

2nd AMENDED AGENDA

HERITAGE, CULTURE AND LEISURE COMMITTEE MEETING



Date: Tuesday 1 March 2016
Time: 6.30 pm
Venue: Town Hall, High Street,
Maidstone

Membership:

Councillors Ash (Vice-Chairman), Ells, Fissenden,
Fort, Hemsley, Mrs Hinder, Newton
(Chairman), Paterson and Pickett

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1. Apologies for Absence
2. Notification of Substitute Members
3. Urgent Items
4. Notification of Visiting Members
5. Disclosures by Members and Officers
6. Disclosures of Lobbying

Continued Over/:

Issued on Monday 29 February 2016

The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact Poppy Collier on 01622 602242**. To find out more about the work of the Committee, please visit www.maidstone.gov.uk

**Alison Broom, Chief Executive, Maidstone Borough Council,
Maidstone House, King Street, Maidstone Kent ME15 6JQ**

7. To consider whether any items should be taken in private because of the possible disclosure of exempt information
8. Minutes of the meeting held on 5 January 2016
9. Presentation of Petitions (if any)
10. Questions and answer session for members of the public
11. Report of the Head of Finance and Resources - Plaques and People: a proposed protocol for the borough of Maidstone
12. Oral Update of the Parks and Leisure Manager - Play Area Capital Programme Project
13. Report of the Head of Commercial and Economic Development - Maidstone Parks and Open Spaces 10 Year Plan
14. Report of the Head of Commercial and Economic Development - Revised Festivals and Events Policy
15. Report of the Head of Commercial and Economic Development - Destination Management Plan Progress Update
16. Report of the Head of Commercial and Economic Development - Policy for the Use of Jubilee Square
17. **Report of the Head of Environment and Public Realm - Additional Inscription Charge** **74 - 77**

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| Heritage, Culture & Leisure Committee | Tuesday 1 March 2016 |
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| Is this the final decision on the recommendations? | Yes |
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Additional Inscription Charge

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|---|---------------------------------------|
| Final Decision-Maker | Heritage, Culture & Leisure Committee |
| Lead Director or Head of Service | Head of Environment & Public Realm |
| Lead Officer and Report Author | Head of Environment & Public Realm |
| Classification | Non-exempt |
| Wards affected | None |

This report makes the following recommendations to the final decision-maker:

1. That the Committee considers the reasons for the original agreed proposal to reduce the charge for an additional subscription to £52
2. That the Committee decides whether to overturn this decision and retain the charge of £97 which was set for 2015/16

This report relates to the following corporate priorities:

Increases in fees and charges can have a significant impact on the Council’s objectives. The use of the policy as a guide to assessing a correct level of increase means that the most appropriate levels are proposed in this report.

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| Timetable | |
| Meeting | Date |
| Heritage, Culture & Leisure Committee | Tuesday 1 March 2016 |

Additional Inscription Charge

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 The Committee agreed the fees and charges for Bereavement Services at the meeting held on 5 January 2016. However have asked for the opportunity to review the charge for Additional Inscriptions which is due to be reduced from £97 to £52 in 2016/17.
- 1.2 This report outlines the reasons for the reduction, the impact of the reduction and asks that the Committee agree the charge for Additional Inscriptions for 2016/17.

2. INTRODUCTION AND BACKGROUND

- 2.1 The Fees and Charges for Bereavement Services were presented to the Committee at the meeting on 5 January 2016.
- 2.2 Within this report the proposed memorial permit charges were set out as follows:

| Monuments | 2015/16 | 2016/17 |
|---|---------|---------|
| Headstone | £97 | £140 |
| Kerbstone | £97 | £38.50 |
| Indicator stone | £37.70 | £140 |
| Cremated remains memorial | £97 | £140 |
| Tablet (12" by 12") | £97 | £140 |
| Vase | £97 | £140 |
| Initial inscription | £97 | £140 |
| Additional inscription | £97 | £52 |
| Any other monument (Note: monument permit fees are reduced by 50% for under 16 years) | £97 | £140 |

- 2.3 For the majority of these charges there was a 44.33% proposed increase, as research undertaken regarding other cemeteries and crematoria across Kent indicated Maidstone's charges were around £50 lower than its competitors.
- 2.4 However in light of the increased charges for headstones, kerbstones, indicator stones, cremated remains memorial, tablets, vases and initial inscriptions, it was proposed that the additional inscription charge should be reduced by £40.
- 2.5 The reduced charge for the additional inscription is an accurate reflection of the amount of staff time proportionately that is spent on processing such

applications. This is far less than the time spent processing initial memorial applications, which is particularly demanding.

- 2.6 These new charges will have a small reduction on the potential income which could be obtained from all memorial permits on a single memorial, where space has been left for a future inscription, compared to the 2015/16 charges. This would total £277 instead of £277.60 at present, a reduction of £0.60.
 - 2.7 However, it is also recognised that the reduced fee may attract more additional inscriptions than currently carried out which could increase the income generated.
 - 2.8 Should the additional inscription fee be held at 2015/16 price, the charge for all memorial permits on a single memorial, where space has been left for a future inscription, would be £322 for 2016/17.
 - 2.9 Therefore reinstating the charge from 2015/16 may generate a small additional income.
 - 2.10 In the past 12 months there have been 27 Additional Inscriptions. Assuming a similar level of uptake next year, the higher charge would result in an additional income of £1,215.
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3. AVAILABLE OPTIONS

- 3.1 **Option 1:** The Committee could decide to retain the reduced charge of £52 for Additional Inscriptions for 2016/17 as agreed in their January Committee Meeting.
 - 3.2 **Option 2:** The Committee could decide to reinstate the previous years charge the charge of £97 for Additional Inscriptions for 2016/17.
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4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 4.1 It is recommended that the Committee consider the charge for the Additional Inscriptions and determine which is the most appropriate for 2016/17.
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5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 5.1 The Chair of Heritage, Culture and Leisure has requested that the Committee have the opportunity to discuss and agree the Additional Inscription fee for 2016/17.
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6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

6.1 Following agreement by the Committee, the new Fees and Charges will be published and will be provided to local Funeral Directors and Stonemasons.

6.2 The Fees and Charges will take effect from 1 April 2016.

7. CROSS-CUTTING ISSUES AND IMPLICATIONS

| Issue | Implications | Sign-off |
|--|--|--------------------------------------|
| Impact on Corporate Priorities | Increases in fees and charges can have a significant impact on the Council's objectives. The use of the policy as a guide to assessing a correct level of increase means that the most appropriate levels are proposed in this report. | Head of Environment and Public Realm |
| Risk Management | There is a risk that if the prices are not set at an acceptable level, customers may be deterred and income levels may drop. | Head of Environment & Public Realm |
| Financial | Reinstating the higher charge for the Additional Inscriptions is likely to generate a small amount of additional income (in the region of £1,200) per annum. | Finance Team |
| Staffing | None | |
| Legal | None | |
| Equality Impact Needs Assessment | N/A | |
| Environmental/Sustainable Development | None | |
| Community Safety | None | |
| Human Rights Act | None | |
| Procurement | None | |
| Asset Management | None | |

8. REPORT APPENDICES

None

9. BACKGROUND PAPERS

None