

The Cabinet

30th January 2019 at 3.30pm
at the Sandwell Council House, Oldbury

- Present:** Councillor Eling (Leader of the Council - Chair);
Councillors Carmichael, Costigan, Gavan,
Hackett, D Hosell, Khatun, Moore and Shackleton.
- Apologies:** Councillors P Hughes and Trow.
- In attendance:** Councillors Ahmed, E M Giles, Rollins and Underhill.

6/19 **Minutes**

Resolved that the minutes of the meeting held on 9th January, 2019 be confirmed as a correct record.

Strategic Items

7/19 **Delivering New Homes: Construction of 16 new affordable homes on land adjoining Alfred Gunn House (Key Decision Ref. No. SMBC10/11/2018)**

The Cabinet Member for Housing sought approval to develop Council owned land off Old Hobicus Lane, Oldbury for the provision of 16 new council owned affordable homes that meet Building Regulations and current housing requirements.

The Cabinet on 14th November 2018, gave approval to refurbish Alfred Gunn House, Oldbury (see Minute No. 153/18).

A Local Lettings Plan would be used to allow for some residents to be relocated from Alfred Gunn House that was soon to be refurbished at the time of the meeting.

The Cabinet – 30th January 2019

Works would commence in April 2019 subject to a procurement process, partner selection and completed contractual arrangements. It was anticipated that the properties would be completed in May 2021 subject to a phased delivery agreed with the selected contractor.

A full appraisal had been undertaken by Strategic Finance and action points had been recommended to mitigate those risks identified.

The Chair of the Children's Services and Education Scrutiny Board enquired whether the new-build scheme, being part of a wider contract involving the refurbishment of Alfred Gunn House, was trying to incorporate renewable energy/heat source as part of the development as a whole?

The Cabinet Member for Housing responded that the initial draft specifications for space heating at Alfred Gunn House included replacement of existing storage heaters with more up to-date fuel efficient versions. The viability of other options would be considered, including those that incorporated provision of renewable energy or a communal heating system as part of the Mechanical and Electrical installation consultants works. Work was ongoing for a boroughwide initiative on renewable energy with the Cabinet Member for Regeneration and Economic Investment.

Resolved that the allocation of funding from the Council's Housing Revenue Account and from Right to Buy Receipts be approved for the construction of 16 houses on land adjoining Alfred Gunn House, Oldbury and the steps necessary for the delivery of the proposed project, including:

- a) subject to planning permission being obtained for the development of 4,580 square metres of land adjacent to Alfred Gunn House, Old Hobicus Lane Oldbury B68 8RS, as shown for identification purposes only at Appendix 1, with a new build council housing scheme with circa 16 properties;
- b) subject to (a) above, the Executive Director – Resources allocate a sum of money of investment to fund the delivery of the proposed project;

The Cabinet – 30th January 2019

- c) subject to (a) above, the Director - Regeneration and Growth, in consultation with the Executive Director - Resources and the Director - Housing and Communities, prepare tendering documentation and subsequently procure, in accordance with any statutory regulations and the Council's Procurement and Financial Regulations and any appropriate requirements of the Homes England Development Partner Panel (DPP) 3 framework, a contractor/contractors as described in (g) below to develop, on behalf of the Council, the proposed housing scheme; to enter into or execute under seal any financial agreement in relation to the Homes England grant on terms and conditions to be agreed by the Executive Director - Resources;
- d) subject to (a), (b) and (c) above, the Director of Law And Governance and Monitoring Officer to enter into or execute under seal any documentation in relation to award of the contract and/or development/partnership agreement, Homes England developer status, licence, undertaking, framework joining agreement, any consents or applications required for Planning or Highways appertaining to the delivery of the scheme and any other agreements with the procured contractor(s) and with the Homes England, as may be deemed necessary to facilitate development of the site with a housing scheme as described in below on terms and conditions to be agreed by the Director - Regeneration and Growth;
- e) subject to (a) above and following practical completion of each property, the Director - Housing and Communities manage and let the properties built in accordance with the Council's housing allocation policy;
- f) that the following action points identified within the appraisal report be implemented to reduce any risk to the Council:
- that the project programme is reviewed and updated to assist the successful delivery of the project within projected timescales;

The Cabinet – 30th January 2019

- that a method for the evaluation of project outcomes is determined and a date for the completion of the project evaluation is confirmed;
- g) that the construction of circa 16 new affordable homes is procured in conjunction with the refurbishment of Alfred Gunn House, as approved by Cabinet on 14th November 2018 and both refurbishment of Alfred Gunn House and the construction of circa 16 new affordable homes to be included as one contract and awarded to the same contractor.

8/19

Determination of Admission Arrangements for Sandwell's Community and Voluntary Controlled Schools for 2020/21 (Key Decision Ref. No. SMBC02/01/2019)

The Cabinet Member for Children's Services sought approval to the publication of the Council's admission arrangements for 2020/21 academic year for places in all community and voluntary controlled schools.

The Admissions Code published in December 2014 required the local authority (as the admissions authority for community and voluntary controlled schools), to formally agree admission arrangements for those schools every year, even if the arrangements had not changed from previous years. Admission authorities must determine admission arrangements for entry in September 2020 by 28th February 2019.

The Admission Code also required the local authority to consult governing bodies of community and voluntary controlled schools where it proposed either to increase or keep the same Published Admission Number (PAN).

Resolved that in accordance with the Admission Code 2014, the local authority's admission arrangements for 2020/21 academic year for places in all community and voluntary controlled schools be approved as set out in Appendix 2.

The Cabinet – 30th January 2019

9/19

Roofing Repairs to Council Properties (Key Decision Ref. No. SMBC08/01/2019)

The Cabinet Member for Housing sought approval to award a contract for roofing repairs to Council properties from 1st February 2019 to 31st January 2023 at a cost of £2.9 million (£725,000 per annum).

This tender had been divided into the following lots:

- Lot 1 Pitched Roofing
- Lot 2 Built up Felt Roofing
- Lot 3 Asphalt Roofing

In accordance with the Council's Procurement and Contract Procedure Rules, Burrows Home Comfort Ltd, IJS Roofing and Building Ltd, Woodhull Roofing Ltd submitted the most economically advantageous tenders.

In response to a question raised by the Chair of Safer Neighbourhoods and Active Communities Scrutiny Board, the Cabinet Member for Housing reported that Burrows Home Comfort Ltd had clarified that where possible, they would purchase materials from within Sandwell and where such an option was not available, they would purchase from within the local area. The Cabinet Member also stated that any employment opportunities would initially be advertised in Sandwell.

Resolved:-

- (1) that the Director – Housing and Communities award the contract to undertake roofing repairs to Council properties to Burrows Home Comfort Ltd, IJS Roofing and Building Ltd and Woodhull Roofing Ltd;
- (2) that in connection with Resolution (1) above, the Director of Law and Governance and Monitoring Officer enter into an appropriate contact with Burrows Home Comfort Ltd, IJS Roofing and Building Ltd and Woodhall Roofing Ltd.

The Cabinet – 30th January 2019

10/19

Review of Fees and Charges for Registration Services (Key Decision Ref. No. SMBC10/01/2019)

The Cabinet Member for Neighbourhoods and Communities sought approval to implement revised fees and charges for Registration related services, with effect from 1st March 2019.

The proposals reflected service views about the appropriateness of some of its existing fees and the opportunity to introduce fees for new additional services. The proposed increase and introduction of new fees would offset the increasing cost of delivering Registration related services. These arose from both in-house and external suppliers, who provided services and products which contributed to the final offers to the public.

A number of fees would remain unchanged; those that were set nationally by the Registrar General and a suite of relatively new services associated with bereavement. This would help to ensure that low income families would continue to have access to more affordable funeral related services.

Register Office Services

- **amend a marriage ceremony booking £40, new** - there was an estimated one hundred amendments to ceremony dates at the Register Office per year. The process involved a considerable amount of resource to alter a ceremony booking. Further interviews with the couples were necessary to ensure Registration Services were dealing with the appropriate person. No fee currently was applied for this service. The suggested new fee was aligned to the hourly rate charged across Registration Services for similar miscellaneous services;
- **Archive Standard Certificate Service (on or before 15 working days) £11** - on 16th January 2019, the Registrar General advised registration districts they were introducing statutory fees for both standard and priority archive certificate services. The standard service made provision for a certificate to be issued either to the customer in person or to be posted to the customer;

The Cabinet – 30th January 2019

- **Archive Priority Certificate Service (by next working day) new £35** – this new statutory fee was introduced to standardize the fees applied for this type of service nationally, aligning the local authority fees to those applied by the Registrar General. This service made provision for a certificate to be issued either to the customer in person or to be posted to the customer;
- **Ceremony visual tributes** – to both enhance and expand services provided to families and couples, it was proposed the fees associated with the visual tributes at ceremonies and funeral services were amended to more reasonably offset the costs associated with their delivery. The new fees would see an increase above inflation. The following fees were:
 - Visual tributes Visual up to 50 photos - **£70**
 - Visual tributes additional 50 photographs - **£70**
- these services supplemented key events such as wedding ceremonies and cremation services, with increasing demand that needs to be resourced. Costs associated with these services would need to be recovered more effectively;
- **European Passport Return Service £21 plus postage** – in October 2017, the Home Office enabled participating local authorities to provide a European Passport Return Service (EPRS) to allow EEA and Swiss nationals to take their passports to a participating local authority for verification and copying, and for the local authority to then send the copy and any relevant documents to the Home Office. The aim of the scheme was to enable applicants to keep their original passport whilst their application to live and work in the UK was being processed. A fee of £20 including postage and packing per application for the EPRS was approved by Cabinet in February 2018;
- a review of the time taken to process this new service and associated fees had been undertaken. To ensure effective cost recovery, a new fee of £21 plus postage and package was to be introduced;

The Cabinet – 30th January 2019

Bereavement Services

- **Memorial bench purchase £ 1805, new** – an increase in the popularity of memorial benches in Sandwell cemeteries had prompted a review of the costs associated with the final offer to bereaved families. To ensure these benches would last for the duration of the lease, a consolidation in the type of bench i.e. steel, had been introduced. This new fee ensured the costs associated with the administration, supply, delivery and installation were fully recovered;
- **Memorial bench renewal of lease £338, new** – the lease associated with the purchase and installation of a memorial bench was 25 years. This fee would afford the family the opportunity to renew the lease which was consistent in approach to other memorial options that were presently available for families to purchase and renew;
- **Low Cost Funeral Service, no change** – in response to what was known as funeral poverty, the Council in 2016 launched a low-cost alternative to a more traditional approach to funeral services. This had a positive impact on several low-income families who could not afford the more traditional approach. The service was now well established and the bereavement team had developed more efficient ways of delivering the service. The service had also influenced similar offers now provided by funeral directors locally. To ensure this service remained competitive and to reflect the more efficient approach to service delivery, it was proposed to absorb the inflationary increases associated with the final delivery of this service.
- **Catering services no change** – in a similar way the Council launched a catering service to supplement other bereavement related services it provided at Sandwell Valley Crematorium. The service was now well established, however, in a competitive market and to help our ambitions to increase market share for these type of services, no increase in the fees and charges for these services would be introduced.

Ceased fees and charges

In April 2018, the Home Office notified Registration districts that several services it provided on behalf of the UK Visa and Immigration Service were to end in December 2018.

The Cabinet – 30th January 2019

- The Nationality Checking Services and Nationality Document Return Service would therefore no longer be delivered by the Register Office team;
- following the introduction of statutory fees for archive certificates, same day fees would no longer be applied;
- in order for the service to retain its commercial advantage over its competitors, the Registration Services Manager, in applying fees, would also need to take into account individual circumstances and make flexible commercial fee related decisions to ensure the charges were appropriate whilst also seeking opportunities to maximize income.

Resolved that the fees and charges for Registration Services, as set out in Appendix 3, be approved with effect from 1st March 2019.

(Meeting ended at 3.35 pm)


This meeting was webcast live and is available to view on the Council's website (<http://sandwell.public-i.tv/core/portal/home>).

Contact Officer: Andrew Grant Democratic Services Unit 0121 569 3040
--

REGENERATION AND PLANNING

STRATEGIC ASSET MANAGEMENT



LEGEND	DESCRIPTION ALFRED GUNN HOUSE AND ADJOINING LAND THOMPSON ROAD OLDBURY	SANDWELL S09988SE	TERRIER 294
	AREA 12250.8 M2 14652.3 Y2	SCALE 1:1250	CENTROID 399576/288012
 Sandwell Metropolitan Borough Council	PLAN NUMBER SAM/47940/001	DRAWN DM	DATE 14-NOV-2018
	THIS MAP IS BASED UPON ORDNANCE SURVEY MATERIAL WITH THE PERMISSION OF ORDNANCE SURVEY ON BEHALF OF THE CONTROLLER OF HER MAJESTY'S STATIONERY OFFICE © CROWN COPYRIGHT UNAUTHORISED REPRODUCTION INFRINGES CROWN COPYRIGHT AND MAY LEAD TO PROSECUTION OR CIVIL PROCEEDINGS SANDWELL MBC LICENCE NO 100032119 2018		

**Proposed
admission
arrangements for
community and
voluntary
controlled
schools in
Sandwell for
2020/21**

These proposed arrangements relate to the schools listed on pages 8 to 11 of this document.

October 2018



Sandwell
Metropolitan Borough Council

[ILO: UNCLASSIFIED]

Admissions priorities for places in oversubscribed community and controlled primary schools - academic year 2020/2021

- (a) Children who are in public care and children who were previously in public care but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).
 - (b) Children with a particular medical condition. Applications submitted under this criterion must be accompanied by a medical declaration form (ASU75M) signed by the child's general practitioner or consultant confirming the condition, detailing the child's needs and specifying why, in their opinion, the preferred school is the only or most appropriate to meet the child's needs. All applications under this criterion will be assessed by the local authority to decide whether the child's needs can be met most appropriately by the preferred school.
3.
 - (a) Children having a brother or sister at the preferred school (not nursery) at the time of admission.
 - (b) For admissions to infant schools, children having a brother or sister at the preferred school or at a linked junior school at the time of admission.
 - (c) For admissions to junior schools, children having a brother or sister at the preferred school or at a linked infant school (not nursery) at the time of admission.
 4. For admissions to junior schools, children being on roll at the linked infant school at the time of admission.
 5. *Children accepted on denominational grounds, supported by the Anglican/Church of England Church
Applications based on this criterion must be accompanied by a completed declaration form signed by a Vicar or Priest to signify attendance at an Anglican / Church of England Church on at least one occasion per month.
 6. Children prioritised by distance measured in a straight line from a child's home** to the centre point of the school site***.

In all cases, should the number of applicants exceed the number of places available, places will be allocated based on distance between home and school, as measured in a straight line from home to the centre point on the school site with priority being given to those living closest to the school.

NB. Children with a Statement of Educational Needs or an Education & Health Care Plan (EHCP) (previously known as Statement of Educational Needs), naming a particular school will be admitted before all other applicants.

Note:

* Applicable only to schools that are designated by the Secretary of State as having a religious character.

** Measured from the Local Land and Property Gazetteer address base for the property. In all cases, should the number of applicants exceed the number of places available, places will be allocated based on distance between home and school, as measured in a straight line from home to the centre point of the school site with priority being given to those living closest to the preferred school.

***In the case of Lightwoods Primary School applications will be prioritised by distance measured in a straight line from a child's home to the centre point of the Castle Road East site.

Admissions priorities for places in Perryfields High School Specialist Maths and Computing College - academic year 2020/2021

1. Children who are in public care and children who were previously in public care but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Children with a particular medical condition. Applications submitted under this criterion must be accompanied by a medical declaration form (ASU75M) signed by the child's general practitioner or consultant confirming the condition, detailing the child's needs and specifying why, in their opinion, Perryfields High School is the only or most appropriate to meet the child's needs. All applications under this criterion will be assessed by the local authority to decide whether the child's needs can be met most appropriately by Perryfields High School.
3. Children having a brother or sister at Perryfields High School (but not in sixth form) at the time of admission.
4. Children prioritised by distance measured in a straight line from a child's home* to the centre point of the school site.

NB. Children with a Statement of Educational Needs or an Education & Health Care Plan (EHCP) (previously known as Statement of Educational Needs), naming Perryfields High School will be admitted before all other applicants.

Note:

* Measured from the Local Land and Property Gazetteer address base for the property. In all cases, should the number of applicants exceed the number of places available, places will be allocated based on distance between home and school, as measured in a straight line from home to the centre point of the school site with priority being given to those living closest to the school.

Additional arrangements for year of entry admissions to community and controlled schools 2020/2021

The following additional policy statements are included in the local authority admission arrangements for admissions to community and controlled primary and secondary schools for 2019/2020.

1. Late applications

Late applications for places will only be considered alongside those received by the closing date under the following circumstances:

- When the applicant has bought, rented or leased a house or flat and has moved into Sandwell after the closing date, but before the allocation of places has been made.
- When the applicant has moved home within Sandwell to an address more than three miles from their previous address but closer to the preferred school after the closing date but before the allocation of places has been made.
- When a child who is in public care (looked after) or was previously in public care moves into Sandwell after the closing date, but before the allocation of places has been made.
- When a sibling has commenced at the preferred school after the closing date but before the allocation of places has been made.
- When the applicant is a single parent and was prevented from submitting their application on time due to long term illness of more than six weeks' duration from the date on which application forms became available.

If your application is received after the closing date and not covered by one of the circumstances above, then it will be processed after consideration of all on time and accepted late applications.

2. Waiting lists

Places will be offered initially to applicants whose forms have been received by the closing date or whose application has been considered as being made on time (under 1 above).

Any preferences which cannot be met following the application of the admission priorities will be put on a waiting list which will be ranked in accordance with the published admission priorities.

Waiting lists will be maintained until the end of the autumn term proceeding the year of entry and will then be discarded.

Places will only be offered from the waiting list if the number of confirmed offers (including those offered as a result of independent appeals) is less than the published admission number.

3. Further applications in the same academic year

The local authority will only consider more than one application in the same community or controlled school in the same academic year if one or more of the following significant changes apply:

- (a) The child becomes looked after by the local authority;
- (b) The child has a medical condition which was not present when the previous application was considered;
- (c) The child's brother or sister has been admitted to the school for which the application has been made and was not there at the time of the last application;
- (d) The applicant has changed address since the previous application was considered and the applicant now lives closer to the school for which the application was made;
- (e) A vacancy arises in the relevant year group.

4. Changing or adding new preferences

Once a parent/carer has submitted an application they will be able to amend it online before the closing date. However, if the closing date has passed it will not be possible unless they meet the criteria to be considered as a "late" application (in 1 above).

5. **Twins and multiple births**

Special conditions will apply if one child from a set of twins or other multiple births does not gain admission to the preferred school through the admissions criteria. The local authority will exceed the admission number for the school concerned to prevent separation of twins or children from multiple births.

6. **Tie breaker**

If two or more applicants tie for last place during the allocation process the final place shall be decided by the tossing of a coin.

7. **Deferred entry**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

Sandwell's policy on deferred entry for community and voluntary controlled schools is available at:

www.sandwell.gov.uk/downloads/file/23043/delayed_entry_policy

Definitions used in admissions administration

1. **Brother and sister (Sibling)**

The definition of a brother or sister is:

- (a) a brother or sister sharing the same parents*;
- (b) a half-brother or half-sister, where two children share one common parent*;
- (c) a step brother or step sister, where two children are related by a parent's marriage*;

- (d) adopted or fostered children*,
- (e) children of unmarried parents*

*and living at the same address;

It does not include:

- (a) cousins or other family relationships;
- (b) brothers or sisters who, at 1 September in the year of entry will not be registered pupils at the preferred school;
- (c) brothers or sisters who, at 1 September in the year of entry will be in the sixth form at the preferred school.

2. Children in Public Care

A child in public care means a child who is (a) in the care of a local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see section 22 (1) of the Children Act 1989) at the time an application is made.

An adoption order is an order under section 46 of the Adoptions and Children Act 2002.

A child arrangement order (previously residence order) is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989.

Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).

3. Home address

The home address of a child is the address at which a parent with parental responsibility lives. It may also be the address at which a child resides (and sleeps) for the majority of the school week (Sunday to Thursday night). In the event of a query on the home address we will require two examples from the following list;

- Council tax

- Tenancy agreement
- Solicitor's letter confirming completion of purchase
- Statutory Declaration from a solicitor.

4. Armed Forces Children

Sandwell Local Authority understands that families of UK Service personnel often have to move at short notice within the UK and from abroad. If we receive an application along with an official letter declaring a relocation date, then we will be able to arrange a school place in advance of the relocation. Please contact the Admission Team on 0121 569 6765 for further information.

5. Linked school

For the purposes of admissions to infant and junior schools, linked schools shall be as follows:

- Abbey Infants School - Abbey Junior School;
- Hamstead Infant School - Hamstead Junior School;
- Moat Farm Infant School - Moat Farm Junior School Trust;
- Ocker Hill Infant School - Ocker Hill Academy;
- Silvertrees Academy Trust School - Tipton Green Junior School;
- Warley Infant School - Bleakhouse Junior School.

Admission numbers (primary) for 2020/21

A. Community and controlled primary schools

School name	Published admission number
Abbey Infant School	90
Abbey Junior School	90
Annie Lennard Primary School	30
Bearwood Primary School	60

School name	Published admission number
Blackheath Primary School	60
Bleakhouse Junior School	60
Brandhall Primary School	60
Burnt Tree Primary School	60
Cape Primary School	90
Causeway Green Primary School	60
Crocketts Community Primary School	60
Eaton Valley Primary School	60
Ferndale Primary School	90
Galton Valley Primary School	60
Glebefields Primary School	60
Grace Mary Primary School	30
Great Bridge Primary School	60
Grove Vale Primary School	60
Hall Green Primary School	60
Hamstead Infant School	60
Hamstead Junior School	60
Hanbury Primary School	60
Hargate Primary School	60
Hateley Heath Primary School	60
Highfields Primary School	60
Holy Trinity CE Primary School	60
Joseph Turner Primary School	60

School name	Published admission number
King George V Primary School	30
Langley Primary School	60
Lightwoods Primary School	60
Lodge Primary School	60
Lyng Primary School	60
Moat Farm Infant School	120
Newtown Primary School	30
Oakham Primary School	60
Ocker Hill Infant School	60
Pennyhill Primary School	90
Perryfields Primary School	60
Reddal Hill Primary School	60
Rood End Primary School	60
Rounds Green Primary School	60
Ryders Green Primary School	60
Sacred Heart Primary School	60
St Martin's CE Primary School	30
St Mary Magdalene CE Primary School	30
St. James' CE Primary School	60
Summerhill Primary School	120
The Priory Primary School	60
Tipton Green Junior School	90
Tividale Community Primary School	60

School name	Published admission number
Tividale Hall Primary School	60
Uplands Manor Primary School	120
Warley Infant School	60
Whitecrest Primary School	30
Yew Tree Primary School	90

Admission numbers (Secondary) for 2020/21

Community and controlled secondary schools

School	Published admission number
Perryfields High School Maths and Computing College	240

Appendix 1 – Registration Fees and Charges Table 2019

Service Provided	VAT	2018	2019
Register Office Ceremony Room	No	£46	£46
S Suite Marriage or CP Ceremony Mon to Thurs	No	£294	£303
S Suite Marriage or CP Ceremony Fri/Sat	No	£410	£422
S Suite Marriage or CP Ceremony Sun/BH	No	£478	£492
Highfields Room Marriage or CP Ceremony Mon to Thurs	No	£103	£106
Highfields Room Marriage or CP Ceremony Fri/Sat	No	£144	£148
Approved Premise Mon to Thurs	No	£294	£303
Approved Premise Fri/Sat	No	£410	£422
Approved Premise Sun/BH	No	£478	£492
Registrar at Religious Building	No	£90	£93
Registration of Building for Religious Worship	No	£29	£29
Registration of Building for Marriage	No	£123	£123
Notice of Marriage Individual Fee	No	£35	£35
Civil partnership conversion(from 10 Dec 2015) Provide information only	No	£27	£27
Civil partnership conversion(from 10 Dec 2015)	No	£45	£45
Licence or Renewal for Approved Premise	No	£232	£239
Renewal/Naming Ceremony Highfields Mon to Thurs	Incl. VAT	£232	£239
Renewal/Naming Ceremony Highfields Fri/Sat	Incl. VAT	£290	£299
Renewal/Naming Ceremony Highfields Sun/BH	Incl. VAT	£316	£325
Individual Citizenship Ceremony Mon to Thurs	Incl. VAT	£116	£119
Individual Citizenship Ceremony Fri/Sat	Incl. VAT	£145	£149
Individual Citizenship Ceremony Sun/BH	Incl. VAT	£158	£162

Group Citizenship Ceremony Sat	Incl. VAT	£87	£87
Archive Certificate Service	No	£10	£11
Archive Priority Certificate Service (by next working day)	No	NEW	£35
Certificates of Birth Death and Marriage at time of Registration	No	£4	£4
Certificates of Birth Death and Marriage issues after Registration	No	£7	£7
Provisional Booking (holding fee)	No	£56	£57
Renewal/Naming Ceremony approved venues Mon to Thurs	Incl. VAT	£232	£239
Renewal/Naming Ceremony approved venue Fri/Sat	Incl. VAT	£290	£299
Renewal/Naming Ceremony approved venue Sun/BH	Incl. VAT	£316	£325
European Passport Return Service EXC PP	Incl. VAT	£20	£21
Space 17 Amendment	No	£40	£40
Divorce or Dissolution from outside the British Isles. (LA only)	No	£50	£50
Customer at fault corrections(LA only)	No	£75	£75
Consideration of reduction in Notice period (LA and GRO)	No	£60	£60
Corrections(LA and GRO)	No	£90	£90
Divorce or Dissolution from outside the British Isles. (LA and GRO)	No	£75	£75
Marriage ceremony booking fee	Incl. VAT	NEW	£40
Photography / digital services			
SD card (min 30 photos)	Incl. VAT	£134	£138
Package SD card (min 30 photos)+ up to 30 prints + Album	Incl. VAT	£301	£310
Single print 12" x8"	Incl. VAT	£13	£13
Interment Fee			
NVF, Stillborn – 1 Month*	No	£104	£107
1 Month – 16 Years*	No	£384	£396
Over 16 Years*	No	£966	£995

Late arrival fee additional charge *	No	£287	£296
Interment of Cremated Remains*	No	£299	£308
Scattering of Cremated Remains on a Full Grave*	No	£40	£41
Exclusive Right of Burial			
Purchase of Baby Section Grave *	No	£209	£215
Purchase Grave for 1 Burial*	No	£1,804	£1,858
Purchase Grave for 2 Burials*	No	£1,873	£1,929
Purchase Grave for 3 Burials*	No	£1,941	£1,999
Plot for cremated remains – for a 99 year period*	No	£1,210	£1,246
Children’s Graves on Lawn Section (Single Internment only)			
NVF, Stillborn – 1 Month*	No	£490	£505
1 Month – 16 Years*	No	£896	£932
Traditional Sections			
Traditional Grave 5' Centre for 1 Burial*	No	£2,179	£2,244
Traditional Grave 5' Centre for 2 Burials*	No	£2,263	£2,331
Traditional Grave 5' Centre for 3 Burials*	No	£2,347	£2,417
Vault Grave additional charge*	No	£656	£676
Memorials, vases & additional inscriptions			
Additional Inscription Permit fee	No	£79	£81
Purchase of a Temporary Grave Marker	Incl. VAT	£25	£26
Memorial Vase Infant’s Section	Incl. VAT	£223	£230
Motif	Incl. VAT	£24	£25
Miscellaneous charges			
Transfer of Grant	Incl. VAT	£47	£48
Searching of Burial Register (per hour)	No	£39	£40
Biodegradable Urn	No	£79	£81
Section 46 – Administration Fee	Incl. VAT	£433	£446
Registration Fee Hourly Rate	No	£38	£39
Additional charge to be applied to where services are subject to out of borough.	N/A	15%	15%

Additional charge to be applied to where services are subject to out of normal hours supplement.	N/A	15%	15%
Cremation			
NVF, Stillborn – 1 Month	No	£62	£64
1 Month – 16 Years	No	£126	£130
Over 16 Years	No	£703	£724
Service exceeds allotted time an additional charge of:	No	£299	£308
For an extended service – additional charge	No	£128	£132
Use of Chapel (including organ & organist)*	No	£133	£137
Urns and containers			
Purchase of a wooden casket	Incl. VAT	£69	£71
Disposal of Cremated Remains of person cremated elsewhere	No	£40	£41
The services of a council employee acting as a coffin bearer	Incl. VAT	£41	£42
Media			
Audio recording of service	Incl. VAT	£34	£35
Audio & Visual recording of service	Incl. VAT	£40	£41
Live Webcast	Incl. VAT	£40	£41
Live webcast plus visual recording of service	Incl. VAT	£76	£78
Visual Tribute (up to 50 photographs)	Incl. VAT	£58	£70
Visual Tribute Additional 50 Photographs)	Incl. VAT	NEW	£70
Memorials and inscriptions			
Minimum entry 2 lines	Incl. VAT	£88	£91
5 lines	Incl. VAT	£111	£114
8 lines	Incl. VAT	£131	£135

Each additional line	Incl. VAT	£31	£32
Badges, Crests, Floral Tributes	Incl. VAT	£65	£67
Coat of Arms	Incl. VAT	£75	£77
Memorial Cards including 2 line inscription	Incl. VAT	£33	£34
Memorial book including 2 line inscription	Incl. VAT	£65	£67
Additional Lines in cards & books	Incl. VAT	£21	£22
Badges, Crests & Floral Tributes in cards & books	Incl. VAT	£65	£67
Plaques			
Plaque purchase including first inscription	No	£1,030	£1,061
Burial of Cremated Remains including casket	No	£90	£93
Engraving – per line	Incl. VAT	£42	£43
Cover Slab	No	£56	£58
Photo Plaque	Incl. VAT	£116	£119
Replacement Plaque (residue of lease)	Incl. VAT	£222	£229
Plaque Renewal (10 Years)	No	£202	£208
Plaque Renewal (20 Years)	No	£301	£310
Plaque Renewal (40 Years)	No	£553	£570
Plaque Renewal forever	No	£1,406	£1,448
Renovation Fee	Incl. VAT	£67	£69
Asbury Garden Memorial			
Asbury garden memorial (10 years) replacement	No	£165	£170
Renewal (10 years)	No	£98	£101
Renewal (20 years)	No	£143	£147
Renewal (40 years)	No	£257	£265
Renewal (forever)	No	£657	£677
Wall mounted plaques			
Plaque purchase including first inscription	Incl. VAT	£436	£449

Additional lines of inscription (residue of lease) – per line	Incl. VAT	£42	£43
Wall Plaque Renewal Fee (10 Years)	Incl. VAT	£98	£101
Renewal (20 years)	No	£143	£147
Renewal (40 years)	No	£257	£265
Renewal (forever)	No	£657	£678
Replacement (residue of lease)	Incl. VAT	£222	£229
Memorial vases			
Memorial Vase Purchase including first inscription	No	£550	£567
Replacement Vase (residue of lease)	Incl. VAT	£222	£229
Vase Renewal Fee (10 Years)	No	£202	£208
Vase Renewal Fee (20 Years)	No	£301	£310
Vase Renewal Fee (40 Years)	No	£553	£570
Vase Renewal Fee (forever)	No	£1,365	£1,406
Vase Renovation Fee	Incl. VAT	£67	£69
Memorial Vault Purchase including first inscription	No	£1,030	£1,061
Replacement Vault (residue of lease)	Incl. VAT	£222	£229
Burial of cremated remains including casket	No	£90	£93
Motif/Photo	Incl. VAT	£116	£120
Vault Renewal Fee (10 Years)	No	£202	£208
Vault Renewal Fee (20 Years)	No	£301	£310
Vault Renewal Fee (40 Years)	No	£553	£570
Vault Renewal Fee (forever)	No	£1,365	£1,406
Vault Renovation Fee	Incl. VAT	£67	£69
Sanctum Memorial			
Sanctum Memorial purchase including first inscription	No	£1,158	£1,193
Sanctum Memorial with garden purchase including first inscription	No	£1,291	£1,330
Replacement Fascia (residue of lease)	Incl. VAT	£384	£396

Second Inscription (residue of lease)	Incl. VAT	£245	£252
Motif/Photo	Incl. VAT	£116	£119
Casket for interment of Cremated Remains	No	£69	£71
Family Sanctum Memorial including first inscription	No	£1,679	£1,729
Family Sanctum Memorial with Garden including first inscription	No	£1,869	£1,925
Family Sanctum Replacement Fascia (residue of lease)	Incl. VAT	£511	£526
10 year renewal	No	£225	£232
20 year renewal	No	£338	£348
40 year renewal	No	£621	£640
Renewal (forever)	No	£1,533	£1,579
Squirrel Walk Memorial			
Additional engraving (including motif – residue of lease)	Incl. VAT	£300	£303
Replacement Memorial (residue of lease)	Incl. VAT	£445	£458
Resold Space		£938	£966
Motif/Photo	Incl. VAT	£116	£119
Casket for interment of Cremated Remains	No	£69	£71
10 year renewal	No	£225	£232
20 year renewal	No	£338	£348
40 year renewal	No	£621	£640
Renewal (forever)	No	£1,533	£1,579
Memorial Benches			
Memorial bench purchase	Incl. VAT	NEW	£1,805
Memorial bench renewal of lease	No	NEW	£338
Additional Plaque Granite Bench for residue of period	Incl. VAT	£241	£248
Additional Plaque Wooden Bench for residue of period	Incl. VAT	£241	£248
Prairie Unit (continue only)*			
Replacement Fascia (residue of lease)	Incl. VAT	£80	£82

Second Inscription (residue of lease)	Incl. VAT	£50	£52
10 year renewal	No	£225	£232
20 year renewal	No	£338	£348
40 year renewal	No	£621	£640
Renewal (forever)	No	£1,533	£1,579
Cloister memorial			
Cloister Memorial Purchase including inscription	No	£926	£954
Replacement Fascia (residue of lease)	Incl. VAT	£383	£394
Second Inscription (residue of lease)	Incl. VAT	£252	£260
Motif/Photo	Incl. VAT	£116	£119
Casket for interment of Cremated Remains	No	£69	£71
10 year renewal	No	£225	£232
20 year renewal	No	£338	£348
40 year renewal	No	£621	£640
Renewal (forever)	No	£1,533	£1,579
Children's Section Memorial			
Mushroom Memorial Plaque for a 5 year period inc inscription	No	£313	£322
10 year renewal	No	£114	£117
20 year renewal	No	£205	£211
40 year renewal	No	£368	£379
Renewal forever	No	£942	£970
Monolith Memorial			
Monolith Memorial for a 10 year period	No	£868	£894
Monolith Memorial with garden for a 10 year period	No	£994	£1,024
Second Inscription (residue of lease)	Incl. VAT	£241	£248
Motif/Photo	Incl. VAT	£116	£119
Urn for interment of cremated remains	No	£69	£71
Replacement Plaque (residue of lease)	Incl. VAT	£209	£215
10 year renewal	No	£225	£232

20 year renewal	No	£338	£348	
40 year renewal	No	£621	£640	
Renewal (forever)	No	£1,533	£1,579	
Rose bush memorials for a 5 year period				
Name Plate Renewal (5 years)	Incl. VAT	£114	£117	
Memory Garden Memorials				
Memory Garden Memorial Purchase including first inscription	No	£336	£346	
Motif/Photo	Incl. VAT	£67	£69	
MGM Renewal Fee (10 Years)	No	£98	£101	
MGM Renewal (20 years)	No	£143	£147	
MGM Renewal (40 years)	No	£257	£265	
MGM Renewal (forever)	No	£657	£677	
Pet Funeral Services				
Burial in an individual plot	Small	No	£137	£141
Burial in an individual plot	Medium	No	£190	£196
Burial in an individual plot	Large	No	£284	£293
Coffin (24" x 14" x 8")	Small	Incl. VAT	£103	£107
Coffin (30" x 20" x 10")	Medium	Incl. VAT	£124	£128
Coffin (40" x 20" x 12")	Large	Incl. VAT	£144	£148
Casket for ashes		Incl. VAT	£66	£68
Burial Memorial headstone		Incl. VAT	£411	£423
Plot Marker		Incl. VAT	£23	£24
Pet ashes scattering with small inscribed plaque		Incl. VAT	£92	£95
Pet ashes scattering with large inscribed plaque		Incl. VAT	£102	£105
Pet ashes in Leaf memorial Medium inc. urn		Incl. VAT	£411	£423
Pet ashes in Leaf Memorial Large inc. urn		Incl. VAT	£514	£529

Sandwell Funeral Service (Cremation)			
NVF, Stillborn – 1 Month	No	£1,002	£1,002
1 Month – 16 Years	No	£1,065	£1,065
Over 16 Years	No	£1,643	£1,643
Catering - Wake at Reception Suite inclusive of room hire at Sandwell Valley Crematorium			
Morning Menu 30 guests	Incl. VAT	£258	£258
Morning Menu 50 guests	Incl. VAT	£402	£402
Morning Menu 80 guests	Incl. VAT	£556	£556
Silver Menu 30 guests	Incl. VAT	£355	£355
Silver Menu 50 guests	Incl. VAT	£541	£541
Silver Menu 80 guests	Incl. VAT	£814	£814
Gold Menu 30 guests	Incl. VAT	£489	£489
Gold Menu 50 guests	Incl. VAT	£670	£670
Gold Menu 80 guests	Incl. VAT	£1,025	£1,025
Smirnoff Vodka - Double	Incl. VAT	£4.00	£4.00
Smirnoff Vodka -Single	Incl. VAT	£3.00	£3.00
Janeson Whiskey - Double	Incl. VAT	£4.50	£4.50
Janeson Whiskey -Single	Incl. VAT	£3.50	£3.50
Jack Daniels - Double	Incl. VAT	£4.50	£4.50
Jack Daniels -Single	Incl. VAT	£3.50	£3.50
Famous Goose - Double	Incl. VAT	£4.20	£4.20
Famous Goose -Single	Incl. VAT	£3.20	£3.20

Malibu - Double	Incl. VAT	£4.00	£4.00
Malibu -Single	Incl. VAT	£3.00	£3.00
Couvosier Brandy - Double	Incl. VAT	£5.00	£5.00
Couvosier Brandy -Single	Incl. VAT	£4.00	£4.00
Bombay Sapphie - Double	Incl. VAT	£5.00	£5.00
Bombay Sapphie -Single	Incl. VAT	£4.00	£4.00
Gordons Gin - Double	Incl. VAT	£4.00	£4.00
Gordons Gin -Single	Incl. VAT	£3.00	£3.00
Martell Brandy - Double	Incl. VAT	£4.50	£4.50
Martell Brandy -Single	Incl. VAT	£3.50	£3.50
Captain Morgan Rum - Double	Incl. VAT	£4.20	£4.20
Captain Morgan Rum -Single	Incl. VAT	£3.20	£3.20
Spiced Rum - Double	Incl. VAT	£4.20	£4.20
Spiced Rum -Single	Incl. VAT	£3.20	£3.20
Bacardi - Double	Incl. VAT	£4.20	£4.20
Bacardi -Single	Incl. VAT	£3.20	£3.20
Sherry - glass	Incl. VAT	£3.00	£3.00
Baileys 50ml	Incl. VAT	£2.50	£2.50
Port	Incl. VAT	£2.50	£2.50
Chardonnay 187ml	Incl. VAT	£4.00	£4.00
Pinot 187ml	Incl. VAT	£4.00	£4.00

Rose 187 ml	Incl. VAT	£4.00	£4.00
Shiraz 187ml	Incl. VAT	£4.00	£4.00
Bud 300ml	Incl. VAT	£4.00	£4.00
Becks	Incl. VAT	£4.00	£4.00
Peroni	Incl. VAT	£4.00	£4.00
Stella Artois	Incl. VAT	£4.00	£4.00
Guinness 440ml	Incl. VAT	£4.00	£4.00
London Pride	Incl. VAT	£4.00	£4.00
John Smiths	Incl. VAT	£3.50	£3.50
Stella Cidre	Incl. VAT	£4.50	£4.50
Rekorderlig Wildberry	Incl. VAT	£4.50	£4.50
Raspberry/Mango	Incl. VAT	£4.50	£4.50
Lime/Strawberry	Incl. VAT	£4.50	£4.50
Strongbow	Incl. VAT	£3.50	£3.50
Spitfire	Incl. VAT	£4.00	£4.00
Speckled Hen	Incl. VAT	£4.00	£4.00
Backyard Blonde	Incl. VAT	£4.00	£4.00
Newcastle Brown	Incl. VAT	£4.00	£4.00
Ginger Ale 125ml	Incl. VAT	£1.20	£1.20
Orange Juice	Incl. VAT	£1.30	£1.30
Red Bull	Incl. VAT	£2.00	£2.00

Slimline Tonic	Incl. VAT	£1.30	£1.30
Soda Water	Incl. VAT	£1.30	£1.30
Sparkling Water	Incl. VAT	£1.50	£1.50
Still Water	Incl. VAT	£1.00	£1.00
Lemonade	Incl. VAT	£1.50	£1.50
Coke	Incl. VAT	£2.00	£2.00
Diet Coke	Incl. VAT	£2.00	£2.00
J20 Orange/Passion fruit	Incl. VAT	£2.20	£2.20
Apple & Raspberry	Incl. VAT	£2.20	£2.20
Pink gin	Incl. VAT	£3.50	£3.50