

## FEES & CHARGES SCHEDULE AND CHARGING DIRECTORIES FROM 2024/25 ONWARDS

**Committee: HOUSING, HEALTH AND COMMUNITY**  
**Service Area: Community Initiatives and Partnerships**

### Objectives/rationale of the fee/charge (e.g. Full cost recovery)

The primary objective of the charge is cost recovery. The level of charge also helps to maintain the high level of service provision for the Borough

### Proposed change in fee/charge from previous year (%)

There is no proposed increase for the wristbands for Family Fun Days as these were increased in 2023/24. The Council works closely with Essex County Council and Active Essex (Find your Active) which supports the Holiday and Food programme to support those children that are in receipt of Free School Meals and are offered a 50% reduction (£2.50) together with the Ukrainian refugee children. The proposed fees for stallholders will be increased by 2%.

### Justification for revised charge (compared to previous year)

A proposed increase of 2% for stallholders fees and charges. The council's community events are also supported through external sponsorship. The development of the Business Improvement District may mean that the BID will organise some community events such as Lighting Up Brentwood and Shenfield Christmas Fayre or more regular and smaller events

### What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Fees have been benchmarked against similar one day events in the local area and the proposed fees and charges are deemed average within the benchmarking exercise and still provide Value for Money. The Summer and Christmas events are one day events so the Council needs to be mindful of the income that a stallholder is likely to generate within the event to make it viable for them to attend.

### If significant change in charge, what consultation was undertaken with the general public?

There is no significant change in the fees and charges. The Council will charge the facepainters at the large community events the same rate as a small business, rather than a different fee.

### Expected budgeted income

Based on the 2022/23 events the expected income will generate an extra £17k (Family Fun Days and the Coronation event). Lighting Up Brentwood was a joint event with the new BID together with events in Shenfield

**HOUSING, HEALTH AND COMMUNITY COMMITTEE  
FEES & CHARGES SCHEDULE FROM 1 APRIL 2024**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2023-March 2024		CHARGES April 2024-March 2025	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

**SERVICE AREA: COMMUNITY INITIATIVES AND PARTNERSHIPS**

**CHARGING AREA: COMMUNITY EVENTS**

*Stallholder Pitch fees per 3 x 3m pitch*

**Lighting Up Brentwood - £30 street trading licence is included with the fees**

Catering Unit - serving food e.g burgers, hot dogs etc.	E	D	200.00	200.00	204.00	204.00
Catering Unit - serving alcohol	E	D	200.00	200.00	204.00	204.00
Large Business - more than 10 employees	E	D	137.00	137.00	140.00	140.00
Catering unit - buying food e.g. Bread, cakes, doughnuts, sweets, fruit and vegetables	E	D	100.00	100.00	102.00	102.00
Small business - less than 10 employees	E	D	88.00	88.00	90.00	90.00
Crafters and Artists - all hand made by the seller	E	D	57.00	57.00	59.00	59.00
Registered charity	E	D	45.00	45.00	46.00	46.00

**Strawberry Fair and other Community Events**

Catering Unit - serving food e.g. Burgers, hot dogs etc.	E	D	175.00	175.00	179.00	179.00
Catering Unit - serving alcohol	E	D	137.00	137.00	140.00	140.00
Large business - more than 10 employees	E	D	110.00	110.00	113.00	113.00
Catering unit - buying food e.g. Bread, cakes, doughnuts, sweets, fruit and vegetables	E	D	80.00	80.00	82.00	82.00
Small business - less than 10 employees	E	D	63.00	63.00	65.00	65.00
Crafters and Artists - all handmade by the seller	E	D	37.00	37.00	38.00	38.00
Registered charity	E	D	37.00	37.00	38.00	38.00
Ice Cream Van (Exclusive) - Strawberry Fair	E	D	450.00	450.00	450.00	450.00
Ice Cream Van (Exclusive) - Family Fun Days	E	D	180.00	180.00	185.00	185.00
Face Painters (large community events) - will now be charges as a small business	E	D	73.00	73.00	N/A	N/A

**Family Fun Days**

Wristbands - Rides and Bouncy castles	Per Child	E	D	5.00	5.00	5.00	5.00
Stalls - selling children's pocket money gifts and toys (new category)		E	D	21.00	21.00	22.00	22.00
Sole Catering unit by tender							
Face painters (per face painter)		E	D	25.00	25.00	28.00	28.00

**Sponsorship packages - any bespoke packages can be discussed with the Community Services team**