

Subject: **Fees and Charges – Memorials and Town Hall**

Report to: Full Council – 11<sup>th</sup> July 2019

Report by: Paula Boyce – Head of IT, Marketing and Communications  
Claire Sullivan – Project Manager

#### **SUBJECT MATTER/RECOMMENDATIONS**

That approval be given to the fees and charges for the Town Hall and the Waterways Memorials for 2019/2020.

### **1. BACKGROUND**

- 1.1 This report sets out the updated fees and charges for the Town Hall Meeting room and the Venetian Waterways memorial plaques.
- 1.2 The report contains guidance on the style, type and cost of the commemorative benches suitable for the Venetian Waterways. A criterion is proposed to ensure appropriate and consistent lettering and wording is applied to commemorative plaques and labels.
- 1.3 As part of the restoration of the Venetian Waterways the furniture was replaced to match other features such as the bins, interpretation, lamp posts and lighting. Benches have been selected for their robustness and minimal maintenance needs.
- 1.4 Great Yarmouth Borough Council and the Access Community Trust will assist in promotion of the commemorative benches and plants in the waterways. The Access Trust will as part of their contract for the site continue to maintain the benches.
- 1.5 Great Yarmouth Borough Council will select and approve new commemorations within the park and this will include siting, numbers of and, in terms of roses and plants, the species.

### **2. Commemorative Benches**

- 2.1 As part of the park restoration 38 new benches are being installed. Whilst there is space for additional benches within the park the number was agreed for this phase of the restoration. New benches may be considered and agreed by Great Yarmouth Borough Council.
- 2.2 All plaques will be bronze and will have a maximum number of characters (84), including spaces that can be included in the inscription. Type script corresponds with the interpretation in the park. Plaques will be location on the top center of each bench.

THE INSCRIPTION IS 4MM HIGH  
CAPITAL LETTERS OVER 4 LINES  
GIL SANS TYPEFACE  
PLAQUES MEASURE 48MM X 100

The following criteria has been developed to ensure wording on all plaques is appropriate:

- The proposed wording must not be used as a means of advertising any business;
- The proposed wording must not cause offence i.e. likely to be upsetting, insulting, or objectionable to some or most people

### **3. Commemorative Plants**

- 3.1 The park is very special to many people who visit and continue to visit over the past 90 years. There is an opportunity to offer plants and roses as commemorations within the park.
- 3.2 Commemorative plants and roses locations will be decided by the Head Gardener and Access Trust tenant in liaison with Great Yarmouth Borough Council. Plants will be located for aesthetic reasons and will be limited in number depending on the management needs of the waterways.
- 3.3 The plant labels will be a standard botanical style similar to those used by the National Trust and Botanic Gardens. Maintenance of the plants will be undertaken by the waterways staff. Any plants that die within the first three years will be replaced. Commemorative plaques will be positioned as to not distract from the over aesthetic of the feature and will be similar in size to the proposed bench plaque.
- 3.4 A commemoration book will be located within Great Yarmouth Town Hall duplicating all commemorative information located on benches, plants and features. It will include all previous commemoration details. A digital version of the book will also be maintained.

### **4.0 Charges for Commemorations**

- 4.1 A total of 38 benches have been installed on the waterways. 25 on the waterways and 13 on the boating lake.
- 4.2 Each bench cost £420 and installation was £140. Total cost per bench installation and purchase of £560 excluding VAT.
- 4.3 The life span of the benches is 15 years with regular maintenance on the timber with the cast iron legs 50 years if maintained regularly.
- 4.4 Table 1. Breakdown of Commemoration Costs and Charges.

<b>Commemorative Items – 10-year dedication period</b>	<b>2019/2020 Charges VAT @ 20% (where applicable)</b>
Six-foot bench including bronze plaque (VAT included in fee)	£1,182.00
Additional plaque for bench	£206.00
Memorial Shrub (VAT included in fee)	£292.00
Standard Rose (VAT included in fee)	£341.00
Memorial Tree (VAT included in fee)	£434.00
Return of memorial plaque (VAT included in fee)	£8.00

- 4.5 These charges have been set in line with Great Yarmouth borough Councils fees and charges 2019-2020.

## **5.0 FINANCIAL IMPLICATIONS**

- 5.1 The VAT implications;

If a donation is freely given for a bench or memorial with no expectation of receiving anything in return, even when including a memorial plaque, then this is considered as outside the scope of VAT.

If there is any sponsorship i.e. trading name or logo then VAT must be charged at the prevailing rate.

Any subsequent maintenance charges would be outside of the "donation" and therefore chargeable at the standard rate of VAT.

## **6. Town Hall Room Hire**

- 6.1 Members previously set the fees and charges for the most of council's public meeting/function rooms in the Town Hall as part of the Fees & Charges Report (Council 19 December 2018) for 2019/20. However, the main Assembly Room function room was not set at this time. In order to provide an improved in-house

arrangement for future corporate functions and weddings, Members are asked to now set a room hire rate for the Assembly Room including use of the kitchen. The proposed Assembly Room hire rate is proposed as £750.00 for normal weekdays, £1,000 for a Saturday and £2,000 for a Sunday or bank holidays plus VAT.

## **7. RECOMMENDATIONS**

- 7.1 Full Council approve the fees and charges for the Town Hall and the Waterways Memorials for 2019/2020.

*Areas of consideration: e.g. does this report raise any of the following issues and if so how have these been considered/mitigated against?*

<b>Area for consideration</b>	<b>Comment</b>
Monitoring Officer Consultation:	Yes.
Section 151 Officer Consultation:	Yes.
Existing Council Policies:	Fees and Charges 2019-2020
Financial Implications:	Yes. Details contained within the report.
Legal Implications (including human rights):	Yes.
Risk Implications:	Yes.
Equality Issues/EQIA assessment:	No
Crime & Disorder:	No
Every Child Matters:	No