

FARNHAM TOWN COUNCIL



Annex I

Minutes Strategy & Finance Working Group

Date: January 2022

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 last couple of years, Council determined to hold most of its fees with some having been held for longer such as the Farmers' Markets and cemeteries. In the budget meeting in December, new targets were set for income, and some small adjustments are proposed.

1. Cemeteries

Income in 2021/22 is running as broadly as expected with interments up on the position last year and grave purchase income at about 50% of budget. However, the activity is notoriously unpredictable and income usually higher in the last quarter. It is proposed to keep fees at the same level for the coming year, with a wider review of benchmark burial authorities undertaken during the year.

The current fees and charges schedule is attached at Annex i to this report.

2. Farmers' Market

Currently the Farmers' Market fees are at £35 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. A review has been undertaken on the current charges elsewhere and these were discussed at the Farmers' Market Producers' meeting in the autumn particularly with a view to making the first increase for 7 years. 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 £25 per stall. Charity stalls (eg for the tea tent, or for Hedgehogs selling Calendars) are made available with no charge.

Wallington. Stall hire £36, Hampshire (including canopy)£48+ vat, Winchester £53+vat
Guildford £15 per metre of frontage. Typically £45 +vat, South West Surrey FM (Milford, Godalming, Haslemere) £35, Ripley £35

Any producer who hires one of the Council's Gazebos is charged £15 plus VAT and currently around 4-5 are hired monthly. Access to the electricity infrastructure is charged at £20 (with electricity included at no extra cost).

It was agreed to recommend to Council that:

- 1. The fee charged per market be increased to £40.**
- 2. The fees for the hire of a gazebo and use of electricity remain at £15 and £20 plus VAT respectively.**

3. Events

The proposed charges for events for 2022 are attached at Annex ii.

4. 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 £120sqm. The rate charged for a typical allotment is £60.50 or just over £0.50 per sq metre per annum. The transfer of the allotments at Farnborough Road although agreed six 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 in just under £2 per allotment holder is passed allotment tenants on top of 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 £25, but it is proposed to increase this to £50 from 1st February 2022.
- 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. In 2021, Council agreed to change the allotment year (and charging period) to 1st October to 30th September.

5. Gostrey Meadow

Concessions on non-event days (on application): Guide price £125 per day (peak) £75 (off peak)

Ice cream: £200 (peak)

Memorial Benches: £600

Hire of bandstand £ plus damage deposit:

Hire of Gostrey Meadow for charitable events: £150

Hire of Gostrey Meadow for commercial events £500 (by discussion)

Filming in Gostrey: Students at UCA. Free on application. Commercial (subject to discussion).

Fairs. (by discussion)

Fitness Sessions £50 (minimum charge but annual licences available from £80 1 to 1 once a week to £320 for multiple group sessions)

6. Invest In Farnham Sponsorship brochure

The Invest in Farnham booklet with Sponsorship and partnering opportunities has been further expanded to include new opportunities (Literary Festival, etc). and is a very useful tool for engaging businesses. The 2022 brochure can be found at

<https://www.farnham.gov.uk/wp-content/uploads/2021/06/Final-2020-Invest-in-Farnham-web-.pdf>

Sponsorship targets will be as set out in the agreed budget using the Invest in Farnham brochure as a guide. It should be noted that getting the balance of cost and benefit for sponsorship is something that has to be finessed and that relationships with sponsors may last for one event or for a series of events or for two or three years but may well change as sponsors seek new avenues for their advertising or marketing spend. There is no doubt that the economic climate is still challenging for the attracting the higher levels of sponsorship. Some sponsors like a package covering several activities (eg In bloom and events) and rates may be negotiated to secure the best deal.

7. Residents' Guide

The aim is to cover the cost of the Residents' Guide from advertising. The rates for the current version are: Back Cover £1,750, Inside Cover £1,400, Full page £1,200, Half page £750, Quarter Page £495.

8. Farnham in Bloom

Cost of planted containers for community groups and parish councils (planters supplied) £75

Cost of hire of planted hanging baskets £70 (summer) £50 (Winter)

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 groups, the intention has been to recover the actual costs for caretaking and utilities within a hire fee (approximately £15.00 an hour), plus consumables if necessary. The cost for commercial groups and businesses is £25 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, is £70. At this time, no increase by the contractor is expected, however should there be any changes, it is recommended that the Council's charge be increased to reflect the cost for installation invoiced to the Council. The budget is cost neutral with an indicative sum of £5,000 applied to both income and expenditure.

- Rental per week £30
- Administration and installation (putting up and down) charge (£120).

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 2022/23.

10. **Recommendation to Council**

It is recommended that:

- 1) The Fees and charges set out in Annex I and sub Annexes i and ii be approved;**
- 2) The Town Clerk be authorised to use discretion to negotiate the best arrangement for the Council in relation to Sponsorship and items where more complex arrangements are planned using the approved Fees and Charges as the basis for discussion.**



Annex i

Farnham Town Council

FEES AND CHARGES FOR CEMETERIES 2022/2023

Effective 1st April 2022

Please note:

Non-residents are those not residing inside the Farnham Town Council boundary.

For graves purchased after 1st March 2008, the Exclusive Right of Burial (EROB) includes the right to erect the first memorial

Grave Spaces

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

| SERVICE | | Residents Fee (£) | Non-residents Fee (£) | VAT Group |
|--|--|-------------------|-----------------------|-----------|
| BURIALS AND INTERMENTS – All Cemeteries | | | | |
| Breakdown of Fees | | | | |
| A | Purchase of a Double Depth Adult Grave <i>Exclusive Rights of Burial (EROB) ONLY</i> | 1605 | 3210 | E |
| B | Purchase of a Single Depth Adult Grave <i>Exclusive Rights of Burial ONLY</i> | 1550 | 3100 | E |
| C | Interment Fee (Adult) <i>Payable at the time of interment</i> | 550 | 1100 | E |
| Calculating Burial Fees (Adults) | | | | |
| A + C | Double Depth Grave (Adult) <i>EROB and Interment</i> | 2155 | 4310 | E |
| B + C | Single Depth Grave (Adult) <i>EROB and Interment</i> | 2100 | 4200 | E |
| Other Burial Fees | | | | |
| Children under 12 years (in a children's plot) <i>Interment and Exclusive Rights of Burial</i> | | 370 | 740 | E |
| Interment of Cremated Remains in a Cremation Plot <i>First interment and Exclusive Rights of Burial</i> | | 890 | 1780 | E |
| Cremation Plot <i>Exclusive Rights of Burial Only</i> | | 555 | 1110 | E |
| Re-opening for interment of cremated remains | | 335 | 670 | E |
| GARDEN OF REFLECTION – West Street Cemetery | | | | |
| Scattering of Ashes in Garden of Reflection (West St) | | 26 | | E |

| | | | |
|--|-----------------------------------|------------------|---|
| Granite Memorial Book Residents Package <i>Granite plaque and inscription added to Memorial Book for 25 years (scattering cremated remains free of charge)</i> | 265 (318) | 550 (660) | S |
| MEMORIALS – All Cemeteries | | | |
| Additional Inscription for graves | 115 (138) | | S |
| Right to erect a memorial, for graves purchased prior to 01/03/08 | 165 (198) | | S |
| Health and Safety - memorial fee | 55 (66) | | S |
| Fee for renewal of Memorial Permit after 12 months | 10 (12) | | S |
| MEMORIALS Kerb sets – Badshot Lea Kerb Sets; Additional fee to the Right to erect a memorial | | | |
| 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 | 225 | 450 | E |
| Transfer of Ownership | 55 (66) | | S |
| Local Agreement Fee (on application only) | 50 (60) | | S |
| Genealogy (per search) per half hour | 10 (12) | | 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) | 520 | | 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 Stallholder fees 2022/23

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

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