



FARNHAM TOWN COUNCIL

Annex 1 to Appendix C

Report Strategy & Finance Working Group

Date: 10th January 2024

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 targets were set for income, and some small adjustments are proposed for 2023/2024.

1. Cemeteries

The proposed fees and charges schedule is attached at Annex 1 to this report. Most are proposed to remain the same (subject to review by cemeteries and finance) with a rounding up of fees for simplicity.

2. Farmers' Market

The Farmers' Market fees are at £40 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. It is proposed the fee remains at the current rate of £40. 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 per stall. Charity stalls (e.g. for the tea tent, or for Hedgehogs selling Calendars) are made available with no charge.

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 charges for events for 2024 are attached at Annex 2.

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

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. Wrecclesham Community Centre

Annual lease (subject to review in 2023/24) of £8,000 plus VAT per annum.

6. West Street Chapel

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

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 £60.50 or £0.48 per sq metre per annum rising to £62.50 in October 2024. 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 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 £50.
- 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 1st October to 30th 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 negotiation if required) for 2024 are as follows:

Outside back cover	Inside front Cover	One Page	Half Page	Quarter Page
£2,500	£2,000	£1,750	£1000	£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 commercial groups and businesses is £30 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 now, is £70. (i.e. £140 in total)
- Rental per week £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.)

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 2024/25.

10. Farnham in Bloom

	Charge	Cost to produce and maintain excluding basket or trough
Hanging Baskets	£80	£32
Troughs	£200	£97
Three tier planter	£500	£200
Statement planters	£800	£400
Weyhill Hanging baskets (30) troughs (13)	£1700	£1,110
Lion and Lamb Hanging baskets (6) troughs (6) and ground bedding, trees	Negotiate uplift in 2023	£730
Benches	£600	£300

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

11. Cemetery Fees and Charges

These are set out at Annex I

Recommendation

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



Farnham Town Council

FEES AND CHARGES FOR CEMETERIES 2024/2025

Effective 1st April 2024

Please note: Non-residents are those not residing inside the Farnham Town Council boundary and paying Farnham Town Council Council Tax

For graves purchased after 1st 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
BURIALS AND INTERMENTS – All Cemeteries				
Breakdown of Fees				
A	Purchase of a Double Depth Adult Grave <i>Exclusive Rights of Burial (EROB) ONLY</i>	2450	4900	E
B	Purchase of a Single Depth Adult Grave <i>Exclusive Rights of Burial ONLY</i>	2400	4800	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>	3000	6000	E
B + C	Single Depth Grave (Adult) <i>EROB and Interment</i>	3000	6000	E
Other Burial Fees				
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>		1000	2000	E
Cremation Plot <i>Exclusive Rights of Burial Only</i>		600	1200	E
Re-opening for interment of cremated remains		350	700	E

GARDEN OF REFLECTION – West Street Cemetery			
Scattering of Ashes in Garden of Reflection (West Street)	40		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; 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	250	500	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.