

Annex I

Fees and Charges

1. Cemeteries

The proposed fees and charges schedule is attached at Annex Ia to this report.

2. Farmers' Markets

Recommendations

It is recommended that:

1. The fees for the hire of a gazebo remain at £18 plus VAT.
2. The electricity charge be £20, charged per socket, not per stall.
3. The stall hire fee remain at £40, with the multiple booking discount continuing.

3. West Street Market

1. All externally organised West Street markets pay £15 per stall to FTC with the cost per Gazebo hire being £25.

4. Events

The current charges for events for 2023 are attached at Annex Ib.

The current charges for commercial equipment hire are as follows:

Item	Daily Unit NET
3m x 3m gazebo	£30
Go Pak tables	£5
Folding chairs	£2
Delivery, erection, collection and removal service	£75

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	£ 300.00

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	Annual charge
-----------	----------------------	---------------

	session	
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. UCA Students usually free.

4.1.4 Access Keys

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

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

Recommendations

It is recommended that:

1. The fees for the concessions remain the same as there was an increase in 2022.
2. For non- event days, each vendor should be charged for electricity use in Gostrey Meadow (£20) for all events as needed – per socket, not per stall.
3. For large events, the pricing is included in Annex 2.
4. Small informal group training sessions in Gostrey Meadow – less than (6) people are difficult to charge as a one-off. Any regular activities would be required to book.
5. The fee should be discretionary for filming and photographic events, especially if it is requested by UCA students or schools.
6. Cost for ad hoc vendors is subject to negotiation but based on a minimum fee of £50 per day (summer and £25 winter) depending on product.

5. Leases

i) Wrecclesham Community Centre

Annual lease (subject to review in 2023) of £8,000 plus VAT per annum.

ii) West Street Chapel

Annual lease of £ 9,000 plus VAT per annum.

6. 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 £60.50 or £0.48 per sq metre per annum. 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. Allotment holders joining with less than six months of the allotment year receive a discount of 50%.

Recommendation:

It is proposed that a new standard price be used:

1. A half plot price - this would be a minimum charge for all small allotments under 62.5sqm effective 1st February 2023.

2. The cost per square metre be raised to .50p making a standard plot £62.50 and half a plot and smaller £31.25 from 1st October 2023.
3. The administrative fee for new allotment holders remain at £50.

7. Official Resident's Guide

The advertising costs for 2023 are as follows:

Outside back cover	Inside front Cover	One Page	Half Page	Quarter Page
£2,200	£1,800	£1,500	£850	£550

8. Miscellaneous

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

- 1) Council Chamber and Byworth Room
Community Groups outside Working hours: £20 per hour, plus consumables if necessary. Commercial groups and businesses £30 per hour from 2023. 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.
- 2) 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.
 - Rental per week proposed increase to £40.
 - Administration fee of £50. (For a second banner in the same week, or a 2-week booking, there is only one admin fee payable.)
- 3) 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. It is recommended that these rates be maintained in 2023/24.

It is recommended that

1. Rental of Council Chamber be increased for commercial and statutory organisations to £30 per hour
2. The rental cost for banner hire be increased to £40
3. Other fees remain the same as in 2022/23

9. Farnham in Bloom

	Charged	Proposed
Hanging Baskets	£80	£80
Troughs	£200	£200
Three tier planter	£500	£500
Statement planters	£800	£800
Benches	£600	£600

Prices for multiple baskets and troughs are subject to negotiation based on the above prices. The charges in the table above are shown in the Invest in Farnham Brochure (available separately).



ANNEX 1a

Farnham Town Council

FEES AND CHARGES FOR CEMETERIES 2023/2024

Effective 1st April

Please note: Non-residents are those residing outside the Farnham Town Council boundary and not paying Council Tax to Farnham in the Borough of Waverley.

For graves purchased after 1st March 2008, the Exclusive Right of Burial (EROB) includes the right to erect 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>	2445	4890	E
B	Purchase of a Single Depth Adult Grave <i>Exclusive Rights of Burial ONLY</i>	2390	4780	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>	2500	5000	E
B + C	Single Depth Grave (Adult) <i>EROB and Interment</i>	2445	4945	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>		950	1900	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 Street)	26		E
Granite Memorial Book Residents Package <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			
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; <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	225	450	E
Transfer of Ownership	75 (86)		S
Local Agreement Fee (on application only)	50 (60)		S
Genealogy (per search) per hour	10 (12) 20 minimum charge		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.

ANNEX 1b