

PULBOROUGH PARISH COUNCIL

Non-confidential report

Meeting: Finance and Policy Committee

Date: Monday 15th September 2025

Title: Annual Review of Fees and Charges

Report Author: Paul Richards, Locum

Summary: PPC has audit and Standing Orders requirements to review the fees and charges levied by the parish council each year.

Officer Recommendations: It is recommended that PPC review the existing schedule of fees and charges and agree any variation.

Background.

PPC Standing Orders require that the fees and charges levied by the parish council are reviewed each year (see below). This requirement is also reviewed by the auditors.

4. Income

- 4.2 *The Parish Council will agree the scale of fees and charges for each service on, at least, an annual basis following a report of the Clerk.*

Current fees and charges.

The table below lists the current fees and charges (as at 1st September 2025).

SERVICE	FEE	DETAIL
Allotments - XL	£90.00	Per plot, per year
Allotments - Large	£55.00	Per plot, per year
Allotments	£45.00	Per plot, per year
Allotments	£35.00	Per plot, per year
Allotment shed	£15.00	Per year
MUGA	£12.50	Per hour
Christmas trees – contribution from businesses	£46.00	Per tree - Approved 9/9/25
Tenant rents – Sports and Social Club tenants	TBD	Separate review
Tenant rents – Bowls Club	£0.00	No rent applied
Freedom of Information – A4 photocopies	£0.10	Per sheet
Freedom of Information – A5 photocopies	£0.12	Per sheet
Freedom of Information - postage	Actual	Actual cost

Budget and actual cost

The 2025/26 budget will need to be updated based on the fees and charges agreed by the parish council.

Recommendations

1. Review MUGA fees. Appendix A lists examples, across England, of MUGA fees charged by other parish councils. It is recommended that the review evaluates different charging options e.g.
 - Separate charges for block booking and individual booking (perhaps a discount for block booking);
 - Differential charges e.g. separate price for residents (discounted);
 - Nighttime charges to recover cost of lighting; and
 - Off peak rates.
2. Increase fees in line with inflation. It is recommended that the fees and charges be increased by 5% as per the schedule below.

SERVICE	CURRENT FEE	PROPOSED FEE - UP 5%	DETAIL
Allotments - XL	£90.00	£94.50	Per plot, per year
Allotments - Large	£55.00	£58.00	Per plot, per year
Allotments	£45.00	£47.00	Per plot, per year
Allotments	£35.00	£37.00	Per plot, per year
Allotment shed	£15.00	£15.75	Per year
MUGA	£12.50	See report	Per hour
Christmas trees – contribution from businesses	£40.00	£46.00	Per tree - Approved 9/9/25
Tenant rents – Sports and Social Club tenants	TBD	TBD	Separate review
Tenant rents – Bowls Club	£0.00	£0.00	No rent applied
Freedom of Information – A4 photocopies	£0.10	£0.11	Per sheet
Freedom of Information – A5 photocopies	£0.12	£0.13	Per sheet
Freedom of Information - postage	Actual	Actual	Actual cost

Appendix A

MUGA Summary Table

Council / Location	Hour Rate
Glapwell	£25 (casual); £20 (block)
Sonning Common / Kidmore End	£10–25 (varying with lighting/surface)
Glenfield	£26.40 adult; £13.20 youth; +£5.50 light
West Bergholt	£6 (2025–26)
Grange Park	£43; £39 block
Newport (Essex)	£15 (standard); £10 (bulk)
Cassington	£25 (floodlit)
Prestbury	£12.50 off-peak; £30 peak
Bransgore	£5.50 residents; £11 (≥5 hrs); £22 commercial
Mickleton	Free casual; £6 single; £12 two courts; £18 whole area
Chilham Recreation	£12.50 (evenings Oct–Apr)
Cookley Village Hall	£36 full; £18 small courts
Teignbridge District (public)	£36 (no lights); £46.80 (lights)