



Devizes Town Council

www.devizes-tc.gov.uk

RECREATION AND PROPERTIES COMMITTEE

You are summonsed to attend a meeting of the Recreation & Properties Committee at the following, place and date.

Date: Tuesday, 12th April 2022

Time: Immediately following Planning Committee

Place: **Assembly Room, Town Hall, St John's Street**

Enquiries: 01380 723333

The Town Mayor: Councillor Gay

Chairman: Councillor Giraud-Saunders

Councillors:	Britten	Brown	Corbett
	Greenwood	Ormerod	Pennington
	Rose	Stevens	Wallis
	Wooldridge		

AGENDA

1. MINUTES

To approve as a correct record and authorise the Chairman to sign the minutes of the meeting held on 1st March 2022 and which have been circulated alongside the agenda.

2. APOLOGIES FOR ABSENCE

3. DISCLOSURES OF INTEREST

To receive any disclosure(s) of interest by a Councillor or an officer in matters to be considered at this meeting, in accordance with provisions of Sections 94 or 117 of the Local Government Act 1972 or the National Code of Local Government Conduct.

4. PUBLIC PARTICIPATION

At the Chairman's discretion, members of the public attending the meeting will be allowed to ask questions, make a statement or address the Council upon a matter of concern to that person which is relevant to the Council. A time limit of 5 minutes per person will be permitted, but this may be extended at the Chairman's discretion and a maximum period of 20 minutes has been allocated by the Council for this item of business

5. REPORT FOR INFORMATION – PARK CAFÉ PERFORMANCE

Officers continue to provide members with progress reports relating to the performance of the Café at Hillworth Park. The Park Café operated from the hatch at the side of the café in the initial six months of the financial year and only offered card payments.

Income for the 2021/22 financial year was £42,557 with a Net loss after costs, including direct payroll costs, of £6,647. This is compared to income of £31,122 with a Net loss of £5,902 for the 2020/21 financial year. Members are reminded that the café was closed during the 6-week period from 1 April 2020 with the resultant impact on sales and payroll costs.

A monthly breakdown of Café income and expenditure is attached ([Doc5/1](#)).

The Venues working party continues to work with officers to consider if the current business plan is still relevant for the park centre, and a report will be submitted to this committee in due course.

6. REPORT FOR INFORMATION – ROUNDWAY HOSPITAL BURIAL GROUND PROJECT

On 18th March the Roundway Burial Ground Working Party met with the Drews Pond Project Group to explore the delivery of the Roundway Hospital Burial Ground Project. The following actions were agreed:

Benches

One element of the Burial Ground project is to place seating near the old chapel overlooking the burial ground. When visiting the site, it was noted that there was already a bench in that location. It was explained that the bench had been specifically placed there by a former project supporter and could not easily be moved. The working group looked at two other locations which were elevated and overlooked the burial area.

It was agreed that there was another suitable alternative site that delivered the overall project ambition.

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When it came to the style of benches, it was understood that there was no suitable wood on site to make a bench and therefore it was agreed that it would be better to match the style of bench used in other areas of the Wood.

Memorial and Information Board

It was agreed to combine these ambitions into one structure. It was explained that the Drews Pond Wood Project had been offered some Bath Stone faced blocks that could be used to build a memorial and would be in keeping with the old asylum building.

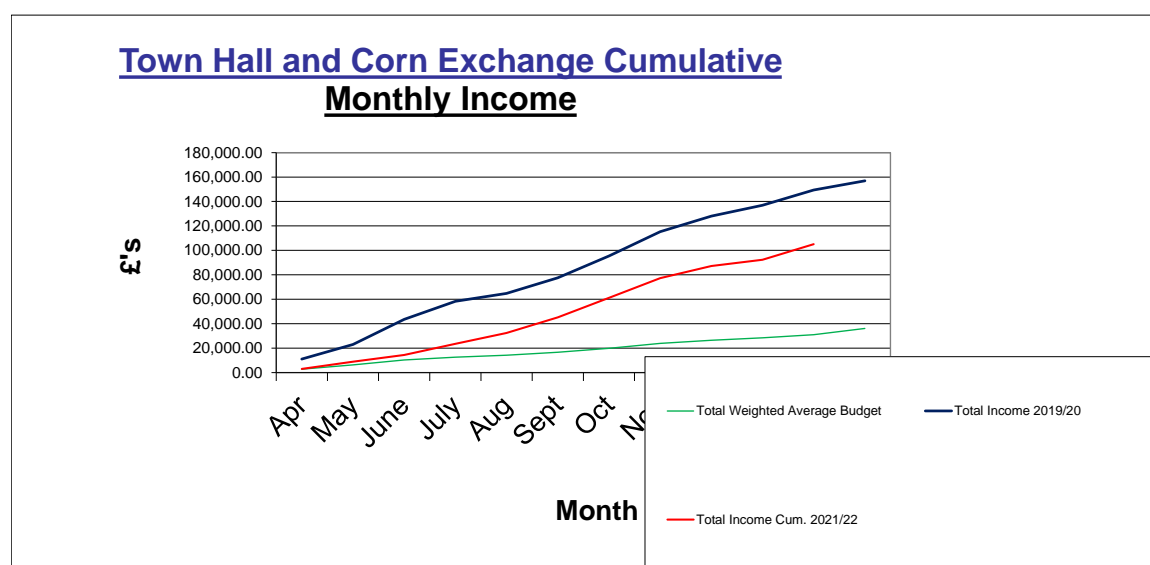
It was agreed that this would be an excellent option and it could be located just off the path by the old chapel, overlooking the site. Furthermore, the Drews Pond Wood Project know a skilled builder who may be able to construct the memorial.

The working party will continue to work with the Drews Pond Wood Project for the delivery of this project.

7. REPORT FOR INFORMATION – VENUES INCOME PERFORMANCE

VENUES CUMULATIVE INCOME 2021-22

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
TH Weighted Average Budget	980.00	2,295.00	3,720.00	4,510.00	5,115.00	5,950.00	7,100.00	8,505.00	9,415.00	10,105.00	10,995.00	14,552.45
TH Income 2019/20	3,529.11	8,468.73	17,949.37	24,198.16	27,506.06	30,926.60	37,043.46	44,773.80	46,720.49	49,649.00	52,851.74	55,343.88
TH Income Cum. 2021/22	707.93	1,830.72	3,124.32	5,986.65	7,913.74	11,737.67	17,801.88	23,026.33	24,457.72	25,414.81	31,215.52	35,796.29
CE Weighted Average Budget	1,750.00	4,020.00	6,615.00	8,075.00	9,150.00	10,640.00	12,760.00	15,420.00	17,015.00	18,305.00	19,995.00	21,500.00
CE Income 2019/20	7,475.09	14,545.08	25,563.69	34,076.08	37,325.84	46,628.47	58,346.51	70,469.05	81,258.29	87,236.80	96,555.68	101,536.40
CE Income Cum. 2021/22	2,247.76	7,106.54	11,305.86	17,508.40	24,552.33	33,430.78	43,409.66	54,295.77	62,716.59	66,955.01	73,902.79	84,100.56
Total Weighted Average Budget	2,730.00	6,315.00	10,335.00	12,585.00	14,265.00	16,590.00	19,860.00	23,925.00	26,430.00	28,410.00	30,990.00	36,052.45
Total Income 2019/20	11,004.20	23,013.81	43,513.06	58,274.24	64,831.90	77,555.07	95,389.97	115,242.85	127,978.78	136,885.80	149,407.42	156,880.28
Total Income Cum. 2021/22	2,955.69	8,937.26	14,430.18	23,495.05	32,466.07	45,168.45	61,211.54	77,322.10	87,174.30	92,369.81	105,118.30	119,896.84
Total Income Mthly. 2021/22	2,955.69	5,981.57	5,492.92	9,064.87	8,971.02	12,702.38	16,043.09	16,110.56	9,852.21	5,195.51	12,748.49	14,778.54



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TOWN HALL INCOME 1 APRIL 2021 TO 31 MARCH 2022

MONTHLY INCOME BREAKDOWN

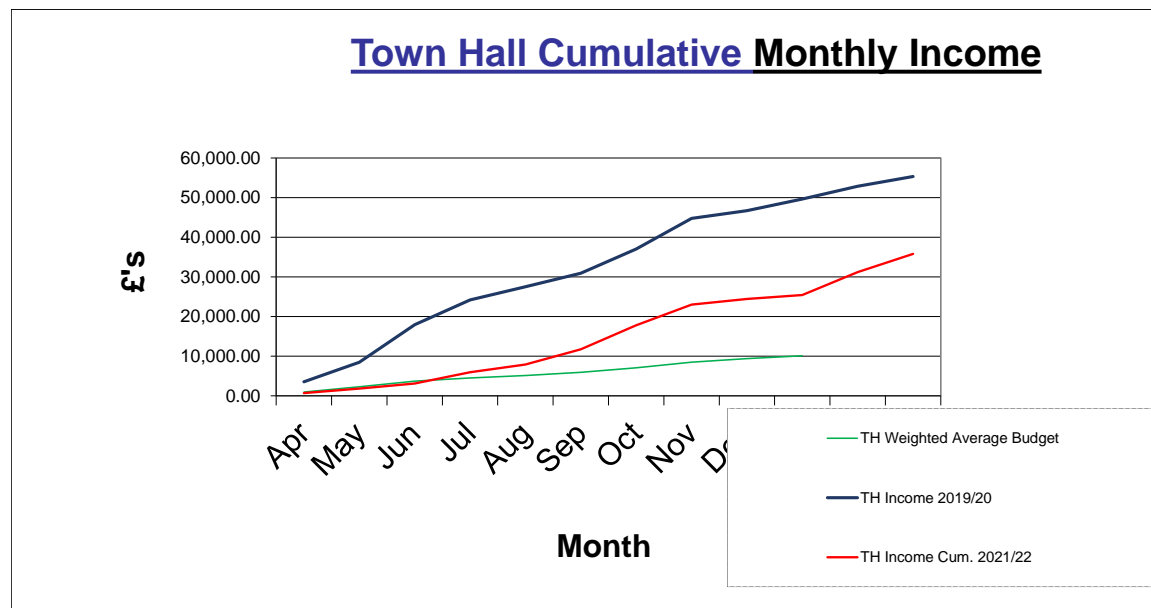
	April	May	June	July	August	September	October	November	December	January	February	March
Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Room Hire	800.00	1,000.00	1,200.00	700.00	500.00	700.00	1,000.00	1,300.00	700.00	600.00	800.00	700.00
Catering	50.00	90.00	65.00	20.00	25.00	30.00	40.00	20.00	65.00	30.00	30.00	35.00
Bar	50.00	90.00	65.00	20.00	25.00	30.00	40.00	20.00	65.00	30.00	30.00	35.00
Wedding Licences	30.00	45.00	30.00	30.00	30.00	45.00	30.00	45.00	15.00			
Sundry Income	50.00	90.00	65.00	20.00	25.00	30.00	40.00	20.00	65.00	30.00	30.00	35.00
Total Monthly	980.00	1,315.00	1,425.00	790.00	605.00	835.00	1,150.00	1,405.00	910.00	690.00	890.00	3,557.45
Total To Date Cumulative	980.00	2,295.00	3,720.00	4,510.00	5,115.00	5,950.00	7,100.00	8,505.00	9,415.00	10,105.00	10,995.00	14,552.45

	April	May	June	July	August	September	October	November	December	January	February	March
Income	Income	Income	Income	Income	Income	Income	Income	Income	Income	Income	Income	Income
Room Hire	707.93	1,005.83	1,079.15	2,485.25	1,806.93	2,689.39	3,914.49	4,884.82	1,188.76	1,116.50	3,780.84	3,770.11
Catering		61.04	122.76	95.68	-20.28	271.20	1785.11	117.94	87.41	-136.67	1,419.32	206.67
Bar				147.30	31.44	513.85	95.42	16.67	8.13	-32.08	460.80	119.09
Wedding Licences												
Sundry Income		55.92	91.69	134.10	109.00	349.49	269.19	205.02	147.09	9.34	139.75	484.90
Total Monthly	707.93	1,122.79	1,293.60	2,862.33	1,927.09	3,823.93	6,064.21	5,224.45	1,431.39	957.09	5,800.71	4,580.77
Total To Date Cumulative	707.93	1,830.72	3,124.32	5,986.65	7,913.74	11,737.67	17,801.88	23,026.33	24,457.72	25,414.81	31,215.52	35,796.29

CUMULATIVE INCOME TO DATE

	April	May	June	July	August	September	October	November	December	January	February	March
Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Room Hire	800.00	1,800.00	3,000.00	3,700.00	4,200.00	4,900.00	5,900.00	7,200.00	7,900.00	8,500.00	9,300.00	10,000.00
Catering	50.00	140.00	205.00	225.00	250.00	280.00	320.00	340.00	405.00	435.00	465.00	500.00
Bar	50.00	140.00	205.00	225.00	250.00	280.00	320.00	340.00	405.00	435.00	465.00	500.00
Wedding Licences	30.00	75.00	105.00	135.00	165.00	210.00	240.00	285.00	300.00	300.00	300.00	300.00
Sundry Income	50.00	140.00	205.00	225.00	250.00	280.00	320.00	340.00	405.00	435.00	465.00	500.00

	April	May	June	July	August	September	October	November	December	January	February	March
Income	Income	Income	Income	Income	Income	Income	Income	Income	Income	Income	Income	Income
Room Hire	707.93	1,713.76	2,792.91	5,278.16	7,085.09	9,774.48	13,688.97	18,573.79	19,762.55	20,879.05	24,659.89	28,430.00
Catering		61.04	183.80	279.48	259.20	530.40	2,315.51	2,433.45	2,520.86	2,384.19	3,803.51	4,010.18
Bar				147.30	178.74	692.59	788.01	804.68	812.81	780.73	1,241.53	1,360.62
Wedding Licences												
Sundry Income		55.92	147.61	281.71	390.71	740.20	1,009.39	1,214.41	1,361.50	1,370.84	1,510.59	1,995.49



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05/04/2022

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Detailed Income & Expenditure by Budget Heading 05/04/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
214 TOWN HALL								
1000 TOWN HALL ROOM INCOME	3,770	28,430	10,000	(18,430)			284.3%	
1002 TOWN HALL BAR INCOME	1,096	5,906	500	(5,406)			1181.1%	
1003 TOWN HALL SUNDRY INCOME	593	6,455	500	(5,955)			1291.1%	
1005 CATERING AT THE TOWN HALL	980	24,929	500	(24,429)			4985.8%	
1009 WEDDING LICENCES	0	0	300	300			0.0%	
TOWN HALL :- Income	6,439	65,720	11,800	(53,920)			556.9%	0
4000 SALARIES	6,580	52,415	41,667	(10,748)		(10,748)	125.8%	
4003 TEMPORARY/CASUAL STAFF	0	523	0	(523)		(523)	0.0%	
4011 COMMERCIAL RATES	1,528	18,338	18,888	550		550	97.1%	
4012 WATER RATES	0	879	750	(129)		(129)	117.1%	
4014 ELECTRICITY	0	4,007	6,000	1,993		1,993	66.8%	
4015 GAS	0	3,836	4,500	664		664	85.2%	
4016 GENERAL STORES	101	1,622	1,000	(622)		(622)	162.2%	
4023 STATIONERY	0	38	0	(38)	1	(39)	0.0%	
4032 MARKETING/PROMOTIONS	150	283	1,500	1,217		1,217	18.9%	
4038 MAINTENANCE CONTRACTS	785	6,392	4,500	(1,892)	3	(1,895)	142.1%	
4039 REPLACEMENT TOOLS/EQUIP	0	78	1,000	922		922	7.8%	
4040 Catering Control	1,710	20,048	0	(20,048)		(20,048)	0.0%	
4052 MAINTENANCE	428	8,275	1,000	(7,275)	567	(7,842)	884.2%	
4060 LICENCES	97	1,462	2,300	838		838	63.5%	
4082 WASTE MANAGEMENT	0	1,636	1,650	14		14	99.2%	
4101 TABLE AND SLIP CLOTHS	0	471	500	29		29	94.1%	
4113 BAR CONTROL	992	5,622	0	(5,622)		(5,622)	0.0%	
4114 SECURITY	0	594	0	(594)		(594)	0.0%	
4115 SUNDRY EXPENSE CONTROL	0	1,723	0	(1,723)		(1,723)	0.0%	
4153 PROTECTIVE CLOTHING	50	279	100	(179)		(179)	278.5%	
4407 T/H SOFT FURNISHINGS	0	137	0	(137)		(137)	0.0%	
4601 SUPPORT SERVICES RECHARGE	0	5,846	4,591	(1,255)		(1,255)	127.3%	
4603 SUPPORT SERVICES SALARIES RECH	598	4,708	3,155	(1,553)		(1,553)	149.2%	
TOWN HALL :- Indirect Expenditure	13,018	139,210	93,101	(46,109)	571	(46,680)	150.1%	0
Net Income over Expenditure	(6,579)	(73,490)	(81,301)	(7,811)				
Grand Totals:- Income	6,439	65,720	11,800	(53,920)			556.9%	
Expenditure	13,018	139,210	93,101	(46,109)	571	(46,680)	150.1%	
Net Income over Expenditure	(6,579)	(73,490)	(81,301)	(7,811)				
Movement to/(from) Gen Reserve	(6,579)	(73,490)						

RECREATION & PROPERTIES COMMITTEE
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CORN EXCHANGE INCOME 1 APRIL 2021 TO 31 MARCH 2022

MONTHLY INCOME BREAKDOWN

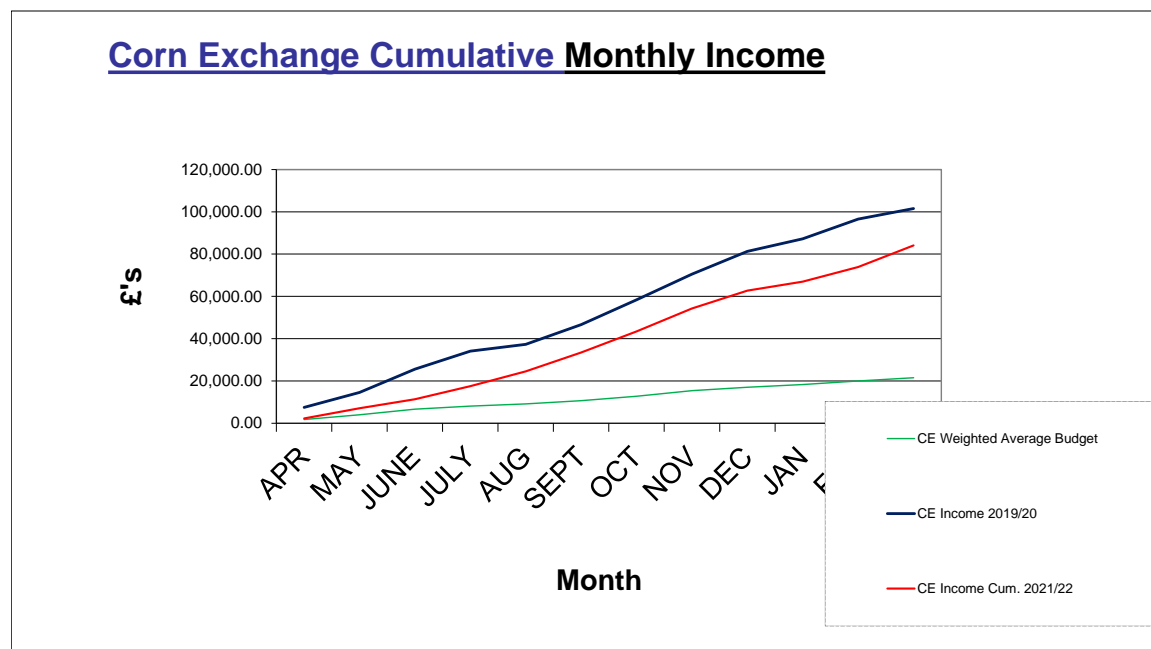
	April	May	June	July	August	September	October	November	December	January	February	March
Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Room Hire	1,600.00	2,000.00	2,400.00	1,400.00	1,000.00	1,400.00	2,000.00	2,600.00	1,400.00	1,200.00	1,600.00	1,400.00
Catering	50.00	90.00	65.00	20.00	25.00	30.00	40.00	20.00	65.00	30.00	30.00	35.00
Bar	50.00	90.00	65.00	20.00	25.00	30.00	40.00	20.00	65.00	30.00	30.00	35.00
Sundry Income	50.00	90.00	65.00	20.00	25.00	30.00	40.00	20.00	65.00	30.00	30.00	35.00
Total Monthly	1,750.00	2,270.00	2,595.00	1,460.00	1,075.00	1,490.00	2,120.00	2,660.00	1,595.00	1,290.00	1,690.00	1,505.00
Total To Date Cumulative	1,750.00	4,020.00	6,615.00	8,075.00	9,150.00	10,640.00	12,760.00	15,420.00	17,015.00	18,305.00	19,995.00	21,500.00

	April	May	June	July	August	September	October	November	December	January	February	March
Income	Income	Income	Income	Income	Income	Income	Income	Income	Income	Income	Income	Income
Room Hire	2,247.76	4,734.95	4,156.71	6,193.21	4,987.93	6,355.18	7,605.16	8,287.84	6,153.24	2,233.75	4,594.00	6,487.16
Catering		119.16	42.61		46.66	154.87	75.80	296.05	122.42		276.12	1,050.24
Bar					2,000.00	2,269.00	2,083.00	2,049.23	2,000.00	2,000.00	2,000.00	2,082.80
Sundry Income		4.67		9.33	9.34	99.40	214.92	252.99	145.16	4.67	77.66	577.57
Total Monthly	2,247.76	4,858.78	4,199.32	6,202.54	7,043.93	8,878.45	9,978.88	10,886.11	8,420.82	4,238.42	6,947.78	10,197.77
Total To Date Cumulative	2,247.76	7,106.54	11,305.86	17,508.40	24,552.33	33,430.78	43,409.66	54,295.77	62,716.59	66,955.01	73,902.79	84,100.56

CUMULATIVE INCOME TO DATE

	April	May	June	July	August	September	October	November	December	January	February	March
Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Room Hire	1,600.00	3,600.00	6,000.00	7,400.00	8,400.00	9,800.00	11,800.00	14,400.00	15,800.00	17,000.00	18,600.00	20,000.00
Catering	50.00	140.00	205.00	225.00	250.00	280.00	320.00	340.00	405.00	435.00	465.00	500.00
Bar	50.00	140.00	205.00	225.00	250.00	280.00	320.00	340.00	405.00	435.00	465.00	500.00
Sundry Income	50.00	140.00	205.00	225.00	250.00	280.00	320.00	340.00	405.00	435.00	465.00	500.00

	April	May	June	July	August	September	October	November	December	January	February	March
Income	Income	Income	Income	Income	Income	Income	Income	Income	Income	Income	Income	Income
Room Hire	2,247.76	6,982.71	11,139.42	17,332.63	22,320.56	28,675.74	36,280.90	44,568.74	50,721.98	52,955.73	57,549.73	64,036.89
Catering		119.16	161.77	161.77	208.43	363.30	439.10	735.15	857.57	857.57	2,276.89	3,327.13
Bar					2,000.00	4,269.00	6,352.00	8,401.23	10,401.23	12,401.23	12,862.03	14,944.83
Sundry Income		4.67	4.67	14.00	23.34	122.74	337.66	590.65	735.81	740.48	818.14	1,395.71



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Detailed Income & Expenditure by Budget Heading 05/04/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>215 CORN EXCHANGE</u>								
1001 CORN EXCHANGE ROOM INCOME	6,487	64,037	20,000	(44,037)			320.2%	
1004 C/EXCHANGE SUNDRY INCOME	254	1,396	500	(896)			279.2%	
1006 CATERING AT THE CORN EXCHANGE	6,684	11,071	500	(10,571)			2214.2%	
1007 CORN EXCHANGE BAR INCOME	2,911	17,058	500	(16,558)			3411.6%	
CORN EXCHANGE :- Income	<u>16,336</u>	<u>93,562</u>	<u>21,500</u>	<u>(72,062)</u>			<u>435.2%</u>	<u>0</u>
4000 SALARIES	6,580	52,415	41,667	(10,748)		(10,748)	125.8%	
4003 TEMPORARY/CASUAL STAFF	0	523	0	(523)		(523)	0.0%	
4011 COMMERCIAL RATES	915	10,978	11,307	329		329	97.1%	
4012 WATER RATES	0	301	6,000	5,699		5,699	5.0%	
4014 ELECTRICITY	0	14,043	12,000	(2,043)		(2,043)	117.0%	
4015 GAS	0	152	70	(82)		(82)	217.8%	
4016 GENERAL STORES	25	1,845	1,000	(845)		(845)	184.5%	
4023 STATIONERY	0	0	0	0	1	(1)	0.0%	
4032 MARKETING/PROMOTIONS	150	205	1,500	1,295		1,295	13.7%	
4038 MAINTENANCE CONTRACTS	1,842	8,596	9,500	904		904	90.5%	
4039 REPLACEMENT TOOLS/EQUIP	0	1,633	1,000	(633)		(633)	163.3%	
4040 Catering Control	5,858	8,743	0	(8,743)		(8,743)	0.0%	
4052 MAINTENANCE	0	9,168	3,000	(6,168)	115	(6,283)	309.4%	
4060 LICENCES	0	180	3,000	2,820		2,820	6.0%	
4082 WASTE MANAGEMENT	0	1,741	1,300	(441)		(441)	133.9%	
4101 TABLE AND SLIP CLOTHS	0	33	500	467		467	6.5%	
4113 BAR CONTROL	1,062	1,087	0	(1,087)		(1,087)	0.0%	
4114 SECURITY	0	351	0	(351)		(351)	0.0%	
4153 PROTECTIVE CLOTHING	50	279	100	(179)		(179)	278.6%	
4601 SUPPORT SERVICES RECHARGE	0	5,846	4,591	(1,255)		(1,255)	127.3%	
4603 SUPPORT SERVICES SALARIES RECH	598	4,708	3,155	(1,553)		(1,553)	149.2%	
CORN EXCHANGE :- Indirect Expenditure	<u>17,079</u>	<u>122,827</u>	<u>99,690</u>	<u>(23,137)</u>	<u>116</u>	<u>(23,253)</u>	<u>123.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(742)</u>	<u>(29,265)</u>	<u>(78,190)</u>	<u>(48,925)</u>				
Grand Totals:- Income	16,336	93,562	21,500	(72,062)			435.2%	
Expenditure	17,079	122,827	99,690	(23,137)	116	(23,253)	123.3%	
Net Income over Expenditure	<u>(742)</u>	<u>(29,265)</u>	<u>(78,190)</u>	<u>(48,925)</u>				
Movement to/(from) Gen Reserve	<u>(742)</u>	<u>(29,265)</u>						

8. REPORT FOR DECISION – VENUES CHARGES 2022/23

Recommendation

That the committee reviews the draft Venues' hire charges for 2022/23 and delegates responsibility to the Finance Working Party, working with officers to agree the final draft.

Purpose of the Report

To agree the mechanism for setting the 2022/23 Venues charges.

Background

Officers have attached at ([Doc8/1-2](#)) a draft schedule of Venues charges for the financial year 2022/23.

There are different tiers for charges for the Venues, including corporate and community, which enables pricing to be flexible for different types of events. In drafting the 2022/23 charges, officers have spent some time comparing the cost of hiring the Town Hall and Corn Exchange with similar venues in our locality.

Officers are also aware that significant increases in utilities costs and for maintenance are filtering through, which need to be taken into account when setting the Venues charges.

For these reasons, the draft charges are above inflation, but in officers' opinion this will enable the Venues to not only meet any increased costs coming forward, but also help offset the overall financial burden of owning these historic buildings.

Options Considered

The committee needs to decide if it wishes to delegate setting the final draft hire charges for the Venues to the Finance working party working with officers, or agree another mechanism.

Implications and Risks

Financial and Resource Implications

Budgeted income is based in part on hire charges which were estimates, with an inflationary increase.

Legal Implications and Legislative Powers

The Council will be considering this matter under its General Power of Competence

Environmental Implications

Officers are unaware of any environmental implication for the Council associated with this decision.

Risk Assessment

Officers are unaware of any risk implication for the Council associated with this decision.

Crime and Disorder

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder Act 1998.

9. REPORT FOR DECISION – MARKET CHARGES 2022/23

Recommendation

That the committee reviews the draft Market charges for 2022/23 and delegates responsibility to the Finance working party, working with officers to agree the final draft.

Purpose of the Report

To agree the mechanism for setting the 2022/23 Market charges.

Background

Set out in this report are each of the market trading areas and an officer suggestion for setting charges for 2022/23

Market Rent / Licence Fee increases – Market Place Thursday

In the financial year 2021/22 the Council added a 10% increase to the rents for those Market Place traders who were able to trade during lockdown, which were predominantly the food traders. When this was done, it was suggested that the other traders would follow in financial year 2022/23, which would only affect 5 or 6 regular traders and bring them in line with everyone who trades in the Market Place on a Thursday.

Permanent Traders and Casual Traders – Market Place Thursday

At present both casual and permanent traders are charged the same fee each day for the same amount of space. Permanent traders can only have a two-week rent-free holiday, whilst casual traders can take more time off and return without incurring any arrears, providing there is a space for them to return to. Officers believe that casual traders should pay an extra £1.00 per metre, which will provide an incentive for them to become permanent traders.

Shambles Unit Traders

Over the past 3 years the Council has not set any rent increases for Shambles traders, whereas many of the Market Place Thursday traders saw a 10% increase in the financial year 2021/22. There is a general indication that takings have gone back to pre-Covid-19 levels, with a comparable increase in footfall.

The Shambles traders have access to heating above their work stations and the use of unmetered electricity in each bay, the cost to the Council of which is significantly rising. In addition, Shambles traders have free

parking at the side of the Shambles, which increases the value of the pitch.

Officers are recommending that the charge for all the units in the Shambles are increased by 10%, which will bring them in line with the outside traders. This would change the rents / licence fee from £88.40 pw to £97.24 for a single unit and £165.40 to £181.94 for a double unit.

In addition to the increase in price, officers are suggesting a change in the charging model so that rents are calculated over 50 weeks per year rather than the current 52 weeks. This would give the traders a rent break between Christmas and New Year, which can be a difficult time for market traders as the building could be closed over the festive period for an extra day.

This change in policy would have the following effect on weekly charges:

A single unit which pays £97.24 would pay £101.13

A double Unit which pays £181.94 would pay £189.22.

Shambles Lower Hall

Officers are recommending that when the lower hall of the Shambles is let as a whole, charges are increased by 10%. This would mean that in the summer period the hire charge should increase from £86.50 per day to £95.15, and in the winter the charge should increase from £70.10 to £77.11.

On the days when traders rent bays from the Council, the charges should increase as follows:

Tuesday Antiques Market should increase from £10.00 per bay to £15.00

Thursday Market should increase from £32.32 to £35.00 per bay

Saturday Market should increase from £15.00 to £20.00 per bay.

Options Considered

The Committee needs to decide if it wishes to delegate setting the final draft charges for the Markets to the Finance working party working with officers, or agree another mechanism.

Implications and Risks

Financial and Resource Implications

Budgeted income is based in part on charges which were estimates, with an inflationary increase.

Legal Implications and Legislative Powers

The Council will be considering this matter under its General Power of Competence

Environmental Implications

Officers are unaware of any environmental implication for the Council associated with this decision.

Risk Assessment

Officers are unaware of any risk implication for the Council associated with this decision.

Crime and Disorder

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder Act 1998.

10. REPORT FOR DECISION – CEMETERY CHARGES 2022/23

Recommendation

That the committee reviews the draft Cemetery charges for 2022/23 and delegates responsibility to the Finance working party, working with officers to agree the final draft.

Purpose of the Report

To agree the mechanism for setting the 2022/23 cemetery charges.

Background

Officers have attached at ([Doc 10/1](#)) a draft schedule of Cemetery charges for the financial year 2022/23.

Five years ago, the Council undertook a more detailed review of charges, looking at cemetery charges made by adjacent towns and mindful of cemetery costs.

Since then, there have been inflationary-based increases year on year, which again is the basis of this year's increase; however, since the draft was prepared, inflation has crept even higher.

Options Considered

The Committee needs to decide if it wishes to delegate setting the final draft charges for the Cemetery to the Finance working party, working with officers, or agree another mechanism.

Implications and Risks

Financial and Resource Implications

Budget income is based in part on charges which were estimates, with an inflationary increase.

Legal Implications and Legislative Powers

The Council will be considering this matter under its General Power of Competence

Environmental Implications

Officers are unaware of any environmental implication for the Council associated with this decision.

Risk Assessment

Officers are unaware of any risk implication for the Council associated with this decision.

Crime and Disorder

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder Act 1998.

11. REPORT FOR DECISION – ROUNDWAY HOSPITAL CHURCHYARD PROJECT

This item has been placed on the agenda by Councillor Wooldridge.

Recommendation

That this project is referred to as the Roundway Hospital Burial Ground rather than churchyard.

Purpose of the Report

To enable the committee to reconsider the appropriateness of referring to the Roundway Hospital project as a churchyard.

Background

At a meeting of the Community & Civic Resources Committee on 12th October 2021, the name of this project was changed from 'Burial Ground' to 'Churchyard'.

A churchyard is a patch of land adjoining a church, often used as a graveyard, and restricted to members of that religion; whereas a cemetery is not affiliated with a church and is a place where both religious people and non-believers can be buried.

This site was used as a burial ground for the village of Wick during the 12th and 13th centuries, then later used again by Roundway Hospital for its staff and patients.

On balance, it is clear that this is a burial ground and not a churchyard, and therefore it would be incorrect to include any reference to churchyard in this project.

Options Considered

That the name of this project reverts to the Roundway Hospital Burial Ground, avoiding reference to a churchyard.

Implications and Risks

Financial and Resource Implications

Officers are unaware of any financial or resource implication for the Council associated with this decision

Legal Implications and Legislative Powers

The Council will be considering this matter under its General Power of Competence

Environmental Implications

Officers are unaware of any environmental implication for the Council associated with this decision.

Risk Assessment

Officers are unaware of any risk implication for the Council associated with this decision.

Crime and Disorder

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder Act 1998.

12. REPORT FOR DECISION – REQUEST FOR PLACEMENT OF POLYTUNNEL ON ALLOTMENT PLOT AT WINDSOR DRIVE

Recommendation

That the Committee considers the request from J Smith to place a polytunnel on allotment plot 54 at the Windsor Drive site, measuring 3 x 4 metres (height not specified).

Purpose of the Report

To provide sufficient information to members to consider the request for a polytunnel exceeding that specified in the agreed allotment agreement.

Background

Officers have received a request from J Smith who rents Windsor Drive allotment 54, to install a large polytunnel on his plot for his use. A copy of his request is attached ([doc12/1](#)).

An initial response was rejected by officers as this contradicts point 10 of the allotment agreement as follows:

The tenant must not erect any building, fence or divisional boundary on the allotment without the prior written consent of the Council and such consent shall be considered favourably if the floor area of the building proposed does not exceed 1.83m x 2.44m.

The applicant has pointed out that certain plots on the allotment site do contain structures that exceed the permitted dimensions, in his view, without written consent being sought.

Members will recall that this committee granted permission in 2019 for 'Plot 35' to erect a large polytunnel; this was specifically for use by a community group dealing with mental health issues, to allow greater use of the plot and help to alleviate their sense of isolation.

Options Considered

The committee needs to decide if it wishes to:

- grant the request for a larger than normal polytunnel on the plot;
- or reject the request for a larger than normal polytunnel on the plot;
- or grant the request for a larger structure on the plot but suggest reduced dimensions for the poly tunnel.

Implications and Risks

Financial and Resource Implications

Officers are unaware of any financial or resource implication for the Council associated with this decision.

Legal Implications and Legislative Powers

The Council will be considering this matter under its General Power of Competence

Environmental Implications

There would be an environmental implication should the poly tunnel not be secured correctly.

Risk Assessment

The risk of granting the request is that a precedent is set and that members will find it difficult to deny similar requests in the future.

Crime and Disorder

Officers are not aware of any issues the Council should consider under Section 17 of the Crime and Disorder Act 1998.

13. EXEMPT REPORT FOR INFORMATION – RELATING TO COMMERCIAL PROPERTIES

14. QUESTION TIME

A short time is allowed at the discretion of the Chairman for councillors to ask questions on matters which are not on the current agenda but which are related to matters which have been previously discussed on an agenda relevant to the committee.

At least 24 hours' notice must be given to officers of the intended question. All other matters should be raised on an agenda and the request should be submitted through the Town Clerk

PARK CAFÉ 2021/22

	<u>APR</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUGUST</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>TOTAL</u>
ACTUAL INCOME	6177	3004	3950	4268	8752	4659	3130	2081	1646	2142	2748	4016	42557
CINEMA INCOME	0	0	0	0	0	4412	0	0	0	0	0	0	4412
BUDGETED INCOME	3402	3591	3591	5141	6124	3667	2986	1436	1134	1550	2797	2382	37800
SPECIFIC PURCHASES	2400	1178	1270	1843	2529	2057	788	739	732	911	365	1622	16434
CINEMA EXPENDITURE	0	0	0	0	0	3728	0	0	0	0	0	0	3728
CONSUMABLES	407	228	0	239	130	177	192	362	0	235	269	0	2240
STOCKTAKE +/-	68	31	-74	-380	-94	-142	432	-94	10	-210	396	153	98
GROSS PROFIT	3302 53.5%	1567 52.2%	2754 69.7%	2566 60.1%	6187 70.7%	3250 69.8%	1718 54.9%	1074 51.6%	905 54.9%	1205 56.3%	1717 62.5%	2240 55.8%	28485 66.9%
UTILITIES	0	0	0	0	0	0	0	0	0	0	0	0	0
CHIP & PIN	100	54	68	74	150	53	96	96	38	33	51	51	863
BT	42	42	42	42	42	42	42	42	42	42	42	42	504
MISC	764	0	74	40	64	0	0	0	0	0	0	0	942
PAYROLL *	2815	2822	3164	2694	2379	3281	2717	2460	2497	2642	2337	3013	32822
	-419	-1351	-595	-284	3552	-125	-1137	-1524	-1672	-1512	-713	-866	-6647



ACTUAL DATA



PROJECTED DATA

FAIR HIRE CHARGES

1 APRIL 2022 - 31 MARCH 2023

VENUE	TIME	COST (inc vat)
CORN EXCHANGE		
Ceres Hall (Ground Floor)	0800 to 1700	£613.00
Basement	0800 to 1700	£613.00
Wessex Room 1 st Floor	0800 to 1700	£508.00
Yeoman Room 1 st Floor	0800 to 1700	£287.00
TOWN HALL		
Assembly Room	0800 to 1700	£327.00
Cheese Hall	0800 to 1700	£224.00
THE GREEN		
	Per Night	£188.00 (excluding VAT)

**CAPACITIES
(NUMBER OF TABLES)**

Venue	Capacity without refreshment tables	Capacity with refreshment tables
CORN EXCHANGE		
Ceres Hall	34	30
Foyer	11 Foyer may only be used in conjunction with Ceres Hall	
Basement	17	N/A
Wessex Room	13	N/A
Yeoman Room	8	N/A
Balcony	5	5
TOWN HALL		
Assembly Room	28	N/A
Cheese Hall	11	8

*** NB: FLY POSTING IS NOT PERMITTED IN THE TOWN***

RECREATION & PROPERTIES COMMITTEE
12th April 2022

Doc8/2

Corporate Hire Charges 2022-23						
Town Hall						
Assembly Room - Monday to Thursday						
8am to 1pm or 2pm to 6pm				152		
6pm to midnight				304		
Assembly Room - Friday						
8am to 1pm or 2pm to 6pm				152		
6pm to midnight				372		
Assembly Room - Saturday & Sunday						
8am to 1pm or 2pm to 6pm				182		
6pm to midnight				372		
after midnight Friday & Saturday - per hour					93	
Council Chamber						
Council Chamber - Monday to Thursday						
8am to 1pm or 2pm to 6pm				99		
6pm to midnight				198		
Council Chamber - Friday						
8am to 1pm or 2pm to 6pm				99		
6pm to midnight				238		
Council Chamber - Saturday & Sunday						
8am to 1pm or 2pm to 6pm				119		
6pm to midnight				238		
after midnight Friday & Saturday - per hour					59	
Cheese Hall						
Cheese Hall - Monday to Thursday						
8am to 1pm or 2pm to 6pm				101		
6pm to midnight				202		
Cheese Hall - Friday						
8am to 1pm or 2pm to 6pm				101		
6pm to midnight				242		
Cheese Hall - Saturday & Sunday						
8am to 1pm or 2pm to 6pm				121		
6pm to midnight				242		
after midnight Friday & Saturday - per hour					61	
Capacities						
		Theatre	Boardroom	Banqueting	Banqueting with Dance Floor	Non Seated Reception
Assembly Room		150	40	100	90	150
Council Chamber		40		18	n/a	40
Cheese Hall		80		25	40	100

RECREATION & PROPERTIES COMMITTEE
12th April 2022

Corn Exchange							
Ceres Hall							
Ceres Hall - Monday to Thursday							
8am to 1pm or 2pm to 6pm				244			
6pm to midnight				488			
Ceres Hall - Friday							
8am to 1pm or 2pm to 6pm				244			
6pm to midnight				586			
Ceres Hall - Saturday & Sunday							
8am to 1pm or 2pm to 6pm				293			
6pm to midnight				586			
after midnight Friday & Saturday - per hour						146	
Wessex Room							
Wessex Room - Monday to Thursday							
8am to 1pm or 2pm to 6pm				156			
6pm to midnight				312			
Wessex Room - Friday							
8am to 1pm or 2pm to 6pm				156			
6pm to midnight				374			
Wessex Room - Saturday & Sunday							
8am to 1pm or 2pm to 6pm				187			
6pm to midnight				374			
after midnight Friday & Saturday - per hour						94	
Yeoman Room							
Yeoman Room - Monday to Thursday							
8am to 1pm or 2pm to 6pm				99			
6pm to midnight				198			
Yeoman Room - Friday							
8am to 1pm or 2pm to 6pm				99			
6pm to midnight				238			
Yeoman Room - Saturday & Sunday							
8am to 1pm or 2pm to 6pm				119			
6pm to midnight				238			
after midnight Friday & Saturday - per hour						59	
Merchant Suite							
Merchant Suite - any evening							
6pm to midnight				280			
SIA doormen required with every booking							
Capacities							
<i>*when rooms booked together</i>							
		Theatre	Boardroom	Banqueting	Banqueting with Dance Floor	Non Seated Reception	
Ceres Hall		400	40	200	180	150	
Wessex Room		110	30	80	60	150*	
Yeoman Room		40	22	30	20	150*	
Merchant Suite		150	20	160	160	300	

RECREATION & PROPERTIES COMMITTEE
12th April 2022

Community Hire Charges 2022-23						
Assembly Room - Monday to Thursday						
8am to 1pm or 2pm to 6pm				76		
6pm to midnight				90		
Assembly Room - Friday						
8am to 1pm or 2pm to 6pm				76		
6pm to midnight				108		
Assembly Room - Saturday & Sunday						
8am to 1pm or 2pm to 6pm				91		
6pm to midnight				108		
after midnight Friday & Saturday - per hour					27	
Council Chamber						
Council Chamber - Monday to Thursday						
8am to 1pm or 2pm to 6pm				55		
6pm to midnight				63		
Council Chamber - Friday						
8am to 1pm or 2pm to 6pm				55		
6pm to midnight				76		
Council Chamber - Saturday & Sunday						
8am to 1pm or 2pm to 6pm				66		
6pm to midnight				76		
after midnight Friday & Saturday - per hour					19	
Cheese Hall						
Cheese Hall - Monday to Thursday						
8am to 1pm or 2pm to 6pm				60		
6pm to midnight				77		
Cheese Hall - Friday						
8am to 1pm or 2pm to 6pm				60		
6pm to midnight				92		
Cheese Hall - Saturday & Sunday						
8am to 1pm or 2pm to 6pm				72		
6pm to midnight				92		
after midnight Friday & Saturday - per hour					23	
Capacities						
	Theatre	Boardroom	Banqueting	Banqueting with Dance Floor	Non Seated Reception	
Assembly Room	150	40	100	90	150	
Council Chamber	40	18	n/a	n/a	40	
Cheese Hall	80	25	40	n/a	100	

RECREATION & PROPERTIES COMMITTEE
12th April 2022

Corn Exchange						
Ceres Hall						
Ceres Hall - Monday to Thursday						
8am to 1pm or 2pm to 6pm					159	
6pm to midnight					319	
Ceres Hall - Friday						
8am to 1pm or 2pm to 6pm					159	
6pm to midnight					383	
Ceres Hall - Saturday & Sunday						
8am to 1pm or 2pm to 6pm					191	
6pm to midnight					383	
after midnight Friday & Saturday - per hour						96
Wessex Room						
Wessex Room - Monday to Thursday						
8am to 1pm or 2pm to 6pm					99	
6pm to midnight					198	
Wessex Room - Friday						
8am to 1pm or 2pm to 6pm					99	
6pm to midnight					238	
Wessex Room - Saturday & Sunday						
8am to 1pm or 2pm to 6pm					119	
6pm to midnight					238	
after midnight Friday & Saturday - per hour						59
Yeoman Room						
Yeoman Room - Monday to Thursday						
8am to 1pm or 2pm to 6pm					62	
6pm to midnight					124	
Yeoman Room - Friday						
8am to 1pm or 2pm to 6pm					62	
6pm to midnight					149	
Yeoman Room - Saturday & Sunday						
8am to 1pm or 2pm to 6pm					74	
6pm to midnight					149	
after midnight Friday & Saturday - per hour						37
Merchant Suite						
Merchant Suite - any evening						
6pm to midnight					260	
SIA doormen required with every booking						
Capacities						
					<i>*when rooms booked together</i>	
		Theatre	Boardroom	Banqueting	Banqueting with Dance Floor	Non Seated Reception
Ceres Hall		400	40	200	180	150
Wessex Room		110	30	80	60	150*
Yeoman Room		40	22	30	20	150*
Merchant Suite		150	20	160	160	300

RECREATION & PROPERTIES COMMITTEE
12th April 2022

Wiltshire Council Hire Charges 2022-23						
Town Hall						
Assembly Room - Monday to Thursday						
8am to 1pm or 2pm to 6pm				144		
6pm to midnight				288		
Assembly Room - Friday						
8am to 1pm or 2pm to 6pm				144		
6pm to midnight				346		
Assembly Room - Saturday & Sunday						
8am to 1pm or 2pm to 6pm				173		
6pm to midnight				346		
after midnight Friday & Saturday - per hour					86	
Council Chamber						
Council Chamber - Monday to Thursday						
8am to 1pm or 2pm to 6pm				92		
6pm to midnight				184		
Council Chamber - Friday						
8am to 1pm or 2pm to 6pm				92		
6pm to midnight				221		
Council Chamber - Saturday & Sunday						
8am to 1pm or 2pm to 6pm				110		
6pm to midnight				221		
after midnight Friday & Saturday - per hour					55	
Cheese Hall						
Cheese Hall - Monday to Thursday						
8am to 1pm or 2pm to 6pm				96		
6pm to midnight				192		
Cheese Hall - Friday						
8am to 1pm or 2pm to 6pm				96		
6pm to midnight				230		
Cheese Hall - Saturday & Sunday						
8am to 1pm or 2pm to 6pm				115		
6pm to midnight				230		
after midnight Friday & Saturday - per hour					58	
Capacities						
		Theatre	Boardroom	Banqueting	Banqueting with Dance Floor	Non Seated Reception
Assembly Room		150		40	100	90
Council Chamber		40		18	n/a	n/a
Cheese Hall		80		25	40	n/a

RECREATION & PROPERTIES COMMITTEE
12th April 2022

Corn Exchange						
Ceres Hall						
Ceres Hall - Monday to Thursday						
8am to 1pm or 2pm to 6pm					224	
6pm to midnight					448	
Ceres Hall - Friday						
8am to 1pm or 2pm to 6pm					224	
6pm to midnight					538	
Ceres Hall - Saturday & Sunday						
8am to 1pm or 2pm to 6pm					269	
6pm to midnight					538	
after midnight Friday & Saturday - per hour						134
Wessex Room						
Wessex Room - Monday to Thursday						
8am to 1pm or 2pm to 6pm					141	
6pm to midnight					282	
Wessex Room - Friday						
8am to 1pm or 2pm to 6pm					141	
6pm to midnight					338	
Wessex Room - Saturday & Sunday						
8am to 1pm or 2pm to 6pm					169	
6pm to midnight					338	
after midnight Friday & Saturday - per hour						85
Yeoman Room						
Yeoman Room - Monday to Thursday						
8am to 1pm or 2pm to 6pm					90	
6pm to midnight					180	
Yeoman Room - Friday						
8am to 1pm or 2pm to 6pm					90	
6pm to midnight					216	
Yeoman Room - Saturday & Sunday						
8am to 1pm or 2pm to 6pm					108	
6pm to midnight					216	
after midnight Friday & Saturday - per hour						54
Merchant Suite						
Merchant Suite - any evening						
6pm to midnight					260	
SIA doormen required with every booking						
Capacities						
						<i>*when rooms booked together</i>
		Theatre	Boardroom	Banqueting	Banqueting with Dance Floor	Non Seated Reception
Ceres Hall		400		40	200	180
Wessex Room		110		30	80	60
Yeoman Room		40		22	30	20
Merchant Suite		150		20	160	160
						150*
						150*
						300

[Click here](#) to return to main agenda
Doc10/1

1. INTERMENT IN AN ORDINARY GRAVE

Burial

Total		Net	VAT	
<i>The fees do not include the digging of the grave for full interment.</i>		£	£	£
(a)	1 For the interment in a grave which is either purchased or non-purchased the body of a still-born child or child whose age at the time of death did not exceed 12 months, irrespective of depth Free of charge			0.00
(b)	For the interment in a purchased or non-purchased grave of the body of a person whose age at the time of death is between 12 months and 12 years 50% discount of adult's fee. Standard Administration Fee <i>Discounted price for Devizes & Roundway Residents</i>	252.00	0.00	252.00 <i>126.00</i>
(c)	For the interment in a purchased or non-purchased grave of the body of a person whose age at the time of death exceeded 12 years, Standard Administration Fee <i>Discounted price for Devizes & Roundway Residents</i>	504.00	0.00	504.00 <i>252.00</i>
(d)	For any interment in a vault, Standard Fee + costs			p.o.a
(e)	For burials on Saturdays, Sundays or Bank Holidays (subject to the availability of staff) an additional fee on top of the standard fee will be charged: - Saturday Fee (Double standard fee) <i>Discounted price for Devizes & Roundway Residents</i> Sunday or Bank Holiday Fee (Triple standard fee) <i>Discounted price for Devizes & Roundway Residents</i>			1008.00 <i>504.00</i> 1512.00 <i>756.00</i>

***Please note that all paperwork must be received at least 4 days prior to a funeral taking place to ensure that all the required legal checks can be undertaken and, if necessary, any transfers of grave ownership can be made.*

Grave Digging

(f)	Single depth full grave	450.00	0.00	450.00
(g)	Double depth full grave	500.00	0.00	500.00
(h)	Triple depth full grave	588.00	0.00	588.00

RECREATION & PROPERTIES COMMITTEE
12th April 2022

(i)	Full grave for interment with casket			p.o.a.
	Saturday Fee (Standard fee + 25%)			
	Sunday or Bank Holiday Fee (Standard fee + 50%)			
	<i>All graves must be at least double depth</i>			

Exclusive Right of Burial

		Net	VAT	
Total				
(j)	Purchase of Exclusive Rights of Burial (40 year lease) In a grave 9' x 4' (single space)	910.00	0.00	910.00
	<i>Discounted price for Devizes & Roundway Residents</i>			<i>455.00</i>
	In a grave 6' x 3' (child's grave)	285.00	0.00	285.00
	<i>Discounted price for Devizes & Roundway Residents</i>			<i>142.50</i>
	Extension of rights for 10 years only (25% of current rights fee – will not apply until 2046)			t.ba.
(k)	For the right to construct and for the Exclusive Right of Burial in walled grave or vault (40 year lease) 9' x 4' (single space)			p.o.a.
	Extension of rights for 10 years only (25% of current rights fee – will not apply until 2046)			t.b.a.

Monuments and Inscriptions

Memorials may only be erected on graves in respect of which an Exclusive Right of Burial has been purchased. The fees below include the first inscription and are subject to VAT. An additional fee is payable for each subsequent inscription. Headstones only are permitted on Sections Ex2, Ex3 and EX4 and the dimensions must not exceed 4' in height and 3' x 18" base. Flat stones, Kerbstones and Borders only permitted on certain areas of the Cemetery. For the right to erect on a grave for an initial period of 5 years:

		Net	VAT	
Total				
(l)	A headstone or footstone with or without a flower container (initial 5 year grant)	229.17	45.83	275.00
	Each additional foot in height	79.58	15.92	95.50
	Extension of right to erect a memorial for 5 years only (10% of current rights fee – apply from 2011)	23.33	4.67	28.00
(m)	A flat stone or a Kerbstone/ Border stone including head or footstone:-			
	Enclosing a space not exceeding 8' x 3'6" (single space)	229.17	45.83	275.00
	Enclosing a space not exceeding 8' x 7' (double space)			p.o.a.
	Extension of right to erect a memorial for 5 years only	23.33	4.67	28.00

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	(10% of current rights fee – apply from 2011)			
(n)	A Vase not exceeding 12” in height	79.58	15.92	95.50
(o)	Additional inscription	79.58	15.92	95.50
(p)	Photo Plaque	79.58	15.92	95.50

2. INTERMENT OF CREMATED REMAINS

Burial of cremated remains

Fees include full preparation of grave for cremated remains

		Net	VAT	
Total				
(a)	For the interment of cremated remains in any section <i>Discounted price for Devizes & Roundway Residents</i>	544.00	0.00	544.00 <i>272.00</i>
(b)	Strewing or scattering of Ashes in Garden of Remembrance <i>Discounted price for Devizes & Roundway Residents</i>	194.00	0.00	194.00 <i>97.00</i>
(c)	For an interment on Saturdays, Sundays and Bank Holidays (subject to the availability of staff) an additional fee on top of the normal fees will be charged:- Saturday Fee (Double standard fee) <i>Discounted price for Devizes & Roundway Residents</i> Sunday or Bank Holiday Fee (Triple standard fee) <i>Discounted price for Devizes & Roundway Residents</i>	1088.00 1584.00	0.00 0.00	1088.00 <i>544.00</i> 1632.00 <i>816.00</i>

***Please note that all paperwork must be received at least 4 days prior to a funeral taking place to ensure that all the required legal checks can be undertaken and, if necessary, any transfers of grave ownership can be made.*

Exclusive Right of Burial – cremated remains

		Net	VAT	
Total				
(d)	In a grave 18” x 18” & EX5 Section (cremated remains) – 40 year lease <i>Discounted price for Devizes & Roundway Residents</i> Extension of rights for 10 years only (25% of current rights fee – will not apply until 2046)	254.00	0.00	254.00 <i>127.00</i> t.b.a.
(e)	In a grave in the Headstones section - 40 year lease <i>Discounted price for Devizes & Roundway Residents</i> Extension of rights for 10 years only (25% of current rights fee – will not apply until 2046)	370.00	0.00	370.00 <i>185.00</i> t.b.a.

Memorials – cremated remains

		Net	VAT	
Total				
(f)	A tablet (18” X 18”) / desktop on a special section for cremated remains (initial 5 year grant)	79.58	15.92	95.50
(g)	A headstone or footstone with or without a flower			

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	container (initial 5 year grant)	229.17	45.83	275.00
	Each additional foot in height (Where Permitted)	79.58	15.92	95.50
	Extension of right to erect a memorial for 5 years only (10% of current rights fee – will not apply until 2011)			t.b.a.
(h)	Garden of Remembrance commemorative plaque for a period of 20 years. Standard size (5" x 4") with a maximum of 54 letters	183.33	36.67	220.00

Please note that **only** a floral container mounted into the tablet is allowed on the Lawn for Cremated Remains. It is not permissible to place any container adjacent to the memorial neither is it permissible to temporarily place a vase on the grave.

3. MISCELLANEOUS FEES

		Net	VAT	
Total				
(a)	Exhumation Fee – Full Burial			p.o.a
(b)	Exhumation Fee - Cremated Remains			p.o.a
(c)	Use of Cemetery Chapel – Seats 40 <i>Discounted price for Devizes & Roundway Residents</i>	178.33 89.17	35.67 17.83	214.00 107.00

4. MEMORIAL TREE COSTS

(a)	Tree Memorial Sponsorship without plaque	208.33	41.67	250.00
(b)	Tree Commemorative Plaque (7"x 5") with Spur with a maximum of 54 letters	112.50	22.50	135.00
(c)	Interment of Cremated Remain under Tree <i>Discounted price for Devizes & Roundway Residents</i>	194.00	0.00	194.00 97.00

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Doc12/1

For the attention of Mr Simon Fisher

Ref – application for Polly tunnel on plot 54

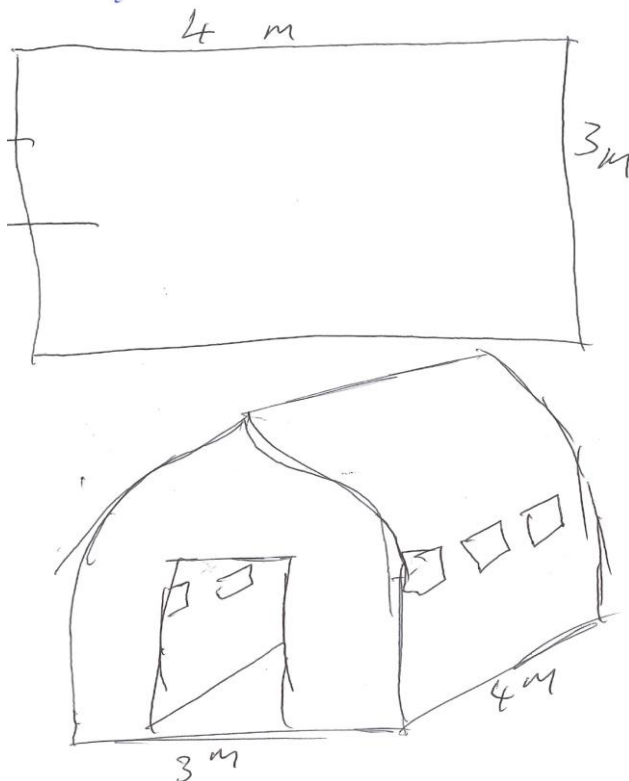
Please see reasons for my request

- I believe a Polly tunnel would be a safer option to a glass green house
- A tunnel would help all year round
- My application turned down, although there are several other tunnels on site one being bigger than the one, I would like to use.
- The tunnel will also help others
- My Grandson has taken interest into helping me on the allotment, I believe having a tunnel is safer than a glass green house and will help with planting out seeds.

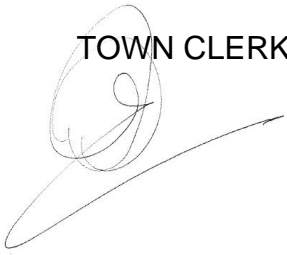
Please can you look into my application again, I have always gone through the correct channels to for previous approvals on my plot. I have noticed that others haven't always done this.

Yours kindly

J Smith



TOWN CLERK

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

