

Meeting	Policy and Finance Committee
Date	19 th April 2022
Report Title	Room Hire Rates
Agenda Reference	11
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Officer's Recommendation

1. To apply a flat rate across all daytime bookings of £16.00 per hour (8am – 8pm)
2. To apply an increased rate for bookings after 8pm of £20.00 per hour (8pm – 8am)
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

The room hire rates were set in 2019. Due to the pandemic in 2020 and 2021, bookings were lost which resulted in loss of income. However, this was partially recouped from the Government Discretionary Grant of £20,000.00. Most of the bookings have continued to be held online as this has proven to be more convenient and more cost effective.

The Parish Council Offices set up has changed since the pricing schedule due to the Office Move Project. The main meeting room is still available for hire and there is now the introduction of the smaller downstairs meeting room which is set up for 6-8 people and is currently available on an introductory offer whilst the project is still underway.

There is also now significantly more staff to oversee the bookings and staff working different shift patterns to facilitate these bookings.

It should be noted that whilst the Parish Council can offer services, a profit should not be made, and the use of the facilities should be attractive to benefit the community.

Current Pricing Schedule

The current pricing schedule is based on a minimum 1 hour booking and there is a cheaper rate for charities & not for profit organisations. The status of a 'not for profit organisation' is determined at Finance & Policy Committee if a charity number does not exist.

The pricing schedule has been on a sliding scale, for example, it is cheaper in the daytime as there are staff present whereas in the evening there would need to be a call out for someone to open/lock up.

Additional charges of £1.20 + VAT per person applies for refreshments (unlimited tea, coffee, milk, biscuits, water).



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.

Comparisons

Comparisons were a challenge to gather as each Parish Council offers a separate thing. Some offer a cheaper rate for community use rather than business use, some offer a discount for charities, and some offer a cheaper rate to parishioners.

This comparison was based on a training session/ business meeting style environment as this is most Haydon Wick Parish Council's bookings.

There was no evidence of their room hire rates being inflated during the evenings or weekends.

Comparison A	£14.42 per hour	Use of main meeting room, kitchen, projector, Wi-Fi
Comparison B	£15.00 per hour	Use of main meeting room, kitchen, projector, Wi-Fi
Comparison C	£14.28 per hour which is listed as a 'day rate' of £100.00 for up to 7 hours	Use of main meeting room, kitchen, projector, Wi-Fi, stationery
Comparison D	£12.00 per hour	Small meeting room, no projector or use of kitchen
Comparison E	£17.50 - £22.66 per hour	Use of main meeting room, kitchen, projector, Wi-Fi

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.
- There are still 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