

# DURSLEY TOWN COUNCIL

## DRAFT SCHEDULE OF FEES AND CHARGES

Fees will apply from 1<sup>st</sup> April 2021– 31<sup>st</sup> March 2022

(Note: Fees in bold have not been subjected to an increase. Non-resident fee = resident's fee times two and a half rounded up to nearest £1)

### Burial Ground Fees

Item	Current Residents fees & Charges (Current Non-resident's fee)	3% Increase - Rounded up to nearest £1 (Non-residents fee)	5% Increase - Rounded up to nearest £1 (Non-resident's fee)
Exclusive Right of Burial 30yrs (Grave 6ft 6ins x 2ft 6ins)	£313.00 (£783.00)	£323.00 (£808.00)	£329.00 (£823.00)
Exclusive Right of Burial 30yrs (Grave 3ft x 2ft 6ins - ashes)	£175.00 (£438.00)	£181.00 (£453.00)	£184.00 (£460.00)
Transfer of existing Exclusive Right of Burial	£54.00	£56.00	£57.00
Issuing a replacement Exclusive Right of Burial	£54.00	£56.00	£57.00
Renewal of Exclusive Right of Burial (10 year period)	£47.00	£49.00	£50.00
Surrendering an Exclusive Right of Burial (refer to Regulations)	<b>No charge</b>	<b>No charge</b>	<b>No charge</b>
<b>Calculation used in relation to the surrender of an ERB.</b>	Payment by the Council will be proportional to the number of complete years remaining at the date of request. ie. Cost of original grant divided by the number of years for which grant was issued, multiplied by number of complete years remaining.		
*Interment of the body of a child or person in any grave	£254.00 (£635.00)	£262.00 (£655.00)	£267.00 (£668.00)
*Interment of a child aged one year or less	<b>No charge</b>	<b>No charge</b>	<b>No charge</b>
<b>*In relation to the interment fees for children (Incl. ERB/memorial permission), the Council as a burial authority can claim from the Children's Funeral Fund for England so that the burial can be provided free to parents or the family of the child at the point of need. It covers children under the age of 18 or stillborn after 24 weeks of pregnancy. It is proposed that Council updates all relevant information to reflect this. Information attached as APPENDIX 1.</b>			
Interment of a casket	£155.00 (£388.00)	£160.00 (£400.00)	£163.00 (£408.00)
Interment of ashes (pouring)	£138.00	£143.00	£145.00
Interment of ashes in the Garden of Remembrance (Kingshill)	£138.00	£143.00	£145.00
<b>°NEW</b> Interment of ashes in the NEW Garden of Remembrance (Kingshill)	<b>£?</b>	<b>£?</b>	<b>£?</b>
<b>°NEW</b> Exclusive Right of Burial 30yrs (NEW GOR-ashes)?	<b>£?</b>	<b>£?</b>	<b>£?</b>
<b>°In relation to the new Garden of Remembrance at Kingshill please see APPENDIX 2 &amp; the decisions required in order to fully consider the above fees &amp; charges for this new area.</b>			
Interment of ashes in St Mark's	£133.00 (+ Rectors fee)	£137.00 (+ Rectors fee)	£140.00 (+ Rectors fee)

Item	Current Residents fees & Charges (Current Non-resident's fee)	3% Increase - Rounded up to nearest £1 (Non-residents fee)	5% Increase - Rounded up to nearest £1 (Non-resident's fee)
15 minutes penalty on start time	£64.00	£66.00	£68.00
Penalty for over-running hours	£143.00	£148.00	£151.00
Headstone	£153.00 (£383.00)	£158.00 (£395.00)	£161.00 (£403.00)
A tablet	£91.00 (£228.00)	£94.00 (£235.00)	£96.00 (£240.00)
A vase	£74.00 (£185.00)	£77.00 (£193.00)	£78.00 (£195.00)
Replacement of any memorial with no additional inscription	£27.00	£28.00	£29.00
Subsequent inscriptions	£64.00 (£160.00)	£66.00 (£165.00)	£68.00 (£170.00)
Replacement memorial with additional inscription	£84.00 (£210.00)	£87.00 (£218.00)	£89.00 (£223.00)
Re-fixing a memorial	<b>No charge</b>	<b>No charge</b>	<b>No charge</b>
A simple temporary wooden cross, in situ for less than 1 year pending the erection of a permanent memorial (including inscription)	<b>No charge</b>	<b>No charge</b>	<b>No charge</b>
A simple wooden cross – fee payable following the first anniversary of the installation of the cross (incl. inscription).	£42.00	£44.00	£45.00
×Purchase/installation of memorial plaque 6"x4" (GoR)	Cost of Plaque £58.95 Admin Fee £54.00 Total £112.95 +vat (+ Rectors fee for St Mark's)	Cost of Plaque tbc Admin Fee £56.00 Total +vat (+ Rectors fee for St Mark's)	Cost of Plaque tbc Admin Fee £57.00 Total +vat (+ Rectors fee for St Mark's)
×Purchase/installation of memorial plaque 12"x4" (GoR)	Cost of Plaque £125.35 Admin Fee £54.00 Total £179.35 +vat (+ Rectors fee for St Mark's)	Cost of Plaque tbc Admin Fee £56.00 Total +vat (+ Rectors fee for St Mark's)	Cost of Plaque tbc Admin Fee £57.00 Total +vat (+ Rectors fee for St Mark's)
<b>×Cost of Plaques are set by the supplier and may be subject to change. Supplier to confirm costs for 2021 supply.</b>			
◇NEW Purchase/installation of plastic spiked vases	Cost of vase £tbc Admin Fee £? Total +vat	Cost of vase £tbc Admin Fee £? Total +vat	Cost of vase £tbc Admin Fee £? Total +vat
<b>◇In relation to plastic spiked vases this would be new. It would allow us to better control the types of vases being used for the new GOR &amp; existing spaces if we supply them. Cost of plastic spiked vases are set by the supplier and may be subject to change. Supplier to confirm costs for 2021 supply, should the Council charge a small admin fee or not?</b>			
Certificated copy of an entry in the Register of Burials	£64.00	£66.00	£68.00
Exhumation (in addition to any license/faculty fee)	£541.00	£558.00	£569.00
Failure to deliver interment documentation within given timescale = cancellation fee	<b>Half the anticipated fee will be charged</b>	<b>Half the anticipated fee will be charged</b>	<b>Half the anticipated fee will be charged</b>
Admin fee for additional enquiries/corrective work	£74.00	£77.00	£78.00

## Recreational Fees

Item	Current Fee (amount + VAT @20%)	3% Increase - rounded up to nearest £1 (amount + VAT @20%)	5% Increase - Rounded up to nearest £1 (amount + VAT @20%)
<b>Use of Football Pitches (per match)</b>			
Senior Match (incl. showers)	£65.00 per match+vat (£78.00)	£67.00 per match+vat (£80.40)	£ 69.00 per match+vat (£82.80)
<b>NEW</b> Senior Match during Covid19 restrictions (no changing room facilities & no showers)	£40.00 per match +vat (£48.00)	£42.00 per match +vat (£50.40)	£42.00 per Match +vat (£50.40)
Junior Match (incl. showers)	<b>No charge</b>	<b>No charge</b>	<b>No charge</b>
Use of showers- senior training session	£25.00 per session+vat (£30.00)	£26.00 per session+vat (£31.20)	£27.00 per session+vat (£32.40)
Senior training session (no showers)	<b>No charge</b>	<b>No charge</b>	<b>No charge</b>
Use of showers- junior training session	<b>No charge</b>	<b>No charge</b>	<b>No charge</b>
Junior training session (no showers)	<b>No charge</b>	<b>No charge</b>	<b>No charge</b>
Senior "friendly" matches (incl. showers)	£25.00 per match+vat (£30.00)	£26.00 per match+vat (£31.20)	£27.00 per match+vat (£32.40)
Dursley Town AFC Home Cup Matches	<b>No charge</b>	<b>No charge</b>	<b>No charge</b>
Dursley Ladies AFC Home Cup Matches	<b>No charge</b>	<b>No charge</b>	<b>No charge</b>
"friendly" matches on training nights – no shower/majority under 16 years of age	<b>No charge</b>	<b>No charge</b>	<b>No charge</b>
Use of Ground by Sports Clubs located outside of Dursley – training sessions only (no showers)	£32.00 per session+vat (£38.40)	£33.00 per session+vat (£39.60)	£34.00 per session+vat (£40.80)
Use of Ground by Sports Clubs located outside of Dursley – training sessions only (inc. use of showers)	£57.00 per session+vat (£68.40)	£59.00 per session+vat (£70.80)	£60.00 per session+vat (£72.00)

<b>Use of Tennis Courts</b>			
Public use	<b>No charge</b>	<b>No charge</b>	<b>No charge</b>
<b>Use of Boules Court</b>			
Public use	<b>No charge</b>	<b>No charge</b>	<b>No charge</b>
<b>Use of War Memorial Recreation Ground</b>			
Use of Pavilion	No longer available	No longer available	No longer available
Circus / Fair / Event per day	£226.00+vat (£271.20)	£233.00+vat (£279.60)	£238.00+vat (£285.60)
Circus / Fair/ Event per week	£1107.00+vat (£1328.40)	£1141.00 (£1369.20)	£1163.00 (£1395.60)

Item	Current Fee (amount + VAT @20%)	3% Increase - rounded up to nearest £1 (amount + VAT @20%)	5% Increase - Rounded up to nearest £1 (amount + VAT @20%)
Commercial Aerobics/Fitness per class	£1 per head+vat (to be capped at £20.00+vat)	£1 per head+vat (to be capped at £21.00+vat)	£1 per head+vat (to be capped at £21.00+vat)
Use of showers – Commercial Aerobics/Fitness per class	£24.00+vat (£28.80)	£25.00+vat (£30.00)	£26.00+vat (£31.20)
Bond (refundable)	<b>£500</b> (agreed not to change on 18/10/16)	<b>£500</b> (agreed not to change on 18/10/16)	<b>£500</b> (agreed not to change on 18/10/16)
<b>Use of Kingshill House Play Park (community events only)</b>			
Bond (refundable)	<b>£500</b> (agreed not to change on 18/10/16)	<b>£500</b> (agreed not to change on 18/10/16)	<b>£500</b> (agreed not to change on 18/10/16)
<b>Use of Highfields Play Area</b>			
Bond (refundable)	<b>£500</b> (agreed not to change on 18/10/16)	<b>£500</b> (agreed not to change on 18/10/16)	<b>£500</b> (agreed not to change on 18/10/16)
• <b>NEW for Highfields</b> Commercial Aerobics/Fitness per class (same as Rec)	£1 per head+vat (to be capped at £20.00+vat)	£1 per head+vat (to be capped at £21.00+vat)	£1 per head+vat (to be capped at £21.00+vat)
<b>•A recent booking for an aerobics/fitness class was taken for Highfields, this was a first.</b>			
<b>Allotments</b>			
Item	Current Fee	3% Increase - rounded up to nearest £1	5% Increase - Rounded up to nearest £1
Standard large plot	£26.00	£27.00	£28.00
Smaller plots in proportion (half)	£14.00	£15.00	£15.00

## APPENDIX 1

### Information About The Children's Funeral Fund for England (CFF)

This scheme provides funding for the fees charged for any burial or cremation of a child under the age of 18 or stillborn after 24 weeks of pregnancy. The fund also covers certain associated expenses.

Claims can be made for child funerals taking place in England on or after 23.7.2019.

All claims must be submitted within 6 months of the date of the funeral.

There are no nationality or residency requirements

Funding is available regardless of the income of the child's parents, guardian or carer.

For technical guidance <https://www.gov.uk/government/publications/childrens-funeral-fund-for-england>

#### Burial Authorities

Burial authorities can claim from the CFF for their fees charged for the burial or interment of cremated remains of a child, as listed below :

- The burial plot and right of burial
- Carrying out the burial
- Maintenance of the plot
- Renewal of the right of burial
- Permission to erect a memorial (Including headstone)
- Third part grave digger where require.

(Certain criteria apply, see full details on GOV.UK website)

The services will be provided free at the point of need with Burial Authorities and Cremation Authorities claiming reimbursement from the CFF.

Burial Authorities should download, complete and sign the appropriate form <https://www.gov.uk/government/publications/claim-for-costs-of-a-childs-funeral-childrens-funeral-fund-for-england> and email or post the form with supporting documentation (i.e. certificate for burial or cremation and Burial Authorities' relevant invoices or receipts).

**Note: Fees charged by the Burial Authority and/or Cremation Authority can be claimed from the CFF by these parties only.**

## APPENDIX 2

### New Garden of Remembrance. Management Issues that Impact Fees & Charges

#### 1. Should the plots be for the pouring of ashes only or should we allow for the interment of ashes caskets?

The plan approved by the Green Spaces Committee for the new GoR has two lawned areas for the interment of ashes under the turf. The lawned areas will be divided into numbered plots in a grid system. This will allow us to record where the deceased person's ashes have been interred. The lawned area would not have any planting or memorials on the individual plots.

**The size of the plots would need to be increased if we allow for casket interments. We do not allow urn or caskets in the existing GoR.**

#### 2. Should the Council offer the opportunity for the plots to be re-opened to allow for a second interment of ashes?

Having spoken to a local funeral director it is his opinion that the opportunity for a second interment in a plot is **very important** to families. People often wish to be interred in the same plot as their partners when the time comes.

#### 3. Should the Council offer the opportunity for the purchase of an Exclusive Right of Burial in the GOR grave spaces and if so, at what level should the ERB charge be set?

A public (common grave) is a grave in which no ERB has been granted by the Council and in which unrelated persons may be interred. If we **do not** offer an ERB purchase, the Council would have complete control over the grave spaces in the GoR. If a request is made to open a plot for a second interment of ashes, we would have the right to grant or refuse the request. **This system may lead to difficulties should there be any disputes within families.**

The granting of an ERB to a person (or persons) removes the risk of potential disputes as it is only the ERB owner(s) who can give permission for further interments.

It would however, result in an **increase in the cost** for a GoR interment, as in addition to the normal ashes interment fee, there would be an ERB purchase charge and potentially an ERB transfer fee, to account for the administration time.

The ERB purchase fee could be set at a lower rate than those currently charged for ashes plots in the main part of the Cemetery as the ERB would be for the GoR and would not include the right to place a memorial on the plot.

**An alternative** would be to limit the interments in each plot to one person's ashes only. Without the possibility of re-opening grave spaces and in not allowing the installation of memorials on the plots, there is no real necessity to issue ERB's. This issue is discussed under question 2.

#### 4. Will the existing Garden of Remembrance, be closed for ashes interments once the new GOR has been opened?

It is envisaged that once the new GOR is established, the existing GOR will be closed for further interments unless there is a strong case presented by a family for the interment of cremated remains in this area.

**5. Could the Council provide a small quantity of spiked plastic vases to enable families to leave cut flowers in a tidy fashion in the GoR?**

The design approved by the Green Spaces Committee does not include an area for the planting of roses as in the existing GoR. There is an area in front of the memorial wall where cut flowers can be placed. In order to deter members of the public from placing flowers in unauthorised/breakable containers (e.g. Glass porcelain or terracotta vases and plant pots) it is suggested that we supply a quantity of robust plastic spiked vases. This should also make maintenance easier and safer for our Grounds Staff. The plastic vases could also be purchased for use on grave spaces, as per our regulations/planting guidelines.

**For information:**

**Extract from the current Cemetery Regulations which cover the existing GoR:**

**22 Cremated Remains**

*22.1 Designated grave spaces for the burial only of cremated remains are provided in the Cemetery. (i.e. half plots for cremated remains).*

*22.2 Cremated remains may be interred in an existing grave either in a suitable bio-degradable container or by pouring*

*22.3 Cremated remains may not be scattered in any part of the Cemetery.*

*22.4 Cremated remains may be interred in the Garden of Remembrance/Garden of Rest.*

**23. Burial Location**

*23.1 Unless the deceased is to be interred pursuant to an existing Exclusive Right of Burial, the Council shall specify the burial location (refer to paragraph 15).*

**25 Garden of Remembrance (Kingshill)/Garden of Rest (St. Mark's).**

*25.1 In the case of the Garden of Remembrance at Kingshill Cemetery, no record is made of the exact location of cremated remains and no special interest is recognised by the Council. Both choice of position of any memorial (plaque/rose) and the location where cremated remains are to be interred will be at the discretion of the Council.*

*25.2 No urn or casket may be buried in the Garden of Remembrance at Kingshill Cemetery.*

*25.3 Memorial plaques purchased by the family through the Council will be placed in the GOR on payment of the appropriate fee (an application form is obtainable from the Council office). Council reserves the right to remove memorial plaques from the Garden of Remembrance at Kingshill Cemetery after the expiration of a period of 20 years from the date of purchase.*

*25.4 Written authorisation from the Council must be obtained before planting in the Garden of Remembrance/Garden of Rest.*

*25.5 Floral tributes placed will be removed 48 hours after the interment of cremated remains if not previously claimed by relatives. The placing of privately owned flower vases or other receptacles is prohibited.*







**DURSLEY TOWN COUNCIL  
GREEN SPACES - PROPOSED BUDGET 2021/22 TO 2023/24**

**Green Spaces Expenditure**

Code	Title	Previous 2019/20		Current 2020/21		2021/22		Proposed 2022/23		2023/24	
		Budget	Final	Budget	Actual	Budget	Expected	Budget	Budget	Budget	Budget
300	Staff	90754	88452	94261	43242	95949	94261	97868	97868	97868	
310	Gas and electricity	2000	1339	2000	615	2000	2000	2000	2000	2000	
311	Pavilion (security)	500	258	500	0	500	500	500	500	500	
312	Pavilion (water)	500	214	300	147	300	250	300	300	300	
320	Land and buildings maintenance	9000	3292	9000	2690	9000	6000	9000	9000	9000	
321	Tree work	2500	2753	2500	1050	2500	2500	2500	2500	2500	
322	Waste & Recycling	3000	2401	4000	1481	4000	3500	4000	4000	4000	
330	Rates	1850	2083	2100	12434	2500	12434	2600	2600	2700	
331	Cemetery (water)	300	180	300	222	300	300	300	300	300	
350	Safety equipment	600	237	600	306	600	600	600	600	600	
360	Telephones	750	513	550	304	550	550	550	550	550	
370	Transport	1300	1259	1300	2255	1300	1800	1300	1300	1300	
371	Fuel	1100	1206	1750	648	1750	1200	1750	1750	1750	
372	Grass cutting	8000	9206	8000	4553	8000	8000	8000	8000	8000	
380	Facilities improvements	5000	0	5000	0	5000	5000	5000	5000	5000	
385	Play areas	2000	3161	2000	732	2000	2000	2000	2000	2000	
388	Highfields Play Equipment Upgrade	Reserve	0	0	18946	0	18946	0	0	0	
388	Garden of Remembrance (new)	5000	0	5000	0	5000	0	5000	5000	5000	
390	Allotments (new)	0	0	Reserve	0	0	0	0	0	0	
395	Green Spaces - Projects	2488	2479	5000	0	5000	5000	5000	5000	5000	
396	Machinery/vehicle fund	1000	0	1000	0	1000	1000	1000	1000	1000	
399	Consumables	200	132	200	165	200	300	200	200	200	
710	WMRG	0	183	0	0	0	0	0	0	0	
914	WMRG Toilet Block - CTR	0	0	10000	10000	10000	10000	10000	10000	10000	
917	Memorial Plaques	0	240	0	0	0	100	0	0	0	
927	Kingshill Play Equipment Upgrade	10,000	3,442	10,000	10,725	10,000	10,725	10,000	10,000	10,000	
<b>TOTAL</b>		<b>154,842</b>	<b>132,874</b>	<b>166,361</b>	<b>112,514</b>	<b>163,449</b>	<b>195,927</b>	<b>165,468</b>	<b>165,468</b>	<b>165,568</b>	

\*Actual at 02/10/2020

**Green Spaces - Projects 2021/24**

Green Space Project	Code	2020/21	2021/22	2022/23	2023/24	Expenditure/Pr except	S106	Application No.	Use of reserves	Budget	Notes
Floodlighting at WMRG	Not Programmed	0	0	0	0	0	0	8182	0	0	0 S106 Funds not yet available
Skatepark improvement at WMRG	Not Programmed	0	0	0	0	0	0	8182	0	0	0 S106 Funds not yet available
New Garden of Rest at Cemetery	388	5000	0	0	0	0	0		0	0	
Allotments - New Site	390	0	0	0	0	0	0		0	0	
Highfields Play Equipment Upgrade	386	0	0	0	0	0	0	6484	20000	20000	Subject to land availability
WMRG - Pavilion Upgrade	914	10000	10000	10000	10000	30000	30000	10000	10000	10000	Contributions to reserve for future project
Kingshill Play Equipment Upgrade	927	10000	10000	10000	10000	30000	30000	6659	6659	6659	
Green Spaces Projects	385	5000	5000	5000	5000	15000	15000	15000	15000	15000	
<b>Total</b>		<b>30000</b>	<b>25000</b>	<b>25000</b>	<b>25000</b>	<b>75000</b>	<b>75000</b>	<b>22846</b>	<b>36659</b>	<b>116143</b>	

## Dursley Town Council - Reserves

Earmarked (Named) Reserve	Responsible Committee	Confirmed Balance at 31/3/20.	Transfers during 2020/21	Proposed Balance at 31/3/21	Notes
Town Centre Upgrade Fund	TI	2440	0	2440	
Christmas Lights	TI	5457	-2500	7957	Contribution to Reserve 2020/21
War Memorials	TI	1000	0	1000	
Tourism	TI	4000	0	4000	
Tourism (ex - Dursley & District Tourism Association Funds)	TI	625	0	625	Closure of an old bank account - to be held for Cotswold Edge & Severn Vale Tourism Group
<b>Total Town Improvements</b>				<b>£ 16,022</b>	
Facilities Improvements	GS	4103	0	4103	
Cemetery Extension	GS	16000	0	16000	
Additional Allotments	GS	20000	0	20000	
Repainting Fund	GS	1500	0	1500	
Noticeboards, bins	GS	2796	0	2796	
Trees/tree work	GS	536	0	536	
Machinery/Vehicle Fund	GS	10000	0	10000	
Play areas/equipment	GS	2000	-2000	4000	Contribution to Reserve 2020/21
Highfields Play Equipment Upgrade	GS	25430	18946	6484	New equipment May 2020
Tennis Court (S106/Grant)	GS	1834	0	1834	
Pavillion Improvements	GS	0	-10000	10000	Contribution to Reserve 2020/21
Pentanque Court	GS	2844	0	2844	
Kingshill Play Area	GS	6659	0	6659	
<b>Total Green Spaces</b>				<b>£ 86,756</b>	
Temporary Staff	Policy & Finance	1,000	0	1000	
Jacobs House	Policy & Finance	3,584	0	3584	
H&S Audit	Policy & Finance	3,000	0	3000	
Election costs	Policy & Finance	3,000	0	3000	
Youth Centre Reward Fund	Policy & Finance	1,120	0	1120	
Community Infrastructure Levy (CIL)	Policy & Finance	531	0	531	
<b>Total Policy &amp; Finance</b>				<b>£ 12,235.00</b>	
<b>Total Earmarked Reserves</b>		<b>£ 119,459</b>		<b>£ 115,013</b>	

