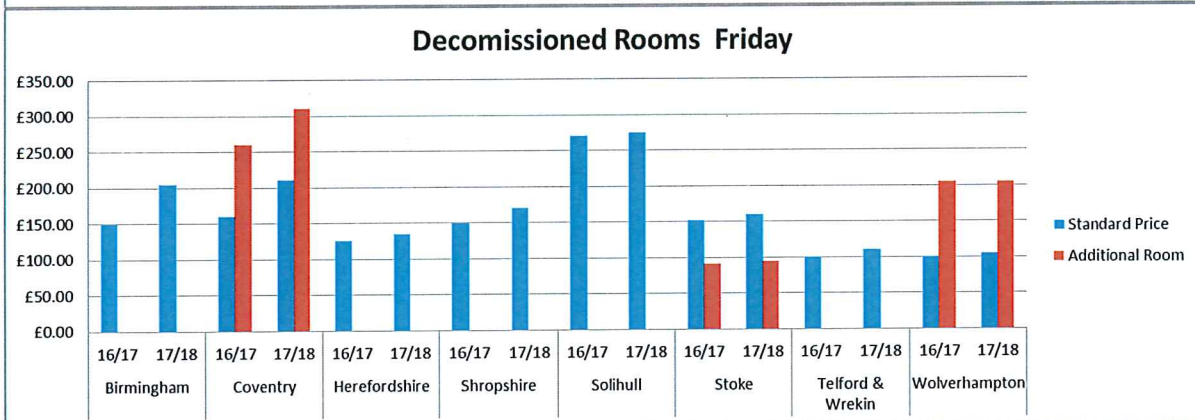
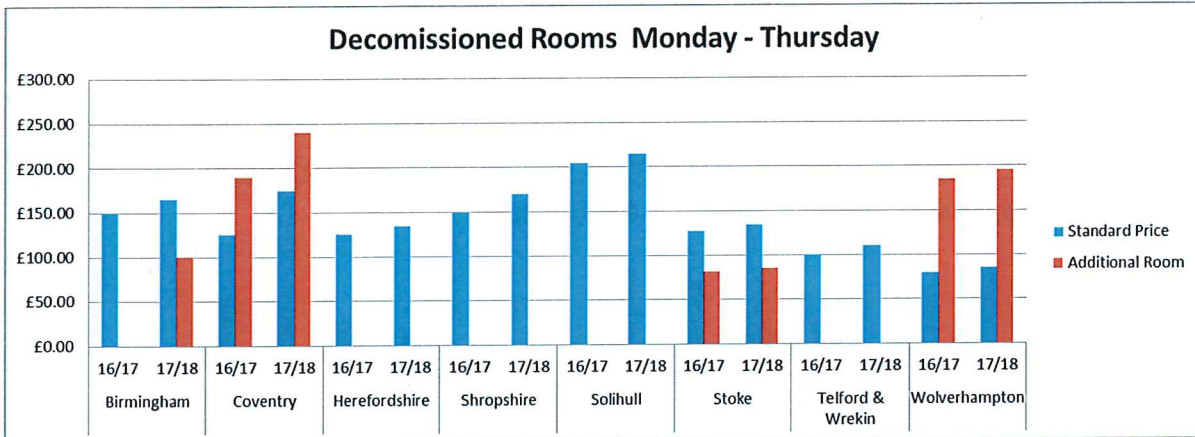
Details of any declarations of interest made:	N/A

Signed 

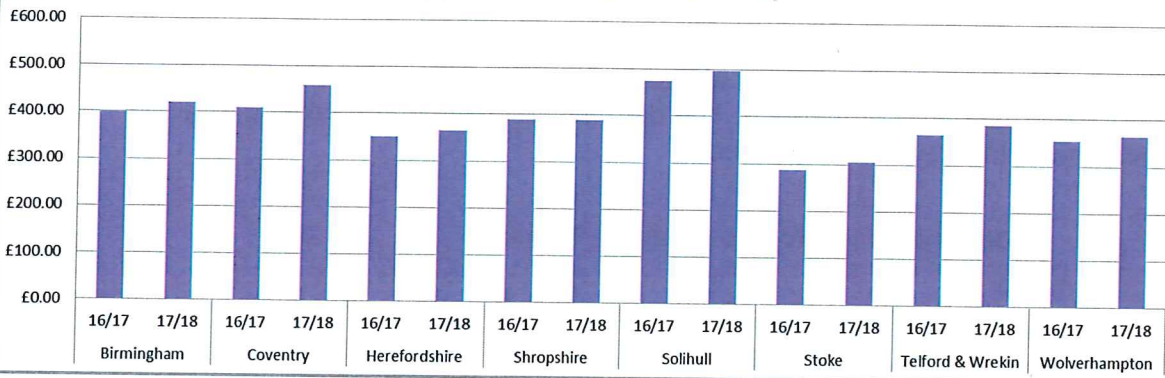
Date: 11 August 2017

Benchmarking our fees with other Local Authority Areas

We currently charge less than surrounding counties for our marriage ceremonies with the exception of Powys. We are part of the West Midlands Training Group and this is why these areas have been used for comparison. The decommissioned room fee would be equivalent to our Town Hall Register Office fee.



Approved Premises - Saturday



Approved Premises - Sunday & Bank Holiday

