



# FARNHAM TOWN COUNCIL

## Annex 2

### Notes Strategy & Finance Working Group

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## Fees and Charges 2025/26

### Introduction

Each year as part of the budget preparation process, the council considers its fees and charges for the coming year and whether they should be maintained or increased. In the budget meeting in December, new targets were set for income but with a shortfall in the agreed budget some further small adjustments are proposed for fees and charges 2025/2026. It is anticipated that these increased charges could raise an additional £11,800 per annum.

#### 1. **Cemeteries**

The proposed fees and charges schedule is attached at Annex 1 to this report. Most are proposed to remain the same with a rounding up of fees for simplicity. The estimated increase in income is £6,100.

#### 2. **Farmers' Market**

The Farmers' Market fees are proposed to increase from £40 to £45 with a discount of 10% for those booking and paying for six markets at one time as this reduces the overall administrative costs for the Council. The fee includes £10 per stall charged by Waverley Borough Council for use of the car park, so the income to FTC for the administration and running of the markets is £30 (rising to £35) per stall. Charity stalls (e.g. for the tea tent, or for Hedgehogs selling Calendars) are made available with no charge. The estimated increase in income is up to £2,000.

Any producer who hires one of the Council's Gazebos is charged £18 plus VAT. Access to the electricity infrastructure is charged at £20 (with electricity included at no extra cost).

#### 3. **West Street Market**

The income for FTC per stall is £15 excluding VAT and the cost for a gazebo is £25 excluding VAT. The income from a stall at the vegan market is £15 excluding VAT.

#### 4. **Events**

The proposed charges for events for 2025 are attached at Annex 2. The estimated increase in income is around £3,000.

#### 4.1 **Gostrey Meadow**

##### 4.1.1 **Large Events**

There is a negotiable/discretionary pricing guide currently in place:

£60.00 administration fee per event in addition to the hire fee. Events are charged based on the size, number of people attending, and activities planned. Community, non-commercial or charity events may receive a reduction from the commercial event charges. The chart below shows typical charges.

Event Type	Unit of Charge	Charge £
Community Events.	Day	£ 150.00
Commercial Events	Day	£ 500.00
Community Commercial events	Day	£ 350.00

#### 4.1.2 Fitness Sessions

Minimum hire charge is £50.00. Charges are per year. The year starts on 1 April and ends on 31 March.

Frequency	Number of people per session	Annual charge
Once a week	1-2-1 tuition	£ 80
Multiple sessions each week	1-2-1 tuition	£160
Once a week	Group tuition	£160
Multiple sessions each week	Group tuition	£320
One off Session		One off price – £20

#### 4.1.3 Filming & Photographic Events

There is a minimum administration fee of £100 in addition to any hire charge which is dependent on the size, nature and number of crew and actors on site. Filming students may be awarded a discount. For more information about filming elsewhere in Waverley and prices please contact the Parks and Countryside department at Waverley Borough Council.

There have been no charges invoiced for filming and photographic events in 2023.

#### 4.1.4 Access Keys

£100.00 charge for replacement of access key for Gostrey Meadow.

For the year ending March 2023, the total charge for vendors who hired of Gostrey Meadow was £5350 excluding VAT. There were 2 vendors: Sir Whippy and The Coffee Can.

Vendor Type	Summer Rate	Winter Rate
Ice cream	£75 per day	£50 per day
Coffee	£50 per day	£25 per day

#### 5. Wrecclisham Community Centre

Annual lease of £10,000 plus VAT per annum (£11,000 in 2026/27 and £12,000 in 2027/28)

#### 6. West Street Chapel

Annual lease of £ 10,000 plus VAT per annum (subject to review in 2024/25).

#### 7. Allotments

Council has resolved that the allotments operate at a break-even point. The allotments were remeasured in 2020 and rates adjusted for those allotments that were more than 20% smaller or larger than the typical plot size of £125sqm. The rate charged for a typical allotment is currently at £62.50 or £0.51 per sq metre per annum. It is proposed this rises

to £67.50 (£0.54 per sqm) in October 2025. There is a minimum fee charged of a half plot for all allotments under 62.5sqm. The estimated increase in a full year is £1,400 (£700 in 2025/26).

The transfer of the allotments at Weybourne Road although agreed 9 years ago has still not been completed but once it has, additional income with some additional expenditure in terms of staff time maintaining the area will occur. The costs of the allotment society public liability insurance policy, which is around £2 per allotment holder is passed on to allotment tenants is included in the allotment fee.

- An administrative fee is charged for new allotment holders taking on an allotment to reflect the work involved. This fee is currently £50. It is proposed this rises to £60.
- Allotment holders joining with less than six months of the allotment year receive a discount of 50% with the loss of income partly offset by the administration charge. The allotment year (and charging period) runs from 1<sup>st</sup> October to 30<sup>th</sup> September.

## 8. Official Resident's Guide

The Residents' Guide is distributed to over 24,000 homes and businesses within the Farnham Town Council catchment area. The guide is a 245x172mm, colour publication that is professionally designed and printed. The Residents' Guide is 36 pages with advertising limited to no more than seven pages. The advertising costs (subject to limited negotiation if required) for 2025 are as follows:

Outside back cover	Inside front Cover	One Page	Half Page	Quarter Page
£2,500	£2,000	£1,750	£1,000	£600

## 9. Miscellaneous

This section is dedicated to these assets managed by the Town Council and other miscellaneous fees and charges associated with the Council Offices.

### A) Council Chamber and Byworth Room

When the Chamber or Byworth Room is hired out to external community groups, the intention has been to recover the actual costs for caretaking and utilities within a hire fee approximately £20 per hour, plus consumables if necessary. The cost for statutory, or commercial groups and businesses is £35 per hour. Bookings for hire during the daytime for Farnham community groups is currently free of charge as there are no additional cost involved in caretaking. Contributions for tea and coffee are requested for the Mayor's charity.

### B) Banners:

- The Town Council manage the operation of banners over The Borough and Downing Street on behalf of Surrey County Council. These are only available for community or charitable organisations.
- The cost of installation and taking down of a banner is charged by an external contractor. The current cost of installation and removal, which is charged to the customer currently, is £70. (i.e. £140 in total)
  - Rental per week £50.
  - Administration fee of £60. (For a second banner in the same week, or a 2-week booking, there is only one admin fee payable.)

### C) Photocopier use:

The photocopier is made available for ad-hoc copying to individuals via the reception desk. Costs are charged at 5p for a black and white copies and 10p for colour. The cost for the individual copies (without the paper cost or machine rental) is 0.3 and 3p

respectively. It is recommended that these rates be maintained in 2025/26. The cost for a laminated sheet be charged at 30p per copy in addition.

#### 10. Farnham in Bloom

	Charge
Hanging Baskets	£90
Troughs	£250
Three tier planter	£550
Statement planters	£850
Weyhill Hanging baskets (30) troughs (13)	£1,700
Lion and Lamb Hanging baskets (6) troughs (6) and ground bedding, trees	£730
Odiham street light planters Summer/ Winter (new for 2024)	£1,240
Benches	£600

The charges in the table above are shown in the Invest in Farnham Brochure (available separately) apart from the cost to Weyhill, Odiham and The Lion and Lamb Yard.



Farnham Town Council

## FEES AND CHARGES FOR CEMETERIES 2025/2026

Effective 1<sup>st</sup> April 2025

**Please note: Non-residents are those not residing inside the Farnham Town Council boundary.**

For graves purchased after 1<sup>st</sup> March 2008, the Exclusive Right of Burial (EROB) includes the right to erect first memorial. Before this date, there is a permit fee to erect a memorial.

### Grave Spaces

Grave spaces can be pre-purchased (i.e. purchased prior to an interment).

SERVICE		Residents Fee (£)	Non-residents Fee (£)	VAT Group
<b>BURIALS AND INTERMENTS – All Cemeteries</b>				
<b>Breakdown of Fees</b>				
A	Purchase of a <b>Double Depth</b> Adult Grave <i>Exclusive Rights of Burial (EROB) ONLY</i>	2500	5000	E
B	Purchase of a <b>Single Depth</b> Adult Grave <i>Exclusive Rights of Burial ONLY</i>	2450	4900	E
C	Interment Fee (Adult) <i>Payable at the time of interment</i>	600	1200	E
<b>Calculating Burial Fees (Adults)</b>				
A + C	<b>Double Depth</b> Grave (Adult) <i>EROB and Interment</i>	3100	6200	E
B + C	<b>Single Depth</b> Grave (Adult) <i>EROB and Interment</i>	3050	6100	E
<b>Other Burial Fees</b>				
Children under 12 years (in a children's plot) <i>Interment and Exclusive Rights of Burial</i>		400	800	E
Interment of Cremated Remains in a Cremation Plot <i>First interment and Exclusive Rights of Burial</i>		1100	2200	E
Cremation Plot <i>Exclusive Rights of Burial Only</i>		600	1200	E
Re-opening for interment of cremated remains		400	800	E

<b>GARDEN OF REFLECTION – West Street Cemetery</b>			
Scattering of Ashes in Garden of Reflection (West Street)	40		E
<b>Granite Memorial Book Residents Package</b> <i>Granite plaque and inscription added to Memorial Book for 25 years (scattering of cremated remains free of charge)</i>	200 + inscription	300 + Inscription	S
<b>MEMORIALS – All Cemeteries £ inclusive of VAT</b>			
Additional Inscription for graves	140		S
Right to erect a memorial, for graves purchased prior to 01/03/08	200		S
Health and Safety - memorial fee	66		S
Fee for renewal of Memorial Permit after 12 months	15		S
<b>MEMORIALS Kerb sets – Badshot Lea Kerb Sets; <u>Additional fee to the Right to erect a memorial</u></b>			
Right to erect a memorial with kerb sets, for graves purchased prior to 01/04/16	£150		S
Right to erect a memorial with kerb sets after 01/04/16	£300		S
<b>MISCELLANEOUS</b>			
Purchase of additional 5 years of Exclusive Rights of Burial	£250	£500	E
Transfer of Ownership	£90 inc VAT		S
Local Agreement Fee (on application only)	£60 inc VAT		S
Genealogy (per search) per hour	£20 ph £20 minimum charge Inc VAT		S
Turfing of graves after 1 year	£60		E
Levelling of Grave after 1 year	£40		E
Adopt a Memorial Bench (adopt whole bench for 10 years)	£540		E
Exhumation	Considered on an individual basis		E

#### Memorial sizes

Please see Town Council's Cemetery regulations for sizes and types of Memorials permitted in the Town Council's Cemeteries.

## Events

Please note all prices are net (VAT to be added)

	Early booking fee 2024/25	Within 3 months of event 2024/25	Standard booking fee 2025/26
<b>Christmas Market</b>			
Castle Street / The Borough (3mx3m)	125	150	130
Castle St / The Borough half Mini Marquee (4.5mx3m inc gazebo and table hire)	120	145	125
Castle St / The Borough Catering (3mx3m)	250	275	260
Ivy Club indoors (GU9, GU10, local makers)	25	35	30
Ivy Club indoors (standard)	50	60	60
Ivy Club courtyard (3mx3m space)	60	75	70
Corner Pitch	40	50	50
Gazebo hire	35	35	35
Power 16amp	65	65	70
Power 32amp	75	75	85
One table	10	10	10
<b>Christmas Lights</b>			
Standard pitch (3mx3m space)	75	85	80
Catering	150	175	160
Gazebo hire	35	35	35
Electricity 16 amp	50	50	50
Electricity 32amp	60	60	60
One table	7.5	7.5	7.5
<b>Food Festival</b>			
Castle Street / The Borough (3mx3m)	125	150	130
Castle Street Catering (3mx3m)	250	275	260
Corner Pitch	40	50	50
Gazebo hire	35	35	35
Power 16amp/32	65/75	65/75	70/85
One table	10	10	10
<b>Sustainability Festival (Rates to be agreed with and retained by Farnham Community Farm)</b>			
Charity/ non profit pitch	15		20
Non catering	50		60
Gazebo hire (income to FTC)	25	25	25
Power 16amp (income to FTC)	50	50	50
Power 32amp (income to FTC)	65	65	65
One table (income to FTC)	7.5	7.5	7.5
<b>Picnic in the park</b>			
Standard pitch (3mx3m space)	75	85	80
Catering	150	175	150
Gazebo hire	30	30	30
Electricity 16 amp	50	50	50
Electricity 32amp	60	60	60
One table	7.5	7.5	7.5
<b>Farmers Market (including VAT)</b>			
Standard pitch (3mx3m space), inclusive of VAT	40		45

