



Saxilby with Ingleby Parish Council

Fees & charges 2022-23

NON-CONFIDENTIAL

Report by: Clerk

Date: 22nd February 2022

Report to: Full Council 03/2022

In scope

- Room hires
- Sporting hires internal – applies to hires from clubs which were originally part of Saxilby Sports Association (such as Saxilby Tennis Club and Saxilby AFC football) and which are historically charged on a 'per member' basis, (the number of adult/fee-paying members having been supplied to the Council prior to invoicing). Saxilby Bowls Club no longer pay any hire fees to the Council, although there are still associated costs which the Council pays.
- Sporting hires external - hires for teams which are not associated with the old Saxilby Sports Association (such as AFC Saxilby football team, which only plays at Mill Lane), or ad-hoc external hires
- Burial fees
- Other hire charges

2021-22 fees agreed from 1 April 2021

Following a review of fees and charges at similar/neighbouring councils and facilities, in which we deemed our fees as broadly comparable:

- A 2% increase was applied to burial fees
- A 2% increase was applied to external sporting hires
- A 2% increase was applied to internal sporting hires
- A 2% increase was applied to room hires



1. Room Hires 2022-23

A review of hire charges at other comparable venues in the village has found:

Saxilby Village Hall has different rates for locals and for those outside the village/commercial hires¹:

	Local rate	Outside village/commercial
Lounge daytime	£8	£12
Lounge evening	£10	£15
Hall daytime	£10	£15
Hall evening	£14.50	£22
Meeting room	£6	£9

It has cheaper rates for block bookings of multiple hours in a day.

Saxilby Church Hall² charges £7 per hour for the main hall and £5 for the meeting room.

Sturton by Stow Village Hall³ has a complex charging structure which is split into residents (minimum 3-hour hire for Main Hall), non-residents (minimum 3-hour hire for Main Hall) or regular hirers (no minimum hire). Hirers can also opt to pay for heating tokens (£2 per hour per zone for the Main Hall).

An example cited for a regular hirer on a weekday evening for 2 hours is £14 plus heating. Another example is for a resident hiring for a child's birthday party at a weekend evening, which would be £60 plus £5 booking fee plus heating.

SPC room hire charges (showing indicative 1% or 2% increase)

ROOM HIRE per hour (VAT exempt)	01/04/21	Indicative 1% increase	Indicative 2% increase
Function Room without Bar (after 4pm Monday to Friday or any time weekends)	£14.85	£15.00	£15.15
Function Room without Bar (Monday to Friday prior to 4pm)	£8.98	£9.07	£9.16
Youth Club Room (after 4pm Monday to Friday or any time weekends)	£14.85	£15.00	£15.15
Youth Club Room (Monday to Friday prior to 4pm)	£8.98	£9.07	£9.16
Meeting Room	£8.98	£9.07	£9.16
Boiler with tea/coffee	£51.00	£51.51	£52.02
Boiler/crockery only	£30.60	£30.91	£31.21

No bar provision can currently be offered with Function Room hire, as per pre-Covid.

¹ Source: <http://www.saxilbyvillagehall.org.uk/>

² Source: www.saxilbyparishchurch.co.uk

³ Source: www.sturtonbystowvillagehall.co.uk



The current room hire charges (and proposed increased charges) are more expensive than 'local rate' for the Village Hall, and more expensive than the Church Hall, but more aligned to the Village Hall 'commercial' rate.

We are looking to attract more regular (weekday) hires and don't want to price ourselves out of the local market.

A two-tier charging rate for the Community Centre (as per the Village Hall) would be more complex for us to administer.

Recommendation 1

Consider a minimal 1% increase for room hires.



2. External Sporting Hires

A review of sporting facilities hire at other venues in the area has determined:

City of Lincoln Council offer football pitches at various locations, for Sunday league teams. All include access to facilities.

Location	Type of team	Per game	Block booking/season
Moorland backies	Adult	£66 (inc VAT).	£495
Skellingthorpe Rd, King George's, Sudbrooke Drive	Adult	£55 (inc VAT)	£385
Skellingthorpe Rd, King George's, Sudbrooke Drive	Youth (full size pitch)	£28.60 (inc VAT)	£192.60
Skellingthorpe Rd, King George's, Sudbrooke Drive	Junior (half adult pitch)	£22 (inc VAT)	£137.60
Skellingthorpe Rd, King George's, Sudbrooke Drive	Mini pitch (quarter adult pitch)	N/A	£82.60

One NK (previously North Kesteven Sports Centre) – only offers 3G pitches.

SPC external sporting hire charges (showing indicative 2% increase)

EXTERNAL SPORTS CHARGES including use of Changing facilities (Including VAT)		Indicative 2% increase
Football Pitch - Senior	£57.99	£59.15
Football Pitch - Junior	£29.01	£29.59
Football Pitch - Mini	£23.20	£23.66
Training Pitch	£11.60	£11.83

We are only able to offer external sporting hire when the pitches are not in use by the local regular teams. This can sometimes be challenging as the fixture lists can change during the season.

AFC Saxilby football team who only play at Mill Lane have previously been charged based on the internal sporting hire per member rate, as we didn't have alternative charging provision for seasonal external hire in place. (They are not one of the 'old' Saxilby Sports Association clubs). A seasonal/block booking charge should be considered.



We have not yet invoiced for 2021-22.

As per best practice, a formal hire agreement for the season/financial year for block booking needs putting into place.

Recommendation 2

2.1 Consider a seasonal/block booking charge for AFC Saxilby (in line with previous amount charged)

2.2 Agree 2% increase for ad-hoc external pitch hire.



3. Internal Sporting Hires

Historically charged on a 'per member' (adult only) basis. So even though there are a number of junior football teams using pitches and facilities, these do not contribute towards the preparation/maintenance/cleaning costs.

We have not yet invoiced for 2021-22.

These charges are likely to be tangled with the Memorial Field trustees' issue.

As per best practice, a formal hire agreement for the season/financial year needs to be put into place.

SPC internal sporting hire charges (showing indicative 2% increase)

INTERNAL SPORTS CLUB CHARGES including use of Changing facilities** (VAT exempt)		Indicative 2% increase
Individual Members Fee	£39.61	£40.40
<i>**These Charges are for ex-SSA members i.e. Saxilby Athletic Football Club, Saxilby Tennis Club</i>		

Recommendation 3

Agree 2% increase, accepting that this could be challenged in light of the trustees.



4. Burial Fees

A review of burial fees at similar sized local council cemeteries has found:

Skellingthorpe Parish Council⁴:

	Resident	Non-resident
Headstone	£98	£98
Headstone new inscription	£45	£45
Plot reservation	£92	£370
Double depth burial plot	£459 + £459 for second burial	£1742 + £1742 for second burial
Ashes interment	£128	£518

North Hykeham Town Council⁵:

	Resident only
Headstone	£150
Headstone new inscription	£75
Ashes plot	£400
Ashes interment	£75
Single burial plot	£800
Double-depth burial plot	£1200

Stow Parish Council⁶:

	Resident	Non-resident
Single burial plot/ashes plot reservation	£50	£100
Interment	£250	£500
Ashes interment - single	£80	£160
Ashes interment – double	£160	£320
Headstone	£60	£120
Headstone new inscription	£30	£60

Nettleham Parish Council⁷:

	Resident	Non-resident
Single burial plot reservation	£340	£750 – only if close association to village
Ashes plot	£200	£375
Burial	£300	£750 – only if close association to village
Ashes interment	£160	£375
Headstone	£100	£100
Headstone new inscription	£50	£50

⁴ Source: www.skellingthorpeparishcouncil.gov.uk

⁵ Source: www.northhykehamtowncouncil.gov.uk

⁶ www.stow.parish.lincolnshire.gov.uk

⁷ www.nettleham.parish.lincolnshire.gov.uk



Uplift and re-site headstone	£100 (In addition to headstone fee)	£100 (In addition to headstone fee)
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Note that some councils charge for the plot and interment separately (as we do), but others just have the one charge, so this must be taken into consideration when comparing fees.

SPC burial fees (showing indicative 2% or 3% uplift)

Burial fees are usually rounded to the nearest pound for simplicity.

The fee for non-residents is twice the published fee for residents.

BURIAL FEES (VAT Exempt)	01/04/21	Indicative 2% increase	Indicative 3% increase
<i>* A supplement of 100% applies for non-residents of the Parish, however this may be reduced at the discretion of the Council</i>			
PLOT & MEMORIAL RIGHTS FEES (An interment fee applies on top of the plot fee)			
Plot reserved (for 75 years) (9ft by 4ft) - single lawn	£184.00	£188.00	£190.00
Plot reserved (for 75 years) - single cremation plot	£110.00	£113.00	£114.00
Plot reserved (for 75 years) - double cremation plot	£124.00	£127.00	£128.00
Plot fee for a person aged under 12 years			
Admin fee for transfer of Exclusive Rights of Burial	£ 62.00	£ 64.00	£64.00
INTERMENT FEES (A plot fee applies on top of the interment fee)			
Body of a person aged under 12 years			
Body of a person 12 years or over	£200.00	£204.00	£206.00
Interment of cremated remains of a person 12 years or over	£109.00	£112.00	£113.00
Interment of cremated remains in an existing Grave	£109.00	£112.00	£113.00
Interment of cremated remains in an existing cremation plot	£109.00	£112.00	£113.00
FIXED TERM MEMORIALS			
Lawn plot - Headstone (see Regulations for dimensions)	£105.00	£108.00	£109.00
Ashes plot - Headstone (see Regulations for dimensions)	£105.00	£108.00	£109.00
Vase not exceeding 12 inches high	£53.00	£55.00	£55.00
Flat tablet in Garden of Remembrance	£99.00	£101.00	£102.00
Inscription added at a later date	£53.00	£55.00	£55.00
5 year dedication of plaque in communal Rose garden	£198.00	£202.00	£204.00
5 year dedication of existing tree or shrub in grounds	£198.00	£202.00	£204.00
Additional or replacement plaque in communal Rose bed	£61.00	£63.00	£63.00



Renewal of 5 year dedication (roses, trees & shrubs)	£99.00	£101.00	£102.00
Additional name or plaque on existing Rose, Shrub or Tree (Perspex type)	£99.00	£101.00	£102.00
Upgrade to cast alloy plaque on existing Memorial Tree	£61.00	£63.00	£63.00
5 year dedication of Bench plaque (one third share, 3 plaques per bench)	£395.00	£403.00	£407.00

Council previously suggested an increase in burial fees to build up contingency to accommodate memorial testing and potential remedial action if required and the family cannot be contacted. So, a higher increase may need to be considered.

Recommendation 4

Consider a 3% increase (or higher?) for burial fees.



5. Other hire charges

GROUNDSTAFF HIRE (Exclusive of VAT)		Indicative 2% increase
Subcontracting of Grounds Maintenance staff - per hour	£19.77	£20.17

We do not currently have a standard charge for hiring out the memorial field i.e. for a corporate day. If there is a requirement to provide access to facilities then staff, utility, cleaning and refreshment costs also need to be considered.

We do not currently have a standard charge for use of the memorial field for fitness/outdoor exercise classes (with no access to facilities).

Recommendation 5

- 5.1 Consider a 2% increase for subcontracting grounds staff
- 5.2 Set a charge for hire of the memorial field with access to facilities
- 5.3 Set a charge for use of the field for the likes of fitness/outdoor exercise classes

RECOMMENDATION(S):

That Council agrees to the following fees to be applicable from 1 April 2022 until 31 March 2023:

- 1. Room hire – as per recommendation 1**
- 2. External sporting hire – as per recommendation 2**
- 3. Internal sporting hire – as per recommendation 3**
- 4. Burial fees – as per recommendation 4**
- 5. Other hire charges – as per recommendation 5**