

Withyham Parish Council

List of Fees and Charges

Responsibility: Finance & Administration/Full Council

Review Cycle: Annually or earlier in the event of legislative changes

Date of Adoption/Renewal	Date for review
May 2025	May 2026

Room Hire Charges

Type of Hire	Large Meeting Room	Small Meeting Room	Both rooms
Business	Per hour £12	Per hour £12	Per hour £20
Community Group	Per hour £6	Per hour £6	Per hour £10
Resident	Per hour £6	Per hour £6	Per hour £10
Supported Community Group*	Per hour £0	Per hour £0	Per hour £0

Photocopying and laminating are available on a Wednesday. Please give a minimum notice of one week for quantities of over 50

Photocopying

Type of User	Black and White	Colour
Business	A4 12p per side A3 25p per side	A4 25p per side A3 55p per side
Community Group	A4 6p per side A3 12p per side	A4 10p per side A3 25p per side
Resident	A4 6p per side A3 12p per side	A4 10p per side A3 25p per side
Supported Community Group*	A4 0p per side A3 0p per side	A4 0p per side A3 0p per side

Laminating	Cost
Business	A4 30p per sheet A3 60p per sheet
Community Group	A4 15p per sheet A3 30p per sheet
Resident	A4 15p per sheet A3 30p per sheet
Supported Community Group*	A4 0p per sheet A3 0p per sheet

Provision of information to electors as per Publication Scheme - free

*Bulk copying for local clubs and societies – maximum 25 copies per job priced at rates shown above
Monies received from photocopying up to £10 may be granted to local charities at the discretion of Council*

*A supported Community Group is one where the Parish Council gives funds the group with no specific requirement on where it is spent. e.g. WPCIC & Wealdlink