Saltash Town Council
Fees and Charges

	Description	2026/27 Charge	2027/28 Proposed Charge Amendments Additions
	(Minimum 2 hour booking applies to all room hire)	**Non VATable**	**Non VATable**
Guildhall *(Non VATable)*	Casual ph - weekdays 9am - 5pm (Community Rate)	£10.30	~~£10.30~~ £12.00
	Casual ph - weekends & evenings (Community Rate)	£21.50	~~£21.50~~ £24.00
	Casual ph - weekdays 9am - 5pm (Commercial Rate)	£15.40	~~£15.40~~ £20.00
	Casual ph - weekends & evenings (Commercial Rate)	£25.90	~~£25.90~~ £30.00
	The Long Room is being refurbished to accommodate the Council Chamber meetings. The refurbishment includes new audio/visual facilities and will enable the room to be marketed as a conference and meeting venue. The proposed charges are based on comparable facilities in the local area, which typically range from £200 to £350 per day. Facilities vary but may include high-speed Wi-Fi, free parking, complimentary tea and coffee, and meeting materials such as notepads and pens		
Council Chamber *(Non VATable)*	Casual ph - weekdays 9 am - 5pm (Community Rate)	£10.30	~~£10.30~~
	Casual ph - weekends & evenings (Community Rate)	£15.40	~~£15.40~~
	Casual ph - weekdays 9am - 5pm (Commercial Rate)	£15.40	~~£15.40~~
	Casual ph - weekends & evenings (Commercial Rate)	£18.50	~~£18.50~~
	The Guildhall Chamber will no longer be available for hire as it is planned to be repurposed for exclusive use as staff office space		
Maurice Huggins *(Non VATable)*	Casual ph - weekdays 9 am - 5pm (Community Rate)	£5.15	~~£5.15~~
	Casual ph - weekends & evenings (Community Rate)	£7.70	~~£7.70~~
	Not for Commercial Use		
	Services Committee 15 October 2026, minute nr 82/26/27 resolved not to proceed with the transfer of Maurice Huggins room. The aim is to vacate the premises at the end of March 27		
		Including VAT	**Including VAT**
Isambard House (Station) *(VATable at Standard Rate)*	Casual ph - weekdays, weekends and evenings (Community Rate)	£10.00	£10.00
	Casual ph - weekdays 9am - 5pm (Commercial Rate)	£15.00	£15.00
	Casual ph - weekends & evenings (Commercial Rate)	£30.00	£30.00
	20% Discount on all rooms for regular bookers for evenings and weekends		
Room Hire Art Exhibitions at Isambard House (Station) *(VATable at Standard Rate)*		**Including VAT**	**Including VAT**
	Based on 6 hour day		
Saltash Based Exhibitors	Weekdays - per day + 10% commission of sales	£36.00	£36.00
	Weekends - per day + 10% commission of sales	£60.00	£60.00
Non Saltash Based Exhibitors	Weekdays - per day + 10% commission of sales	£48.00	£48.00
	Weekends - per day + 10% commission of sales	£72.00	£72.00
Room Hire Extras *(VATable at Standard Rate)*	Tea/coffee per cup with biscuits (Community)	£1.00	£1.00
	Tea/coffee per cup with biscuits (Commercial)	£1.00	£1.00
Other Charges *(VATable at Standard Rate)*		**Including VAT**	**Including VAT**
	Available at The Guildhall & Library		
	1-29 sheets (price per sheet)		
	Monochrome A4	£0.10	£0.10
	Monochrome A3	£0.20	£0.20
	Colour A4	£0.50	£0.50
	Colour A3	£1.00	£1.00
	30 plus sheets (price per sheet)		
	Monochrome A4	£0.08	£0.08
	Monochrome A3	£0.16	£0.16
	Colour A4	£0.40	£0.40
	Colour A3	£0.80	£0.80
	High gloss colour printing on customer's own paper	£1.00 per sheet	£1.00 per sheet
	Freedom of Information Charge (first 18 hours free of charge)	£25.00 per hour	£25.00 per hour
	Environmental Information Regulations 2004 (first 18 hours free of charge)	£25.00 per hour	£25.00 per hour

Mooring Fees *(VATable at Standard Rate)*		**Including VAT**	**Including VAT**
Permanent Pontoon Moorings	Permanent Pontoon (Berth 1 & 6) charged per annum **-** Maximum length 12 metres (Non Commercial)	£3,240.00	£3,240.00
	* Permanent Pontoon (Berth 1 & 6) charged per annum **-** Maximum length 12 metres (Commercial)	£4,896.00	£4,896.00
	* Permanent Pontoon (Berth 2 - 5 & 7 - 10) charged per annum **-** Maximum length 7 metres (Non Commercial)	£1,722.00	£1,722.00
	* Permanent Pontoon (Berth 2 - 5 & 7 - 10) charged per annum **-** Maximum length 7 metres (Commercial)	£2,604.00	£2,604.00
	Note: Longer boats maybe considered subject to prorata charges. Please contact Service Delivery department for more information		
Daily Visiting	Visiting boats - charge for 24 hour period (Non Commercial)	£30.00	£30.00
	Visiting boats - charge for 24 hour period (Commercial)	£45.00	£45.00
	Note: 30 minute mooring permitted with gate restrictions		
Trusted Boat Owner Scheme *	Trusted Boat Owner Scheme - (casual users); charge for 12 months (1st April - 31st March) *Contract includes 2 hours free stay per visit and a fob for easy access and 2 free overnight stays per 12 month period*	£100.00	£100.00
	* Trusted Boat Owner Scheme (casual users); charge Autumn/Winter (1st September - 31st March) *Contract includes 2 hours free stay per visit and a fob for easy access and 1 free overnight stay per autumn/winter period*	£50.00	£50.00
	* ***Subject to Terms & Conditions***		
Allotments *(Non VATable)*		**Non VATable**	**Non VATable**
	Grenfell Avenue, charge per annum	£40.00	£40.00
	* Fairmead Road, charge per annum	£55.00	£55.00
	* Churchtown, charge per annum	£60.00	£60.00
	* Water, charge per annum (Fairmead & Churchtown only)	£15.00	£15.00
	A deposit of £50 is required from all new Allotment Tenants at the commencement of tenancy, repayable on termination of the tenancy providing that the allotment plot is left in an acceptable condition		
	The next review of fees and charges is scheduled for 2028/29. No increase to the current charges is recommended at this time		

Library Charges	Set by Cornwall Council	Set by Cornwall Council
Replacement membership cards:		
Adult members	£1.50	£1.50
Concessions, Access, Young Adult	£1.00	£1.00
Under 16s	£0.50	£0.50
Hire Charges:		
DVD's & Audio CD's		
All Members	Free	Free
Reservations:		
All Members	Free	Free
Online reservations	Free with a limit of 10 at any one time	Free with a limit of 10 at any one time
Performing Arts collection:		
Vocal and Orchestral sets	No charge	No charge
Vocal and orchestral sets requested from outside Cornwall		
Vocal scores	£1.50 per score per 6 months	£1.50 per score per 6 months
Orchestral sets	£15 per set per 3 months	£15 per set per 3 months
Postage charge (please note this charge may vary, ask staff for details)	£12 per 20 copies	£12 per 20 copies
Reservation charge from library authorities inside South West Region (non-refundable)	£9.00	£9.00
Reservation charge from library authorities outside South West Region (non-refundable)	£17.50	£17.50
Renewals will be charged at the rates and time periods as listed above		
Late returns charge	£15.00	£15.00
Missing part charged at cost plus £15.00 administration fee, unless a new copy is supplied by customer		
Loans not returned in condition received	£50.00	£50.00
Out of County Inter Library Loan Requests:		
All Members	£11.87	£11.87
British library book loan request	£22.26	£22.26
Use of public computers (subject to availability):		
Cornwall library members & visitors	Free for one hour	Free for one hour
Note: Extension of time after free period is dependent on availability and discretion of the Library supervisor		
Access to Wi-Fi	Free	Free
Printing from any source:		
1-29 sheets (price per sheet)		
Monochrome A4	£0.10	£0.10
Monochrome A3	£0.20	£0.20
Colour A4	£0.50	£0.50
Colour A3	£1.00	£1.00
30 plus sheets (price per sheet)		
Monochrome A4	£0.08	£0.08
Monochrome A3	£0.16	£0.16
Colour A4	£0.40	£0.40
Colour A3	£0.80	£0.80
High gloss colour printing on customer's own paper	£1.00 per sheet	£1.00 per sheet
Refreshments		**Including VAT**
(VATable at Standard Rate) Library meeting held on 8 October 2026, minute nr 81/26/27. To RECOMMEND to the Services Committee the refreshment pricing structure, as attached, for inclusion within the 2027/28 Fees and Charges schedule, to be considered as part of the budget-setting process.		
Latte		£2.50
Cappuccino		£2.50
Americano		£2.00
Espresso (single or double)		£1.75
Tea including herbal		£1.00
Hot Chocolate		£1.00
Cold Soft Drinks TBC		£TBC

**** Minimum Card Spend £1.01 - This is due to restrictions set by our card payment provider. Cash is accepted as an alternative****