



## **Report to Portchester Crematorium Joint Committee**

*Date:* **25 September 2023**

*Report of:* **Manager and Registrar**

*Subject:* **Memorial Tree Fees and Charges**

### **SUMMARY**

Following approval by the Joint Committee, at the meeting held on Monday 26 September 2022, for provision of a memorial tree in the area close to the Book of Remembrance, the tree has now been installed on site. To prepare for the sale of the memorials we have calculated fees/charges taking in to account supplier pricing and the leasing period for the product. The proposed fees chargeable for the remainder of the 2023/24 and 2024/25 financial year are set out in Appendix A to this report. These fees will subsequently be reviewed annually and any required changes reported to the Joint Committee for approval.

### **RECOMMENDATION**

- (a) That the Joint Committee approve the fees/charges as set out in Appendix A for the sale of maple leaf plaques on the memorial tree.

**APPENDIX A**

<b>Product Name</b>	<b>Product Description</b>	<b>PCJC Charge inc VAT</b>
Memorial Tree Maple Leaf	Acrylic Maple Leaf Memorial Plaque, including 5 line inscription and 5 year lease period.	£300
Lease Renewal	Renewal of Lease, after 5 years, for a further 5-year period.	£174
Replacement Leaf	Ordering a replacement plaque when renewing the lease.	£126

<b>Breakdown of Charges</b>		<b>Cost excl. VAT</b>
Purchase of Plaque	The cost of purchasing and installing the memorial tree with 240 leaves.	£65
Inscription	The cost to engrave the acrylic leaf, including postage and packaging.	£40
Admin/Lease Fees	The cost to process the application, fixing of the leaf to the tree and leasing of a space for placement of a leaf plaque.	£145