

FEES & CHARGES SCHEDULE AND CHARGING DIRECTORIES FROM 2023/24 ONWARDS

Committee: Policy, Resources & Economic Development
Service Area: Office Accommodation

Objectives/rationale of the fee/charge (e.g. Full cost recovery)

The primary objective of the charge is cost recovery. The level of charge also helps maintain the high level of service provision for the Borough.

Proposed change in fee/charge from previous year (%)

4% rounded up to nearest £

Justification for revised charge (compared to previous year)

Increase reflects the increase to costs for supplying the services including labour costs to provide service and costs to maintain built facilities including increased utility costs to heat etc

What benchmarking has been undertaken to inform level of fee/charge (when and frequency)?

Fees were benchmarked against Chelmsford when opened. Since the fees had been increased as per corporate guidance. Haven't undertaken another benchmarking exercise because there hasn't been much uptake with hiring of rooms. This could be due to COVID and as a result virtual meetings growing in popularity.

If significant change in charge, what consultation was undertaken with the general public?

Expected budgeted income

Base budget is currently £18k (Income from Weddings). A 4% increase is £720. Total budget £18,720

**Policy, Resources & Economic Development
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES		CHARGES	
			April 2022-March 2023		April 2023-March 2024	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: OFFICE ACCOMMODATION

CHARGING AREA: WEDDINGS & ROOM HIRE

Committee Room Hire (Town Hall)

Council Chamber Half Day*	S	D	383.33	460.00	400.00	480.00
Council Chamber Full Day*	S	D	650.00	780.00	680.00	816.00
Committee Rooms 1 Half Day*	S	D	166.67	200.00	175.00	210.00
Committee Rooms 1 Full Day*	S	D	266.67	320.00	280.00	336.00
Committee Rooms 2 Half Day*	S	D	66.67	80.00	70.00	84.00
Committee Rooms 2 Full Day*	S	D	108.33	130.00	115.00	138.00
Civic Foyer Half Day	S	D	108.33	130.00	115.00	138.00
Civic Foyer Full Day	S	D	191.67	230.00	200.00	240.00
Leader's room Half Day	S	D	83.33	100.00	90.00	108.00
Leader's room Full Day	S	D	154.17	185.00	165.00	198.00

* 50% Discount applicable for booking made by Charities and Community Groups

Weddings (Town Hall - From August 2019)

Council Chamber Monday - Thursday	S	D	375.00	450.00	390.00	468.00
Council Chamber Friday	S	D	375.00	450.00	390.00	468.00
Council Chamber Saturday	S	D	375.00	450.00	390.00	468.00

* Please note fees for wedding ceremonies in the Council Chamber are administered by BBC and does not include registrar fee

Committee Rooms Monday - Thursday	E/S	D	191.00	210.00	200.00	240.00
Committee Rooms Friday	E/S	D	250.00	300.00	260.00	312.00
Committee Rooms Saturday	E/S	D	308.33	370.00	320.00	384.00

Please note the above charges do not include the fee for the certificate. £11 will need to be paid in addition to the charges above.

**DESIGN AND PRINT SERVICES
FEES & CHARGES SCHEDULE FROM 1 APRIL 2023**

DESCRIPTION OF CHARGE	VAT	FEE	CHARGES April 2022-March 2023		CHARGES April 2023-March 2024	
			Excl VAT	Inc VAT	Excl VAT	Inc VAT

SERVICE AREA: DESIGN AND PRINT SERVICES

CHARGING AREA: DESIGN AND PRINT SERVICES

External Printing

			£	£	£	£
Provision of design and print services - per hour	S	D	17.50	21.00	18.33	22.00
Price per black and white copy	S	D	0.02	0.02	0.02	0.02
Price per colour copy	S	D	0.04	0.05	0.04	0.05
Provision of printing materials	S	D	As per job spec			