In Kind Policy and charging structure

Introduction

Brentwood Borough Council's Funding Strategy, was approved by Members at the Council's Strategy and Policy Board in November 2013, and provides the Council's strategic view and intentions on the future funding and support of the voluntary sector.

The Council needs to ensure that any funding or support that it provides is both effective and targeted to support the most vulnerable in the Borough. Support can be in the form of direct grant funding, discretionary rate relief or 'in kind' support. This 'In Kind Policy' identifies two strands of additional support that the Council provides to voluntary and community sector organisations. It includes Printing, Postage and Parking Permits. Currently these are provided free to certain community organisations on an ad hoc basis.

Any lease arrangements that the Council has with voluntary and community sector organisations will be covered in a separate Brentwood Borough Council, Community Let Policy.

All fees and charges within this report will be subject to regular review in the Council's fees and charges.

Aims and Objectives

The aims and objectives of the 'In Kind Policy' is to provide clear guidance so that there is a fair, transparent and consistent approach and process in place, for the 'in kind' support that the Council gives to the Voluntary and Community Sector for each of the key strands.

Who will the Policy affect?

The 'In Kind Policy' will affect various Voluntary and Community organisations who are currently in receipt of 'free' additional support from Brentwood Borough Council . It will also enable those currently not using these services to apply to access them. The changes indicated in this Policy will mean in effect that some of this support will no longer be available free of charge, but in future a nominal fee will now apply to contribute towards costs.

Printing

Brentwood Borough Council currently provides free printing to various voluntary and community organisations.

There will be two rates applied to outside organisations, a commercial rate and a Voluntary and Community Sector rate. Printing to outside organisations will be subject to capacity constraints.

The Commercial rate will be calculated as follows: Paper costs and click (quantity) charge together with a £42 per hour for a full cost recovery.

The Voluntary and Community Sector rate will be calculated as follows: Paper costs and click (quantity) charge together with a £21 per hour (50% reduction from the commercial rate).

Parking Permits

Brentwood Borough Council currently provides free parking permits to various voluntary and community sector organisations.

There are administrative costs to the processing of the parking permits for the voluntary and community sector organisations. Organisations will be required to submit their requirement for permits for their operational needs. This will be reviewed on an annual basis.

In future a flat administration charge of £10 will be applied to any lost/replacement parking permits from Members, employees or any voluntary or community sector organisations.

The Council will also need to bear in mind any future large scale developments may have an impact on parking availability in the Borough, such as Crossrail and the William Hunter Way and as such these permits should be subject to regular review.

Preferential lease arrangements

Brentwood Borough Council is developing a separate Community Let Policy which will set out the Council's methodology for letting Council assets to voluntary and community sector organisations.

Room Hire at the Town Hall

Room hire within the Town Hall will be covered in a separate report which is going to a future Asset and Enterprise Committee to be determined.

Date of Policy: January 2015

Review of Policy: January 2016. Note: All fees and charges within this report will be subject to regular review in the Council's fees and charges.

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