

Policy and Resources Committee

Date:	17 September 2013
Title:	Fees and Charges
Purpose of the Report:	To review the schedule of charges for 2013-14
Contact Officer:	Morag Robinson, Office Administration Manager

Background

The hiring fees for the Town Hall and Southern Road Recreational Ground (SRRG) were last reviewed in September 2012. These should be reviewed annually to comply with good financial management of the Council's assets.

Upper Chamber

The Upper Chamber is available for hire to commercial and non-commercial hirers at an hourly fee of £26 and £13 respectively. A review of local organisations has shown that whilst venues and charges vary, it appears that no hiring fees have increased for some time perhaps reflecting the current economic climate. The Barns Centre, for example, hires out its large hall which is of a similar size at a cost of £25 per hour that reduces to £22 after the first hour.

The Town Hall generates an annual hiring income (mainly from several weekly pilate classes) as detailed below, but the annual costs to open and close the Town Hall and a proportion of the Town Hall's utility costs must also be considered to provide a true net income figure. Taking into account that utility costs are increasing year on year, it is recommended that the hiring charges should increase to £27 for commercial hirers and £14 for charitable organisations with immediate effect. The current offer of a 10% discount to hirers who block book and pay for at least ten separate bookings in advance should still remain. In future these fees should be reviewed at the end of March for any changes to be incorporated into the new financial year.

Resource Appraisal Upper Chamber

	Proposed Fees	Revenue	Income
2012-13			
Annual Income			£10914
Annual Caretaking & proportion Utility costs		£1630	
Net Income			£9284
2013-14			
Proposed Commercial Hourly Fee	£27		
Proposed Charitable Fee	£14		
Proposed Annual Income			£11451
Annual Caretaking & proportion Utility costs		£1720	
Proposed Net Income			£9731

SRRG

The Changing Rooms are in need of refurbishment and the heating system is antiquated and expensive to run. Long term use of the site is still unclear whilst the Council considers the future use of the facility. In the meantime, two clubs hire out the changing rooms for the duration of the football season.

A review of hiring costs of other football pitches has been undertaken, but the results are inconclusive as the football venues vary so much e.g. Long Crendon Parish Council charge £41 pitch hire per match whilst Wallingford Town Council charge £37.50. The Town Council should encourage local clubs to use the facility and so could consider a two tier charging system i.e. charge local clubs a cheaper fee per match and those clubs from outside of Thame a higher fee.

The proposed hiring fees for the football season 2013-14 are shown below which reflects the current condition of the facilities and the increasing utility costs year on year. If in the future the Council wishes to actively market SRRG then a financial commitment will need to be made to upgrade the condition of the facilities. It must be noted that the hire of the football pitch is offered as a community facility and not as a commercial enterprise.

Pitch Hiring Charges (Inclusive VAT)	Pitch Hire & Changing Rooms	
Current	£30	
Proposed	£32 Local Teams	£35 Teams Outside Thame

Proposed Hiring Income 2013-14

Two adult football teams estimate 32 games in total

Local	£512
Outside	£560

Resource Appraisal SRRG

		Revenue	Income Net VAT
Staffing	Cleaning of SRRG in core time	£254	
Finance	Utility & Other Associated Costs	£1406	
Equipment	Cleaning Materials	£100	
Environmental	Annual Legionella Check	NIL	
Total Costs		£1760	
Proposed Income			£427 Local + £467 Outside
Proposed Net Cost		£866	

Risk Assessment

Risks	Controls
Income Reduction	To review the fees and charges annually

Legal Powers: Local Government (Miscellaneous Provisions) Act 1976, s 19

Recommendation:

The Committee is recommended:

- i) To increase the hiring charge for the Upper Chamber to £27 and £14 per hour.*
- ii) To increase the charges for hiring SRRG football pitch to £32 and £35 for adults (inclusive VAT) per game.*