



SALTASH TOWN COUNCIL

LIST OF FEES & CHARGES 2023/24

Room Hire

(min of 2 hour booking)

Non VATable

Guildhall

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

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

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

20% discount for regular bookers evenings and weekends

Room Hire Extras (VATable)	Tea/coffee per cup with biscuits (Community)	£1.00
	Tea/coffee per cup with biscuits (Commercial)	£1.00
	Photocopying	20p black 35p colour

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)

Pontoon (berth) per metre – permanent users charge per annum, minimum £900 (Non Commercial)	£186.00
Pontoon (berth) per metre – permanent users charge per annum, minimum £1300 (Commercial)	£282.00
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
Visiting boats 3 day stay (1 Day free of Charge) (Non Commercial)	£60.00
Trusted Boater Scheme (casual users) charge per annum	£80.00

Library Charges

Overdue charges for books & free DVD loans

Set by Cornwall Council

No charge from 1st 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	£1.00 per item if placed by staff member
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)	£12.05

Out of County Inter Library Loan Requests

Adults	£10.10
Concessions, Young Adults	£9.10
Children	£4.10
British Library book loan request	£19.00
British Library periodical request	£13.25
British Library loan renewal	£5.10 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

Seagull Bags

£4

Activities

Ticket price to be given on Application

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

Description	2023/2024 (As of 1 st April 2023)
Interment Fees	
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
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)	
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
Memorial Permissions – Length of Right to Erect a Memorial – 10 years	
Permission to erect a headstone including first inscription	£111.00
Additional inscriptions	£56.00
Permission to place cremated remains tablet	£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
Cremation foundation slab and tablet to be supplied by ERB owner	
Renewal of Exclusive Rights of Burial- Length of Exclusive Right of Burial – 10 years	
Single grave for the interment under the age of 18 years (Saltash resident only)	No Charge
Second and third interment admin fee (ERB must be determined)	£28.00
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
Benches	
A suggested donation to supply, fit and maintain a memorial bench	Price on application
<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

Joint Burial Board – St. Stephens Cemetery
Fees and Charges

Description	2023/2024 (As of 1 st April 2023)
Interment Fees	
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
Benches	
A suggested donation to supply, fit and maintain a memorial bench	Price on application

Allotments Charges Per Annum

Effective from 1st April 2023
Non VATable

	2023/2024	2024/2025
Grenfell Avenue	£30.00	£40.00
Grenfell Avenue (new site)	£30.00	£40.00
Fairmead Road	£45.00	£55.00
Churchtown	£50.00	£60.00
Water per annum	£10.00	£30.00

For enquiries and booking forms please contact:

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The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX

Telephone: 01752 844846

e-mail: enquiries@saltash.gov.uk

www.saltash.gov.uk