



# **SALTASH TOWN COUNCIL**

## **LIST OF FEES & CHARGES 2024/25**

# Room Hire

(min of 2 hour booking excluding Art Exhibitions)

## Guildhall (Non VATable)

Casual per hour	Weekdays 9 a.m. - 5 p.m. (Community Rate)	£10.30
	Weekends & evenings (Community Rate)	£21.50
	Weekdays 9 a.m. – 5 p.m. (Commercial Rate)	£15.40
	Weekends & evenings (Commercial Rate)	£25.90

## Council Chamber (Non VATable)

Casual per hour	Weekdays 9 a.m. - 5 p.m. (Community Rate)	£10.30
	Weekends & evenings (Community Rate)	£15.40
	Weekdays 9 a.m. – 5 p.m. (Commercial Rate)	£15.40
	Weekends & evenings (Commercial Rate)	£18.50

## Isambard House (VATable)

Casual per hour	Weekdays, weekends & evenings (Community Rate)	£10.00
	Weekdays 9 a.m. – 5 p.m. (Commercial Rate)	£15.00
	Weekends & evenings (Commercial Rate)	£30.00

**Art Exhibitions** (Based on 6 hour day)

### **Saltash Based Exhibitors**

Weekdays – per day + 10% commission of sales	£36.00
Weekends - per day + 10% commission of sales	£60.00

### **Non Saltash Based Exhibitors**

Weekdays – per day + 10% commission of sales	£48.00
Weekends - per day + 10% commission of sales	£72.00

**20% discount for regular bookers evenings and weekends**

<b>Room Hire Extras (VATable)</b>	Tea/coffee per cup with biscuits (Community)	£1.00
	Tea/coffee per cup with biscuits (Commercial)	£1.00

**1-29 sheets (price per sheet)**

Monochrome A4	£0.10
Monochrome A3	£0.20
Colour A4	£0.50
Colour A3	£1.00

**30+ sheets (price per sheet)**

Monochrome A4	£0.08
Monochrome A3	£0.16
Colour A4	£0.40
Colour A3	£0.80

High gloss colour printing on customer's own paper	£1.00 per sheet
High gloss colour printing on library paper	£1.25 per sheet

## Other Charges

**Freedom of Information** (VATable)

Freedom of Information Charge (first 18 hours free of charge)	£25.00 per hour
Environmental Information Regulations 2004 (first 18 hours free of charge)	£25.00 per hour

## **Mooring Fees** (VATable – Prices Include VAT)

Pontoon (berths 2 – 5, 7-10) per metre - permanent users charge per annum, chargeable length 5 metres (Non Commercial)	£205.00
Pontoon (berths 2- 5, 7-10) per metre – permanent users charge per annum, chargeable length 5 metres (Commercial)	£310.00
Pontoon (berths 1 & 6) per metre – permanent users charge per annum, chargeable length 9 metres (Non Commercial)	£225.00
Pontoon (berths 1 & 6) per metre – permanent users charge per annum, chargeable length 9 metres (Commercial)	£340.00
Visiting boats (2 hours free) charge for 24 hr (Non Commercial)	£30.00
Visiting boats (2 hours free) charge for 24 hr (Commerical)	£45.00
Trusted boat owner scheme - (casual users); Charge for period of 1st April – 31 <sup>st</sup> March <i>(Contract includes 2 hours free stay per visit and 2 free overnight stays per 12 month period)</i>	£100.00
Trusted boat owner scheme - (casual users); Charge for period of 1st September – 31 <sup>st</sup> March <i>(Contract includes 2 hours free stay per visit and 2 free overnight stays per 12 month period)</i>	£50.00

# Library Charges

## Overdue charges for books & free DVD loans

Set by Cornwall Council

No charge from 1<sup>st</sup> January 2022.

## Replacement membership cards

Adult members	£1.50
Concessions, Access, Young Adult	£1.00
Under 16's	£0.50

## Hire Charges

DVD's	from £0.50-£3.00 per week
Access Member limited to 2 at a time	Free
Non-fiction	Free
Access Member	Free
Audiobook CD's per 3 week loan	
Adults	Free
Children	Free
Access members, housebound member & looked after children	Free

## Reservations

Adults & Concessionary users	Free
Online reservations	Free with a limit of 6 at any one time
Access & Housebound members	Free
Under 18's	Free with a limit of 6 at any one time
Reader's groups free for items provided from the reading group sets (items outstanding for over 1 month will be charged as lost)	Free
Books on prescription	Free

## Library Charges continued

### Performing Arts Collection

Vocal and orchestral sets	No charge
Vocal and orchestral sets requested from Outside Cornwall:	
Vocal Scores	10 scores at £4 per month
Orchestral sets	£10.00 per set per 3 months
Postal charge (please note this may vary, ask staff for details)	£7.00 per 20 copies
Reservation charge from library authorities inside South West Region (non-refundable)	£6.00
Reservation charge from library authorities outside South West Region (non-refundable)	£12.50

### Out of County Inter Library Loan Requests

Adults	£11.20
Concessions, Young Adults	£10.05
Children	£4.50
British Library book loan request	£21.00
British Library periodical request	£14.70
British Library loan renewal	£5.65 per 3 week renewal period

**Please note that persons owing more than £5.00 in library charges may be prevented from borrowing until the balance is reduced. Please speak to a member of staff for advice.**

### **Use of public computers (subject to availability)**

Cornwall Library members	Free for two hours
Other Library members (English & Welsh Library Authorities on production of a library card)	Free for one hour
Non members	Free for half an hour - no extension
Access to wi-fi	Free

**Extension of time after the free period is dependent on availability and at the discretion of the library supervisor.**

**Please note that persons owing more than £5.00 in library charges will be regarded as non-members for computer charging purposes.**

### **Printing from any source**

#### **1-29 sheets (price per sheet)**

Monochrome A4	£0.10
Monochrome A3	£0.20
Colour A4	£0.50
Colour A3	£1.00

#### **30+ sheets (price per sheet)**

Monochrome A4	£0.08
Monochrome A3	£0.16
Colour A4	£0.40
Colour A3	£0.80

High gloss colour printing on customer's own paper	£1.00 per sheet
High gloss colour printing on library paper	£1.25 per sheet

#### **Commission rates:**

Requires signed agreement in place between artist and relevant Council	30%
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### **Additional Library Charges**

**Set by Saltash Town Council**

#### **Activities**

Ticket price to be given on Application

**Burial Authority – Churchtown Cemetery  
Fees and Charges**

Description	<b>2023/2024</b> (As of 1 <sup>st</sup> April 2023)
<b>Interment Fees</b>	
Interment under the age of 18 years - (Saltash residents only)	No Charge
1st Interment over the age of 18 years - (triple depth plot)	£700.00
2nd & 3rd Interment over the age of 18 years - (ERB determined)	£700.00
1st Interment of ashes in a casket - (double depth)	£333.00
2nd Interment of ashes in a casket - (ERB determined)	£333.00
1st Interment of loose ashes - (double depth plot inc 10 years ERB)	£167.00
2nd Interment of loose ashes - (ERB determined)	£167.00
Interment of ashes in Garden of Remembrance	£333.00
Service Men and Emergency Service Personnel killed in active service - Saltash Residents Only.	No Charge
 <b>Exclusive Right of Burial including Plot Deed (Exclusive Right of Burial must be purchased with 1st Interment – Length of Exclusive Right of Burial – 10 years)</b>	
Exclusive Right of Burial under the age of 18 years	No Charge
Exclusive Right of Burial 1st Interment over the age of 18 years	£333.00
Exclusive Right of Burial 1st Interment of ashes in a casket	£111.00
Exclusive Right of Burial 1st Interment of loose ashes	£111.00
Service Men and Emergency Service Personnel killed in active service - Saltash Residents Only.	No Charge
 <b>Memorial Permissions – Length of Right to Erect a Memorial – 10 years</b>	
Permission to erect a headstone including first inscription	£111.00
Additional inscriptions	£56.00
Permission to place cremated remains tablet	£56.00
Permission for the removal of a headstone or cremation tablet other than for an additional inscription	£56.00
Renewal of Grant of Right to Erect a Memorial	£28.00
Permission to place a rose bush and memorial tag	£100.00
Permission to erect/pace monument CWG/MOD	No Charge
<i>Cremation foundation slab and tablet to be supplied by ERB owner</i>	
<b>Renewal of Exclusive Rights of Burial-</b>	



<b>Length of Exclusive Right of Burial – 10 years</b>	
Single grave for the interment under the age of 18 years (Saltash resident only)	No Charge
Renewal of Exclusive Rights of Burial	£28.00
Renewal of Exclusive Rights of Cremated Remains	£28.00
Issue & registration of duplicate deed of grant of grave space	£28.00
Inspection of Burial Register	£28.00
Transfer of ERB certificate by assignment up to a maximum of 2 hours, then charged on an hourly basis at £25.00 per hour	£51.00
Transfer of ERB certificate by Statutory Declaration	£84.00
Permission of right to CWG Commission of MOD	No Charge
Permission to place a war grave marker	No Charge
Exhumation of coffins or cremated remains casket/loose ashes	Price on application
Search of Registers by our staff (per search)	£28.00
Search of Registers by our staff (non-resident)	£56.00
<i>Double standard fees apply to non Saltash residents, except those who were resident until 2 years prior to their death. (Non-resident fees are at the discretion of the Chairman of the Burial Authority Committee.)</i>	All fees double
<b>Benches &amp; Other Memorials – 10 Years Lease (Residents &amp; Non Residents) (VATable)</b>	
Rose Bush – Permission to place a rose bush and memorial plaque at Churchtown Cemetery in the memorial garden	£100 incl VAT
To supply, fit and maintain a memorial bench including plaque	£540 incl VAT

**Joint Burial Board – St. Stephens Cemetery  
Fees and Charges**

Description	<b>2023/2024</b> (As of 1 <sup>st</sup> April 2023)
<b>Interment Fees</b>	
Re-opening/Interment of a body (Saltash residents)	£700.00
Re-opening/Burial of cremated remains (Saltash residents)	£335.00
<i>Double standard fees apply to non Saltash residents, except those who were resident until 2 years prior to their death. (Non-resident fees are at the discretion of the STC Co-Chairman of the Burial Board Committee.)</i>	All fees double
<b>Benches</b>	
To supply, fit and maintain a memorial bench	£540 incl VAT

# Allotments Charges Per Annum

Effective from 1<sup>st</sup> April 2024  
Non VATable

	<b>2024/2025</b>
Grenfell Avenue	£40.00
Fairmead Road	£55.00
Churchtown	£60.00
Water per annum (Fairmead and Churchtown only)	£15.00

For enquiries and booking forms please contact:

Saltash Town Council  
The Guildhall  
12 Lower Fore Street  
Saltash  
PL12 6JX

Telephone: 01752 844846

e-mail: [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)

[www.saltash.gov.uk](http://www.saltash.gov.uk)