

Meeting	Policy and Finance Committee
Date	17 th May 2022
Report Title	Room Hire Rates
Agenda Reference	
Author	Laura Cutter, Deputy Clerk & Services Manager

Officer's Recommendations:

1. To apply a flat rate across all daytime bookings of £16.00 per hour (8am – 8pm) with a discount of 10% applied to any charity/ not for profit organisations bookings.
2. To apply an increased rate for bookings after 8pm of £22.00 per hour (8pm – 8am) to include the cost of the cleaner/caretaker's rate to lock up.
3. To continue with the introductory offer of the small downstairs meeting room of £10.00 for up to two hours and to be reviewed in October.
4. To introduce a minimum 2 hour booking fee which will go towards covering caretaker costs for out of hours building closure.
5. To continue to offer both meeting rooms for free for the emergency services or charity fundraising events at the discretion of the Chief Officer for up to two hours (8am – 4pm)
6. To continue with the current refreshment costings of £1.20 + VAT per person
7. To continue with the 'block booking' and regular user advantage of applying a 10% discount where 12+ events are booked in one calendar year, to include being invoiced monthly.

Background

Please see the full original report that was taken to Finance & Policy on 19th April 2022.

At the meeting queries were received to ensure that the proposed pricing schedule considered all costs, such as the cost of running the building, staffing costs and whether any deductions could be applied for charity/ not for profit organisations.

The purpose of hiring out the Council Offices is to attract the community to use the public building and offer the facilities at a cheaper rate. Any income received should be used to offset in to running of and/or enhancing the same service.

Council activities can be carried out by the General Power of Competence (GPC) which was introduced by the Localism Act in 2011. In simple terms, it gives the Council the 'power to do anything that an individual can do' so long as it is not prohibited by other legislation. One of the sections includes "commercial purposes – for a charge or without a charge".

Concessionary Rate

A concessionary rate wasn't considered in the original pricing matrix to ensure that the finances were simplified. However, an alternative solution could be that there is a 10% discount applied to all charity/not for profit organisation bookings upon invoicing.

Hire Enquiries to Date

There have been eight enquiries for room hire from January 2022 to date. Six of the enquiries are for regular use (i.e. weekly) or return room hirers that are re-opening the training sessions to in person again. One of the enquiries was to hold a funeral wake, which transpired not to be a big enough room and the other was for a regular daily childcare facility, which the Council Offices was not adequate for.



Concessionary Rate

A concessionary rate wasn't considered in the original pricing matrix to ensure that the finances were simplified. However, an alternative solution could be that there is a 10% discount applied to all charity/not for profit organisation bookings upon invoicing.

Comparisons

Please see the full original report that was taken to Finance & Policy on 19th April 2022 for a breakdown of comparisons. These ranged from £14.42 per hour to £22.66 per hour.

Current Pricing Schedule

The room hire includes use of the kitchen, toilets, projector + click share and stationery items such as a flip chart, flip chart paper, flip chart pens.

Rooms hold a maximum of 50 persons	Office hours weekdays 8.30am – 4pm	Weekday evenings 4pm – 11pm	Weekend/ Bank holidays days 8.30am – 9pm	Weekend/ Bank holiday evenings 9pm-11pm
Rate	Lower Room £16.00	Lower Room £18.00	Lower Room £21.00	Lower Room £23.00
Concession Rate	Lower Room £14.00	Lower Room £16.00	Lower Room £18.00	Lower Room £21.00

The new smaller meeting room is £10.00 for up to 2 hours and both rooms are free for use by the emergency services and for charity fundraising events, at the discretion of the Chief Officer. This new smaller room hasn't fully been advertised yet as it is nearing completion. It is therefore suggested that this is reviewed later.

There is also a 'block booking' / regular user discount of 10% where 12 events plus are booked per year. Some hirers find it difficult to pay in advance of the 12 events, especially if just starting up or running a weekly club whereby users pay subs.

Cost of the Building (Daily)

Utilities	
Gas	£2.96
Electric	£2.92
Water	£0.87
	£6.75
Materials	
Equipment	£0.80
Wear/Tear	£2.30
Staff Costs (1hr)	£12.00
Covid-19 Measures	£0.50
	£13.50

Overall total £20.25

Further Considerations

- Wider advertising of the available rooms may encourage more bookings in the future and investigate registering our details with search sites such as HallsHire.com which is free to use
- To advertise for different markets of bookings such as small wakes or small gatherings
- There is still an ongoing impact of Covid-19 which is meaning most facilitators hold meetings and training sessions online
- As part of the Parish Council promoting youth provision and health & wellbeing, a local club could be contacted for free use of the room