

**Committee: Resources**

**Date: 11 January 2022**

**Title: Schedule of Charges**

**Purpose of Report**

To consider and review the list of charges for the use of Town Council facilities from 1 April 2022.

**Recommendation:**

Members to agree the Schedule of Charges to start from 1 April 2022 to be put before Full Council.

**Report:**

1. The Schedule of Charges has not been reviewed in the last few years except for the cemetery fees. The current fees are shown on Appendix 10.
2. During the budget setting process in December 2021, Members resolved to increase the precept based upon a 4% inflationary figure. Members may wish to consider increasing fees along the same principle. This may involve rounding the fees upwards or downwards to the nearest £0.50p.
3. The cemetery fees were considered and accepted by Town Council at their meeting held on 15 September 2020 (Minute No. 802).
4. The photocopying fees would include the actual cost plus a nominal amount for staff time and electricity and paper costs.
5. The officers have received requests to hire the Chamber from time to time by commercial businesses such as banks and solicitors, as well as other council departments who require a local office space from time to time to meet people on an appointment basis. Members may wish to consider offering the Chamber for hire at a specified rate per hour. This charge could be waived at the discretion of officers in respect of charitable and not-for profit organisations.
6. The last change in Market Fees was agreed at Town Council at their meeting held on 21 February 2017 (Minute No. 185A) with a start date of 1 April 2017.
7. In the past, the Town Council has also allowed Market Traders to operate for no fee for a set period during the months of January to March which was called 'kipper week'. Members may wish to consider setting a period of no fees for some point between January to March 2023.
8. A fair usually visits Ilminster twice a year around June and October. The current fee is £500.00 per visit, which includes the use of water and electricity, and a

£500.00 deposit charged was last reviewed and agreed at the Town Council meeting held on 23 September 2014 (Minute No. 263).

9. The Human Circus fee of £150.00 (£50.00 per day including utilities) with a £500.00 deposit was reviewed and agreed at the Open Spaces meeting on 9 December 2014 (Minute No. 167).
10. The fee for the Vegan Market was originally agreed to be £100.00 at the Town Council meeting on 22 June 2021 (Minute No. 958a) for their first event that was held 4 September 2021 on the Recreation Ground. The second event that was held in the town centre on 11 December 2021 was agreed at the Town Council meeting 19 October 2021 (Minute No. 1051). This was charged using the Market rate of £10.00 per stall.
11. The tennis courts are free to the residents of Ilminster, however, there have been rumours of a tennis coach using the courts for a fee. Members may wish to consider a charge for commercial businesses operating on the tennis courts. Members will also recall that there has been funding identified that will allow for the courts to be refurbished and their usage monitored.
12. Officers gathered information from other councils who have pitches to help with reassessing the fee structure. This information is being considered by Cllrs Burton, Shearman and James who may be in a position to inform the members of their discussions.
13. From time to time, officers receive requests for the use of the open spaces on the recreation ground, Britten's Field, Winterhay play area and West Crescent. Requests have come from both community groups as well as commercial businesses. Members may wish to consider a fee structure for commercial businesses who may wish to use Town Council land based on an estimated area of use. Alternatively, they may choose to introduce a one-off fee per event under the delegated authority of officers.

**Julie Earp**  
**Deputy Town Clerk**