

CHEPSTOW TOWN COUNCIL

Proposed Schedule of Charges of Services for 2018-2019

Photocopy records of Minutes and other documents contained

In the Freedom of Information Act 2000 Publication Scheme

Free of Charge

Other documents Photocopying charges

10p per page

Schedule of Charges for Facilities at the Gatehouse and Thomas Street

Hire of meeting room to Commercial Organisation

£ 50.00 + VAT per day

“ “ “ “ “ “ “ “

£ 25.00 + VAT evening

“ “ “ “ for not for profit organisations

£ 15.00 + VAT per session*

(Session – am, pm or evening)

“ “ “ “ to local Member of Parliament/ Assembly Member/MEP/PC

£ 35.00 + VAT

** A retainer against damages for a long term hire is held at £50 returnable at the end of the hire agreement.

Pop up Shelters

Ad hoc hire:-

Large Pop-Up Shelters

£20.00 + VAT per shelter per day

Farmers Market: -

£20.00 + VAT per session

** The policy of the Council to make no charge for meeting accommodation and for pop up hire for not for profit organisations when the meetings are accommodated within the normal working hours of the Town Council and no caretaking costs are incurred was confirmed by the Financial Policy and Audit Committee on 10th February 2016. Note that Community groups and schools regularly hire the large pop ups for Fetes and school sports day.*