



# FARNHAM TOWN COUNCIL

## Report Strategy & Finance Working Group

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**Date: January 2026**

### **Fees and Charges**

#### **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 challenging targets were set for income but there remains a shortfall in the agreed budget. Some adjustments are proposed for fees and charges 2026/2027 to help deliver the expected additional income.

#### **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 increased from £40 to £45 in 205/26 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 £35 per stall. Charity stalls (e.g. for the tea tent, or for Hedgehogs selling Calendars) are made available with no charge. It is not proposed to increase these further in 2026/27

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 Markets**

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. The markets have been affected by the uncertainty over the Infrastructure Programme works and no further increases are proposed.

#### **4. Events**

The proposed charges for events for 2026 are attached at Annex 2.

##### **4.1 Gostrey Meadow and other sites**

No increases are proposed for 2026/27 given the major infrastructure project with the new Amenity building starting in the year ahead and causing significant disruption.

#### 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 (excluding any repairs for damage caused).

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.

There have been no charges invoiced for filming and photographic events in recent years as most usage is for student or non-commercial purposes.

#### 4.1.4 Access Keys

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

For the year to date, the total charge for vendors who hired of Gostrey Meadow was £5809 excluding VAT. There were 2 vendors: Sir Whippy and Jamie's coffee. The proposal for 2026 will include electricity

Vendor Type	Summer Rate	Winter Rate
Ice cream	£70 per weekday, £90 weekend	£50 per day
Coffee	£50 per weekday £70 weekend	£25 per day

#### 5. Wreclesham Community Centre

Annual lease of £11,000 plus VAT per annum rising to and £12,000 in 2027/28.

#### 6. West Street Chapel

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

## 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 rose in 2025/26 to £67.50 in October 2025. There is a minimum fee charged of a half plot for all allotments under 62.5sqm.

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 and is included in the allotment fee. A few allotment holders who do not take out the insurance must confirm they have adequate cover on their household insurance.

- An administrative fee is charged for new allotment holders taking on an allotment to reflect the work involved. This fee is currently £60. It is proposed this increase to £70.
- 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.
- There has been an increasing problem of late payment for the allotment fee which has increased the number of half year payments when allotments are terminated. To offset this, it is suggested that a late payment fee of £20 be introduced to represent the additional administration involved for any outstanding rents after 8 weeks. This condition will be added to the Allotment lease renewals from October 2026.

## 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 2026 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 when the Town Hall is open to the public for Farnham community groups is currently free of charge as there are no additional costs involved in caretaking. Contributions for tea and coffee are requested for the Mayor's charity. It is proposed the community rate increase to £25 (out of hours) and £40 for commercial and statutory organisations.

### B) Banners:

- The Town Council manage the operation of banners over The Borough and Downing Street. 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	£95
Troughs	£250
Three tier planter	£600
Statement planters	£900
Weyhill Hanging baskets (30) troughs (13) and carpet bedding	£3,200
Lion and Lamb Hanging baskets (6) troughs (6) and ground bedding, trees plus maintenance	£3,250
Benches	£750

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

## 11. Cemetery Fees and Charges

These are set out at Annex 1. Residents (those who pay their council tax covering the Farnham area) receive a 50% discount. Someone who have moved from their main home in Farnham to an adjacent area for care reasons are entitled to the resident discount for a period of 18 months from the sale of their home.

### Recommendation to Council

**It is recommended that the Fees and Charges as set out be adopted.**



## Farnham Town Council

### FEES AND CHARGES FOR CEMETERIES 2026/2027

Effective 1<sup>st</sup> April 2026

**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>	2,500	5,000	E
B	Purchase of a <b>Single Depth</b> Adult Grave <i>Exclusive Rights of Burial ONLY</i>	2,450	4,900	E
C	Interment Fee (Adult) <i>Payable at the time of interment</i>	6,00	1,200	E
<b>Calculating Burial Fees (Adults)</b>				
A + C	<b>Double Depth</b> Grave (Adult) <i>EROB and Interment</i>	3,100	6,200	E
B + C	<b>Single Depth</b> Grave (Adult) <i>EROB and Interment</i>	3,050	6,100	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>		1,100	2,200	E
Cremation Plot <i>Exclusive Rights of Burial Only</i>		650	1,300	E

Re-opening for interment of cremated remains	450	900	E
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GARDEN OF REFLECTION – West Street Cemetery			
Scattering of Ashes in Garden of Reflection (West Street)	40		E
Granite Memorial Book <b>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
MEMORIALS – All Cemeteries £ inclusive of VAT			
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
MEMORIALS Kerb sets – Badshot Lea Kerb Sets; <u>Additional fee to the Right to erect a memorial</u>			
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
MISCELLANEOUS			
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.

## Proposed Stall prices for 2026-27

Please note all prices are net (VAT to be added)				
	Stalls price 2025-26	Estimated Number of stalls	Proposed booking fee 2026/27	Estimated increase of revenue
<b>Christmas Market</b>				
Castle Street / The Borough (3mx3m)	135	80	140	400
Castle St / The Borough half Mini Marquee (4.5mx3m inc ga	125	8	125	0
Castle St / The Borough Catering (3mx3m)	260	20	275	300
Bush Courtyard (Maybe not used due to FIP)	85	8	90	40
Ivy Club indoors (local makers) (Maybe not used due to FIP)	30	7	35	35
Ivy Club indoors (standard) (Maybe not used due to FIP)	60	5	60	0
Ivy Club courtyard (3mx3m space) (Maybe not used due to FIP)	70	4	70	0
Corner Pitch	50	35	50	0
Gazebo hire	35	15	35	0
Power 16amp	70	15	70	0
Power 32amp	85	5	85	0
One table	10	10	10	0
<b>Christmas Lights</b>	Total increase		Total increase	<b>775</b>
Standard pitch (3mx3m space)	80	25	85	125
Catering	160	5	160	0
Gazebo hire	35	5	35	0
Electricity 16 amp	55	5	55	0
Electricity 32amp	70	0	70	0
One table	7.5	0	7.5	0
<b>Food Festival</b>	Total increase		Total increase	<b>125</b>
Castle Street / The Borough (3mx3m)	135	75	150	1125
Castle Street Catering (3mx3m)	125	8	350	1800
Corner Pitch	50	35	50	0
Gazebo hire	35	15	35	0
Power 16amp	70	15	70	0
Power 32amp	85	5	85	0
One table	10	10	10	0
<b>Sustainability Festival (Rates to be agreed with and retained)</b>	Total increase		Total increase	<b>2925</b>
Charity/ non profit pitch	20	15	25	75
Non catering	60	10	65	50
Gazebo hire (income to FTC)	25		25	0
Power 16amp (income to FTC)	50		50	0
Power 32amp (income to FTC)	65		65	0
One table (income to FTC)	7.5		7.5	0
<b>World Music Day 28th June</b>	Total increase		Total increase	<b>125</b>
Standard pitch (3mx3m space)	80	12	80	0
Catering	160	5	160	0
Gazebo hire	35	3	35	0
Electricity 16 amp	55	5	55	0
Electricity 32amp	70	1	70	0
One table	7.5		7.5	0
<b>Farmers Market (Monthly)</b>	Total increase		Total increase	<b>0</b>
Standard pitch (3mx3m space), inclusive of VAT	37.5	40	37.5	0
				0
			Total increase	<b>0</b>
<b>Estimated annual additional income (less sustainability Festival)</b>				<b>3825</b>