

**BRIDGNORTH TOWN COUNCIL
TOWN COUNCIL MEETING
21 April 2020**

LJ/2020

1 April 2020

REPORT TO TOWN COUNCILLORS

AGENDA ITEM 13 – REVISED TOWN COUNCIL FEES

AIM

1. *To consider and retrospectively approve a revised set of fees for the Town Council from 1 Apr 2020*

BACKGROUND

2. Town Council meeting 21 January 2020 - Minute Number: 0372/1920 approved the level of Fees WEF 1 Apr 2020.
3. The Coronavirus emergency has caused a significant amount of activities to pause and some of those that continue to run are likely to suffer economically due to reduced foot fall. There is some likelihood that the requirement for interments at the Bridgnorth Cemetery might increase this coming year. A review of the Fees was considered.
4. Town Council meeting 17th March 2020 – Minute Number 0467/1920 included approving delegated powers to officers of the Town Council (as a result of the Coronavirus emergency) and the creation of a virtual committee of 6 councillors who would be consulted when officers were likely to use emergency delegate powers.

DISCUSSION/ COMMENT

5. Members of the virtual committee were asked to consider:
 - a. Retaining the 2019 interment charges at Bridgnorth Cemetery for Bridgnorth residents (no increase on 1 April 2020). Raising fees when many residents might be in need of the service at a time of potential financial hardship was considered to be insensitive and add to financial difficulties for some.
 - b. Retaining the 2019 Market Stall Hire fees (no increase on 1 April 2020). While those traders who are prevented from trading (non-essential goods) are being refunded in full for cancellation of the opportunity to trade a small number of traders do offer essential food stuffs and can continue to trade. It was felt that those traders that might continue (essential sellers) might suffer from decreased footfall and in turn reduced profit; the timing of the proposed increases is considered unhelpful.

6. Members of the Virtual Committee responded to the suggestions and those that replied were generally supportive of the 2 proposals.
7. Standing Orders do not normally permit the Council to revisit a decision within 6 months. In this case the fees were set some 3 months ago. It is considered that the Council if it had been able to meet normally might well have taken the necessary steps to 'change its mind within the 6 months'

FINANCIALS

8. There are some small financial implications to the Council regarding the proposal not to increase fees for residents that relate directly to interments. The impact might be as much as a loss of £2K to £3k of income over the year. However, income is dependent upon usage and it might be that usage increases in the current year.
9. The cancellation of the Market for all but essential traders could lead to a potential loss of income over the forthcoming financial year of up to £25k. A small reduction in the proposed fees (retain 2019 level of Fees) will have little impact on the overall income for the Town Council. However, it might be the difference between one or 2 traders continuing to trade and provide at least some income.

SUMMARY

10. A few simple measures might be helpful to a few in what are likely to be challenging times financially. Retaining Interment related cemetery fees at their 2019 levels is likely to help residents in being able to afford the use of Bridgnorth Cemetery.
11. The retaining of 2019 Market Fees should be seen as a small but positive step for the few who continue to trade.

RECOMMENDATION(s)

12. It is recommended that the Town Council RESOLVES:

To approve the draft set of revised fees from 1 Apr 2020 for Bridgnorth Town Council



Lee Jakeman
Town Clerk

BRIDGNORTH TOWN COUNCIL FEES

WEF 1 April 2020 (Revised – Version 2)

(Fees are subject to change and will be confirmed at time of booking)

A number of fees offer discounts depending on the service provided. Some, but not all, discounts are available by being a resident of the parish of Bridgnorth (generally the cemetery fees) and others are by qualification e.g. a Bridgnorth registered charity or community group, for room hire charges and some fees are discounted for regular users who pay in advance (again generally room hire)

CASTLE HALL HIRE CHARGES

		Standard Fee	Discounted Fee
<u>Main Hall</u>			
Main Hall & Stage	Minimum 2 hours	£22.00 per hour	£16.00 per hour
Main Hall after Midnight		£45.00 per hour	£33.00 per hour
<u>Main Hall & Stage</u>			
Booked with Bar & Bar Lounge	Minimum 2 hours	£40.00 + VAT per hour	£22.50 + VAT per hour
<u>Bar & Lounge</u>			
hour	Minimum 2 hours	£22.00 + VAT per hour	£11.50 + VAT per hour
<u>Kitchen</u> (including use of crockery)			
	per booking	£16.00 + VAT	£11.50
<u>Meeting Room</u>			
		£15.00 per hour	£11.00 per hour
<u>Full day's hire of whole venue</u>			
		£280.00 + VAT	£175.00 + VAT
<u>Morning, afternoon or evening hire of whole venue</u>			
		£95.00 + VAT	£70.00 + VAT
(9-1, 2-6, 7-11) or other 4 hour intervals around these times			
<u>Special rates:</u>			
Upper Floor		By negotiation	
Senior Citizens Day Centre			
Wednesday & Friday mornings		£1845.00 per annum	
<u>Booking Fee</u> – with booking confirmation (non-refundable)		25% of hire charge	

(Full payment to be made at least fourteen days prior to the date of the function)

TOWN HALL

Council Chamber (during normal working hours)	£30.00 per hour	£20.00 per hour
Court Room (during normal working hours)	£40.00 per hour	£27.00 per hour
Wedding Ceremony – Entire Hall		
(2hrs hire one hour before and one hour after ceremony)	£450.00 + VAT	£375.00 + VAT
(Double charge for Sundays and Bank Holidays)		
Hardstanding Area under the Town Hall (entire area)	£200.00	£75.00*

(*Bridgnorth registered charities and community groups)

MAYOR'S PARLOUR & THE ANNEXE, COLLEGE HOUSE

	Standard Fee	Discounted Fee
Mayor's Parlour (during normal working hours)	£18.00 per hour	£13.00 per hour
Annexe (during normal working hours)	£20.00 per hour	£14.00 per hour
Annexe (outside of normal working hours)	£24.00 per hour	£16.00 per hour

MEMORIAL BENCHES

Maintenance fee (Annual rate) £50 plus VAT

	Standard Fee	Discounted Fee
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SPORTS PITCHES

CROWN MEADOW (football)	£20.00 per game	n/a
SEVERN PARK RUGBY PITCHES (grass cutting)	£46.00 per cut	

MARKETS

HIGH STREET MARKET STALLS	£2.10 per foot	n/a
CHARITY STALL	£11 per hire (pitch 5 under Town Hall)	
MARKET UNDER TOWN HALL	£11.00 per pitch	
(including VAT (service charge))		

PARKING

SEVERN PARK CAR PARK

Cars:

Up to 2 hours	£1.65
2 hours - 4 hours	£2.20
All day	£2.75

Annual Pass:

non- resident fee	£80.00
resident fee –(proof of residency required)	£35.00

SEVERN PARK RUGBY CLUB SEASON TICKETS

Club Members (for half year pass 01/10/19-31/05/20)	£18.00
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ALLOTMENTS

Size A - 7m x 11m £1.50 per week	£1.65 per week
Size B - 5m x 10m £1.25 per week	£1.40 per week
Size C - 4.8m x 5.5m £1.00 per week	£1.10 per week
Use of the storage shed	£16.50 per annum plus VAT

USE OF TOWN COUNCIL LAND

Severn Park:

Commercial	-	£230.00 per day
Bridgnorth based Community Groups and not for profit	-	£100.00 per day

Castle Grounds and other open spaces (e.g. Bandon Lane):

Commercial	-	£300.00 per day
Bridgnorth based Community Groups and not for profit	-	£120.00 per day

ADVERTISING ON TOWN COUNCIL PROPERTY

Town Hall

£40 booking fee (to put up and take down by Council staff)

Plus £5 per week rental (up to maximum of 3 weeks)

Severn Park

£10 booking fee (not put up by Council staff)

£25 booking fee (put up and down by Council staff)

Plus £5 per week rental

ADMIN

PHOTOCOPYING

£0.30 pence per copy plus VAT

CCTV EVIDENCE TAPES

£22.00 plus VAT

FREEDOM OF INFORMATION

Documents

£3.30 per copy plus VAT

Labour up to 22.5 hours

No charge

Labour over 22.5 hours

£55.00 per hour plus VAT

CEMETERY

Notes

Some cemetery fees will attract a **Concessionary rate**. Concession fees will be charged where the person to be interred qualifies for residents' fees under the residency rule as described below. Those not entitled to the residents' rate will incur the standard charges.

The residency rule will apply where the person to be interred was at the time of death, or had been during the 12 months preceding, a resident of the Parish of Bridgnorth.

SCHEDULE OF FEES AND CHARGES WEF 1st April 2020

<u>Interments</u>	Concession Woodland/ Lawned	Standard Lawned	Standard Woodland
	£	£	£
Single Depth Grave	577.00	1176.00	1763.00
Double Depth Grave	751.00	1525.00	2290.00
Single Depth Cremated Remains	164.00	336.00	504.00
Double Depth Cremated Remains	189.00	362.00	520.00

<u>Exclusive Rights of Burial</u>	Concession	Standard
	£	£
Lawn and Woodland Area Graves		
Seventy five years in a lawn area earthen grave 9 ft x 4 ft (2743mm x 1219mm)	952.00	1941.00
Seventy five years in a woodland area earthen grave 9ft x 4ft (2743mm x 1219mm)	1425.00	4272.00
Cremated Remains Plot		
Seventy five years in a lawn area	524.00	1067.00
Seventy five years in a woodland area	762.00	2300.00
Transfer ownership of Exclusive Right of Burial	41.00	41.00

Cemetery Chapel	£
Hire of the Cemetery Chapel (1.5 hours)	140.00

Monuments Gravestones and Tablets

(in respect of which the exclusive right of burial has been granted)

For the right to erect or place on a grave or vault	140.00
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Kerbstones or border stones (where permitted)	
enclosing a space not exceeding 7ft x 6 ft 6 ins (2134mm x 1981mm)	300.00
Replacement memorial (<i>including an additional inscription if applicable</i>)	140.00
For an additional inscription on a tablet	90.00
Memorial vase	32.00

Memorial Garden

	Concession	Standard
	£	£
Scattering of Ashes in the Memorial Garden	46.00	92.00
Plaque on Memorial Wall	Price on Application	Price on Application
Written entry in Memorial Book	Free of Charge	Free of Charge

(E&OE)

The Council reserves the right to review fees at any time or refuse or cancel bookings