



Record of Officer's Decision

The Openness of Local Government Bodies Regulations 2014 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Date of Decision:	8 th March 2016
Decision Maker (Officer):	David Hall
Authority for Delegated Decision (Cabinet/Committee Decision or Scheme of Delegation – provide reference):	Officer delegated power under Part 3 of the Council's Constitution
Identify which Portfolio Holder(s)/Committee Chairman consulted?	N/a
Ward Member(s) consulted?	N/a
Is it a Key Decision?	No
Is it subject to call-in?	No
Decision Made:	Approval of non core fees and charges relating to the sale of memorabilia at the Councils Crematoria and Cemeteries
Reason for Decision (if a report was produced to support the Decision, refer to it):	Annual review of charges relating to memorabilia.
Highlight any associated risks/finance/legal/equality considerations:	None

<p>Details of any Alternative Options Considered and rejected (together with reasons):</p>	<p>None</p>
<p>Details of any declarations of interest (by Portfolio Holder/Committee Chairman who was consulted by the officer, which related to the decision)</p> <p>If relevant, a note of the dispensation granted by the Monitoring Officer:</p>	<p>None</p>
<p>Reason Decision, or supporting Report, is not published:</p> <p><i>Tick one or more of the specific exemptions,</i></p> <p><u>and</u></p> <p><i>Give more information in the final box with regards to why the exemption applies and outweighs the public interest test (which is in favour of disclosure).</i></p>	<p>The report supporting the Decision contains confidential information</p>
	<p>The Report supporting the Decision falls within an exemption pursuant to Schedule 12A of the Local Government Act 1972 Information:</p>
	<ul style="list-style-type: none"> • Relates to an individual
	<ul style="list-style-type: none"> • Likely to reveal the identity of an individual
	<ul style="list-style-type: none"> • Relating to financial or business affairs of a person or organisation
	<ul style="list-style-type: none"> • Relates to a claim for legal professional privilege in legal proceedings
	<ul style="list-style-type: none"> • Reveals that the Council proposes to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or to make an order or direction under any enactment
	<ul style="list-style-type: none"> • Relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime
<p><u>And</u> is exempt if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information</p> <p>Reasons:</p>	

Officers

David Hall

Signed:

Title: Open Space & Bereavement Service Manager

Signed:

Title:

In consultation with:

Signed:

Portfolio Holder For

Signed:

Section 151 Officer (if required)

Signed:

Monitoring Officer (if required)

Dated: 15/3/2016

Mr. D. Hall,
 Open Space & Bereavement Services Manager,
 Public Experience,
 Northbourne Depot.

3rd March 2016

Dear David,

**Delegated Powers - Fees and Charges that are not contained within the
 Environment Portfolio Scale of Charges 2016/17**

Please find below the proposed fees and charges for 2016/17 that are not contained within the Portfolio Holder fees that were recently agreed by Council. Under powers delegated to you in accordance with the Council's Constitution Part 3.25 Clause 1 (Delegated to Officers) I would be grateful if you could concur with the proposed fees.

An approximate increase of 2.0% on 2015/2016.

	2015/16	2016/17
<u>Book of Remembrance</u>		
2 lines plain entry	£62.00	£63.00
3-5 lines plain entry	£134.00	£137.00
3-5 lines with floral emblem, motif, badge, etc.	£194.00	£198.00
6-8 lines plain entry	£154.00	£157.00
6-8 lines with floral emblem, motif, badge, etc.	£245.00	£250.00
<u>Remembrance Cards</u>		
2 lines plain entry	£70.00	£71.00
3-5 lines plain entry	£140.00	£143.00
3-5 lines with floral emblem, motif, badge etc	£198.00	£202.00
6-8 lines plain entry	£159.00	£162.00
6-8 lines with floral emblem, motif, badge etc.	£250.00	£255.00
<u>Miniature Book</u>		
2 lines plain entry	£77.00	£79.00
3-5 lines plain entry	£149.00	£152.00
3-5 lines with floral emblem, motif, badge etc.	£209.00	£213.00
6-8 lines plain entry	£169.00	£172.00
6-8 lines with floral emblem, motif, badge etc.	£260.00	£265.00

Summerhouse	£340.00	£347.00
Shrub Beds	£470.00	£479.00
Shared Memorial Seats (up to four plaques)	£310.00	£316.00
Hymn or Prayer Book	£32.00	£33.00
Cemetery Memorial Seat Bronze plaque (9" x 2 1/2" with up to 70 characters) On seat made from sustainable hardwood forests on a concrete base, dedicated for a 10 year period. These benches can be "shared" – please ask for details.	£1,240.00	£1,265.00
Cemetery Memorial Tree (dependant on availability) Bronze plaque on base dedicated for a ten year lease.	Please enquire	Please enquire
Additional or Replacement Plaques for Existing Memorials		
Cast Bronze with gold letters 6" x 4" (up to 70 characters)	£280.00	£286.00
Cast Bronze with gold letters 12" x 4" (up to 140 characters)	£380.00	£388.00
Replacement Red tablet (up to 70 characters)	£210.00	£214.00
Additional Bronze seat plaque (up to 70 characters)	£155.00	£158.00
Replacement Summer House plaque (up to 100 characters)	£140.00	£143.00

Heather bed		
Single plaque	£295.00	£301.00
Double plaque	£390.00	£398.00
Individual Shrub / Rose / Fuchsia		
Single plaque	£625.20	£638.00
Double plaque	£709.00	£723.00
Shared Rose / Tree / Circular bed		
Single plaque	£466.60	£476.00
Double plaque	£554.00	£565.00

An approximate increase of 1.5% on 2015/2016.

Recording of funeral service – 1 CD	£44.58	£45.00
Each additional CD	£27.79	£28.00
Webcasting of funeral service	£69.48	£71.00
DVD of funeral service – 1 DVD	£55.56	£56.00
Each additional DVD	£34.74	£35.00

Miscellaneous

Cancellation fee if a funeral service booking is cancelled within 5 working days of funeral service	50% of total fee + VAT	50% of total fee + VAT
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I trust that the above is in order and would be grateful if you could sign and date the concurrence below.

Yours sincerely,

Margaret Marsham
Bereavement Services Manager

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To: Margaret Marsham, Bereavement Services Manager, Weeley Crematorium

I concur with the above increase in fees and charges which will take effect from 1st April 2016.



Signed:

David Hall
Open Space & Bereavement Services Manager

Date: 8 March 2016