

Date: 31 January 2020

**Fees and Charges Review 2020/20210**

**Executive Summary**

Members to consider and agree the revised fees and charges for the Council's services for 1 April 2020 to 31 March 2021.

**Recommendation:**

That Members agree to the proposed fees and charges set out in Paragraphs 3.1-3.6 and Annex A for 1 April 2020 to 31 March 2021.

**1. Purpose of Report**

1.1 Members are asked to consider and agree the Council's fees and charges for 2020/21.

**2. Background**

2.1 Ash Parish Council reviews its charges each year for the facilities it hires out to the public, charities, local groups and corporate clients. The Council also reviews its charges for the services provided at Ash Cemetery.

2.2 Each year the charges are reviewed considering the retail price index for December of the previous year and rounded up or down. The RPI for December 2019 is 2.2% (Source: Office for National Statistics).

2.3 Customers are charged standard rate VAT on all the Ash Centre booking fees (except deposits) due to the Council "Opting to Tax" as permitted under the Public VAT Notice 742 Land and Property, Paragraph 3.1. Charges for the purchase of exclusive rights of burial and interments are not subject to VAT.

2.4 A small number of hirers receive a further discretionary reduction on fees including Ash and Blackwater Rotary, The SEED Institute, Christian Mission Fellowship and Aldershot Taekwondo.

**3. Suggested Amendments for 2020/21**

3.1 It is proposed to delete the kitchen hire charge as this is not normally booked as an individual hire, but as part of the main hall hire. The fee for the main hall is quite high compared to the Victoria Hall and the cost of hiring the main hall should include the kitchen if required.

3.2 Meeting Room 1 & 2 should amalgamate to "Meeting Room". As invariably the whole room is booked and can be charged at the higher rate.

3.3 To introduce a charge to erect and dismantle the stage. It takes two personnel to erect the stage for an event, this is time consuming and needs to be charged to the hirer.

3.4 Delete the good order deposit for Hall Hires under £100.00. It is not efficient for the Parish to charge a deposit of £70.00 for a meeting that only costs £20.00.

3.5 A new Child Funeral Fund has been introduced by the Government in July 2019. This new regulation has set up a fund whereby a funeral is free at point of need to the families of children under 18 Years of age. The areas highlighted in yellow in annex A will be the charges that will be made to this fund for reimbursement.

3.6 With the introduction of the new Child Funeral Fund and to avoid any confusion over grave plot and coffin sizes. It will be necessary to define grave plot sizes, so that the correct charge can be made.

|   |                  |                 |
|---|------------------|-----------------|
| A | Adult plot size  | 750mm by 2030mm |
| B | Child plot size  | 660mm by 1250mm |
| C | Still born child | 660mm by 850mm  |

It may be the case that a body of child under 18 years of age will be interned in an adult plot. In such an instance the charges will be made appropriately.

#### **4. Options**

4.1 Members may decide to:

- a) Agree with the Clerk's recommendation; or
- b) Agree alternative charges for individual categories; or
- c) Agree an alternative course of action.

#### **5. Financial Implications**

5.1 A fair proportion of the Council budget is funded by income from the Council's activities. In 2018/19 approximately £65,000 income was received through these charges.

#### **6. Implications on Crime and Disorder**

6.1 The Crime and Disorder Act 1998 (Section 17) requires a parish council to consider the crime and disorder implications of any decision. There are no direct implications to the report.

#### **7. Implications on Biodiversity**

7.1 The Natural Environment and Communications Act 2006 (Section 40) requires parish councils to consider the impact any decisions will have on biodiversity. There are no direct biodiversity implications to the report.

#### **8. Background Papers**

8.1 Amenities, Finance and Administration Committee Minute 144 - 26 February 2018  
Amenities, Finance and Administration Committee Minute 110 - 28 January 2019

#### **9. Appendices**

Annex A Proposed Scale of Charges for 2020/2021

**Ash Parish Council  
Annual Fees and Charges Review**

RPI Increase  
(Dec 19) =  
2.2%

| Details                                   | 2019/20<br>Charges | Increased By<br>2.2% | 2020/2021<br>Figure | 2020/21<br>Figure<br>Rounded | 2020/21<br>Agreed Charge |
|---|--------------------|----------------------|---------------------|------------------------------|--------------------------|
| Kitchen before 17:00                      | 41.00              | 0.90                 | 41.90               | 42.00                        |                          |
| Kitchen after 17:00                       | 47.00              | 1.03                 | 48.03               | 48.00                        |                          |
| Deposit (General)                         | 69.00              | 1.52                 | 70.52               | 70.00                        |                          |
| Deposit (Functions)                       | 247.00             | 5.43                 | 252.43              | 250.00                       |                          |
|   |                    |                      |                     |                              |                          |
| Occasional Main Hall before 17:00         | 45.00              | 0.99                 | 45.99               | 46.00                        |                          |
| Occasional Main Hall after 17:00          | 57.50              | 1.27                 | 58.77               | 59.00                        |                          |
| Occasional Small Hall before 17:00        | 20.00              | 0.44                 | 20.44               | 20.50                        |                          |
| Occasional Small Hall after 17:00         | 24.00              | 0.53                 | 24.53               | 25.00                        |                          |
| Occasional Meeting Room before 17:00      | 20.00              | 0.44                 | 20.44               | 20.50                        |                          |
| Occasional Meeting Room after 17:00       | 24.00              | 0.53                 | 24.53               | 25.00                        |                          |
|   |                    |                      |                     |                              |                          |
| Weekend Regular Main Hall before 17:00    | 36.00              | 0.79                 | 36.79               | 37.00                        |                          |
| Weekend Regular Main Hall after 17:00     | 48.00              | 1.06                 | 49.06               | 49.00                        |                          |
| Weekend Regular Small Hall before 17:00   | 17.00              | 0.37                 | 17.37               | 17.00                        |                          |
| Weekend Regular Small Hall after 17:00    | 19.00              | 0.42                 | 19.42               | 19.00                        |                          |
| Weekend Regular Meeting Room before 17:00 | 17.00              | 0.37                 | 17.37               | 17.00                        |                          |
| Weekend Regular Meeting Room after 17:00  | 19.00              | 0.42                 | 19.42               | 19.00                        |                          |
|   |                    |                      |                     |                              |                          |
| Regular Main Hall before 17:00            | 25.00              | 0.55                 | 25.55               | 26.00                        |                          |
| Regular Main Hall after 17:00             | 33.50              | 0.74                 | 34.24               | 34.00                        |                          |

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|   |        |      |        |        |  |
|---|--------|------|--------|--------|--|
| Regular Small Hall before 17:00                   | 13.00  | 0.29 | 13.29  | 13.00  |  |
| Regular Small Hall after 17:00                    | 14.50  | 0.32 | 14.82  | 15.00  |  |
| Regular Meeting Room before 17:00                 | 13.00  | 0.29 | 13.29  | 13.00  |  |
| Regular Meeting Room after 17:00                  | 14.50  | 0.32 | 14.82  | 15.00  |  |
| Regular Meeting Room 1or 2 before 17:00           | 7.00   | 0.15 | 7.15   | 7.00   |  |
|   |        |      |        |        |  |
| Badminton (Sports) before 17:00                   | 12.00  | 0.26 | 12.26  | 12.00  |  |
| Badminton (Sports) after 17:00                    | 14.00  | 0.31 | 14.31  | 14.00  |  |
| Small Hall (sports) before 17:00                  | 12.00  | 0.26 | 12.26  | 12.00  |  |
| Small Hall (Sports) after 17:00                   | 14.00  | 0.31 | 14.31  | 14.00  |  |
| Meeting Room (Sports) before 17:00                | 12.00  | 0.26 | 12.26  | 12.00  |  |
| Meeting Room (Sports) after 17:00                 | 14.00  | 0.31 | 14.31  | 14.00  |  |
| Short Tennis (Sports) before 17:00                | 12.00  | 0.26 | 12.26  | 12.00  |  |
| Short Tennis (Sports) after 17:00                 | 14.00  | 0.31 | 14.31  | 14.00  |  |
| Main Hall (Sports) before 17:00                   | 26.00  | 0.57 | 26.57  | 27.00  |  |
| Main Hall (Sports) after 17:00                    | 35.00  | 0.77 | 35.77  | 36.00  |  |
|   |        |      |        |        |  |
| Allotments per annum + proportioned water charges | 46.00  | 1.01 | 47.01  | 47.00  |  |
|   |        |      |        |        |  |
| Football Pitches Adult Mon-Fri                    | 63.00  | 1.39 | 64.39  | 64.00  |  |
| Football Pitches Adult Saturday                   | 83.00  | 1.83 | 84.83  | 85.00  |  |
| Football Pitches Adult Sunday                     | 83.00  | 1.83 | 84.83  | 85.00  |  |
| Football Pitches Junior Mon to Fri                | 11.50  | 0.25 | 11.75  | 12.00  |  |
| Football Pitches Junior Saturday                  | 14.00  | 0.31 | 14.31  | 14.00  |  |
| Football Pitches Junior Sunday                    | 22.00  | 0.48 | 22.48  | 22.00  |  |
|   |        |      |        |        |  |
| Fairs and Circuses Per operation day              | 337.00 | 7.41 | 344.41 | 344.00 |  |
| Fairs and Circuses Deposit                        | 400.00 | 8.80 | 408.80 | 400.00 |  |
| Fairs and Circuses Per Non operation day          | 41.00  | 0.90 | 41.90  | 42.00  |  |

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|  |          |       |          |          |  |
|--|----------|-------|----------|----------|--|
|  |          |       |          |          |  |
| Fetes & Use of Grounds by Local Organisations (Commercial)                         | 334.00   | 7.35  | 341.35   | 341.00   |  |
| Fetes & Use of Grounds by (Local Organisations (Local organisations)               | 160.00   | 3.52  | 163.52   | 164.00   |  |
| Fetes & Use of Grounds by Local Organisations (Good order deposit)                 | 432.00   | 9.50  | 441.50   | 442.00   |  |
|  |          | 0.00  |          |          |  |
| General Items to Hire (Flip chart)   | 8.00     | 0.18  | 8.18     | 8.00     |  |
| General Items to Hire Public (Address System)                                      | 34.00    | 0.75  | 34.75    | 35.00    |  |
| Bunting  | 9.00     | 0.20  | 9.20     | 9.00     |  |
| Stage. assemble and dismantle  |          |       |          | 50.00    |  |
| Item Deposit   | 41.00    | 0.90  | 41.90    | 42.00    |  |
|  |          |       |          |          |  |
| Cemetery: Exclusive Right Burial (Out of Parish) Adult Graves out of Rotation      |          |       |          | 2,520.00 |  |
| Cemetery Exclusive Right of Burial (In Parish) Adult Graves in Rotation            | 1,233.00 | 27.13 | 1,260.13 | 1,260.00 |  |
| Cemetery: Exclusive Right of Burial (Out of Parish) Adult Graves in Rotation       |          |       |          | 4,538.00 |  |
| Cemetery Exclusive Right of Burial (In Parish) Adult Graves out of Rotation        | 2,220.00 | 48.84 | 2,268.84 | 2,269.00 |  |
| Cremated Remains plot (Out of Parish)  |          |       |          | 1,154.00 |  |
| Cremated Remains plot In Parish)   | 565.00   | 12.43 | 577.43   | 577.00   |  |
| Cemetery: Exclusive Right of Burial. (Out of Parish) Childs Grave. Section H Only. |          |       |          | 1,472.00 |  |
| Cemetery: Exclusive Right of Burial. (In Parish). Childs Grave: Section H Only.    | 720.00   | 15.84 | 735.84   | 736.00   |  |

**Agenda Item 10**

|   |          |       |          |          |  |
|---|----------|-------|----------|----------|--|
| Cemetery: Interment fees (Out of Parish)<br>The body of a person over 18 Years of age and over in new grave                         |          |       |          | 2,540.00 |  |
| Cemetery: Interment fees (In Parish)<br>The body of a person over 18 Years of age and over in new grave                             | 1,243.00 | 27.35 | 1,270.35 | 1,270.00 |  |
| Cemetery: Interment fees (Out of Parish)<br>The body of a person over 18 Years of age and over-second Interment into existing grave |          |       |          | 1,738.00 |  |
| Cemetery: Interment fees (In Parish)<br>The body of a person over 18 Years of age and over-second Interment into existing grave     | 850.00   | 18.70 | 868.70   | 869.00   |  |
| Cemetery: Interment fees (Out of Parish)<br>The Interment of Cremated remains in a previously purchased grave                       |          |       |          | 706.00   |  |
| Cemetery: Interment fees (In Parish)<br>The Interment of Cremated remains in a previously purchased grave                           | 345.00   | 7.59  | 352.59   | 353.00   |  |
|   |          |       |          |          |  |
| Cemetery: Interment fees (Out of Parish)<br>The Body of a child over 1 month but under 18 years                                     |          |       |          | 316.00   |  |
| Cemetery: Interment fees (In Parish)<br>The Body of a child over 1 month but under 18 years   | 155.00   | 3.41  | 158.41   | 158.00   |  |
| Cemetery: Interment. ( Out of Parish). The body of a stillborn child or up to the age of one month.                                 | 97.00    | 2.13  | 99.13    | 99.00    |  |
| Cemetery: Interment. ( In Parish). The body of a stillborn child or up to the age of one month.                                     | Free     |       |          | Free     |  |
|   |          |       |          |          |  |

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|--|--------|-------|--------|----------|--|
| Cemetery: Interment. (Out of Parish). Interment into bricked Vault grave at Single depth.        |        |       |        | 428.00   |  |
| Cemetery: Interment. (In parish). Interment into bricked Vault grave at Single depth.            | 209.00 | 4.60  | 213.60 | 214.00   |  |
| Cemetery: Interment. (Out of Parish). Interment into bricked Vault grave at double depth.        |        |       |        | 230.00   |  |
| Cemetery: Interment. (In parish.) Interment into bricked Vault grave at double depth.            | 113.00 | 2.49  | 115.49 | 115.00   |  |
| Cemetery: Memorial Items. (Inc. Vat) (Out of Parish). Headstone including the first inscription. |        |       |        | 428.00   |  |
| Cemetery: Memorial Items. (Inc. Vat) (In Parish). Headstone including the first inscription.     | 209.00 | 4.60  | 213.60 | 214.00   |  |
| Cemetery: Memorial Items. (Inc. Vat) (out of Parish) Kerb Set                                    |        |       |        | 428.00   |  |
| Cemetery: Memorial Items. (Inc. Vat) (In Parish) Kerb Set  | 209.00 | 4.60  | 213.60 | 214.00   |  |
| Cemetery: Memorial Items. (Inc. Vat) (Out of Parish). Additional inscription.                    |        |       |        | 224.00   |  |
| Cemetery: Memorial Items. (Inc. Vat) (In Parish). Additional inscription.                        | 110.00 | 2.42  | 112.42 | 112.00   |  |
| Cemetery: Memorial Wall. (Out of parish). Exclusive right to Memorial Wall Space for 10 Years.   |        |       |        | 1,292.00 |  |
| Cemetery: Memorial Wall. (In Parish) Exclusive right to Memorial Wall Space for 10 Years.        | 632.00 | 13.90 | 645.90 | 646.00   |  |
| Cemetery: Brick Vaulted Graves (Out of Parish). Interment at Single Depth.                       |        |       |        | 6,886.00 |  |

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|  |          |        |          |                    |  |
|--|----------|--------|----------|--------------------|--|
| Cemetery: Brick Vaulted Graves. (In Parish).<br>Interment at Single Depth.   | 3,369.00 | 74.12  | 3,443.12 | 3,443.00           |  |
| Cemetery: Brick Vaulted Graves. (Out of Parish)<br>Interment at Double Depth.  |          |        |          | 10,264.00          |  |
| Cemetery: Brick Vaulted Graves. (In Parish).<br>Interment at Double Depth.   | 5,022.00 | 110.48 | 5,132.48 | 5,132.00           |  |
| Cemetery: Coffins/caskets up to 760mm (30inches)<br>wide x 2030mm (80inches) long, will incur a<br>surcharge of £100 per 25mm (1 inch) over the<br>Regulation size. (see para 3.6) |          |        |          | 100.00 per<br>25mm |  |
| Cemetery: Changes to coffin sizes after the first<br>written confirmation is received and may also<br>require the purchase of additional grave spaces.                             |          |        |          | 50.00              |  |