

**POLICY FINANCE & ADMINISTRATION COMMITTEE**

**7 DECEMBER 2011**

**REPORT OF HEAD OF CENTRAL SERVICES**

**FEES AND CHARGES - CIVIC SUITE, PARKSIDE**

**1.0 PURPOSE OF REPORT**

1.1 To advise Members of the new proposed civic suite charges referred from the Council Business Development Sub-Committee held on 28 November 2011.

**2.0 RECOMMENDATIONS**

2.1 **For Members to approve the charges and delegate authority to the Chief Executive, in consultation with the Head of Central Services and the Chair of this Committee, to vary these rates in the future should it be considered necessary.**

**3.0 BACKGROUND**

3.1 The Council Business Development Sub-Committee considered and approved the proposed charges at the meeting held on 28 November 2011.

3.2 The rates proposed are inclusive of the Council's crockery and cutlery if requested by hirers.

**4.0 KEY ISSUES**

4.1 The civic suite is a unique facility to Melton Mowbray and cannot be easily compared to other local facilities; however officers have reviewed the charging rates of other venues in Melton Mowbray and other relevant venues throughout Leicestershire to arrive at the proposed fees and charges. This work was carried out as a result of concerns expressed at this Committee at this last meeting.

4.2 The fees and charges are attached at Appendix A.

4.3 There is a concessionary rate for any booking made before 31 March 2012, this has been introduced to help raise the profile of the civic suite and encourage its use.

4.4 The Council Business Development Sub-Committee wording was different as it referred to bookings taking place before 31 March 2012. However, feedback from officers and Members suggests that this should be changed to the new recommendation to enable customers booking weddings in the summer of 2012 to benefit from the concessionary rate.

**5.0 POLICY AND CORPORATE IMPLICATIONS**

5.1 The proposed charges are in line with the Council's charging policy and the head of Central Services has been consulted on the concessionary rate to gain initial bookings and promote the venue.

**6.0 FINANCIAL AND OTHER RESOURCE IMPLICATIONS**

6.1 The adjustment to the fees and charges should increase usage of and income from the civic suite.

## 7.0 **LEGAL IMPLICATIONS/POWERS**

7.1 The Council can set charges for use of its own premises.

## 8.0 **COMMUNITY SAFETY**

8.1 There are no specific issues in this report relevant to community safety.

## 9.0 **EQUALITIES**

9.1 An access audit has been undertaken at Parkside to include the civic suite facility.

## 10.0 **RISKS**

10.1 The existing charges are high and in the current economic climate there is a risk that income will not be generated.

## 11.0 **CLIMATE CHANGE**

11.1 There are no specific issues in this report relevant to climate change.

## 12.0 **CONSULTATION**

12.1 The fees and charges at local facilities and venues in Melton Mowbray and Leicestershire have been reviewed in arriving at the proposed charges.

## 13.0 **WARDS AFFECTED**

13.1 All

Contact Officer      D Blanchard  
Date:                    2 December 2011

Appendices :         Parkside Room Booking Charges

Background Papers:

Reference :            X : Committees\PFA\2011 12\071211