

**POLICY, FINANCE AND ADMINISTRATION COMMITTEE
30th SEPTEMBER 2014**

APPENDIX A

REVIEW OF CHARGES

Service Provided	Financial Objectives of Charging Policy	Existing Charge	Effective Date of Last Increase	Annual Income £	Annual Usage	Concessions	Net cost/ (surplus) to MBC	Recommended Charge 2015-16 £	Reason for Recommendation	Additional Income £							
Parkside (470)																	
Room Hire																	
		Full Day/ Half Day/ extended use into evening/ evening use to midnight						Full Day/ Half Day/ extended use into evening/ evening use to midnight									
Ferneley Room	} to recover costs	£26 per hour	01.04.14	£4,120	7	at the discretion of Heads of Service in consultation with the Head of Central Services	£0	£26 per hour	These fees were previously increased on 1st April 2014, it is anticipated if fees were to increase again usage may fall and the current level of fees are in line with competitors. A set of initiatives has been agreed to promote business usage of the civic suite to increase usage	£0							
Civic Suite 1		£155 / £82 / £82 / £82						£155 / £82 / £82 / £82									
Civic Suite 2		£155 / £82 / £82 / £82						£155 / £82 / £82 / £82									
Civic Suite 1 & 2 combined		£285 / £155 / £155 / £155						£285 / £155 / £155 / £155									
All 3 rooms		£360/ £206 / £185/ £185						£360/ £206 / £185/ £185									
Party event 10am to midnight		£570						£570									
Phoenix House (472)																	
Room Hire																	
First Floor Rooms																	
Board Room (F18) training	} to recover costs	£150 / £100	n/a	£1,850		free use of meeting rooms 1 & 2 (F16/F17) to approved unfunded partners		£150 / £100	No fees to be set for 2015-16 as Me and My Learning are in the processing of bidding for funding the same as in 2013-14. Therefore it is assumed they will occupy the first floor in 2015-16	£0							
Meeting Rooms 1 & 2 (F16/17) training		£100 / £80						£100 / £80									
Conference Room (F15) training		£150 / £80						£150 / £80									
Meeting Room 7 (F20) office		£35 / £30						£35 / £30									
Meeting Room 3 (F19) office		£35 / £30						£35 / £30									
Ground Floor Rooms																	
Meeting Room 10 (G3) training	} To be agreed, dependent on space required	£100 / £80		£4,560				£100 / £80	various bespoke leases based on market rent negotiated by Property Services in line with 2014-15	£0							
Meeting Room 12 (G9) training		£100 / £80						£100 / £80									
Meeting Room 11 (G17) office		£35 / £30						£35 / £30									
Open Plan Area (G16)																	
Land Charges (580)																	
Commercial Searches	} To cover costs and statutory charge for the element for which charges can be made	£144.50	01.04.14	£81,852	888	none	-£5,015	£147	Fees would allow for full cost recovery whilst allowing investment in the service in order to respond to increased demand and usage. Demand has increased by approx 30% in 2014/15 (compared to previous years) and the regulations allow for investment where is supported from revenue from fees. Discussions will be undertaken to determine the way forward through the budget setting process.	£13,250							
Residential Searches		£107	01.04.14					£110									
Additional parcels of land/property		£15	01.04.14					£16									
LLC1																	
Commercial		£29	01.04.14					£29									
Residential		£21	01.04.14					£21									
Additional parcels of land		£1	01.04.09					£1									
CON 29																	
Residential enquiries		£86	01.04.14					£88									
Commercial enquiries		£116	01.04.14					£119									
Each printed enquiry questions 4-21		£11	01.04.14					£11									
question 22 common land		£15	01.04.14					£15									
own additional enquiry		£16	01.04.14					£16									
Copies of planning permissions		£11.50	01.04.09					£11.50									
Copies of searches	£7	01.04.09	£7														
Central Services (810)																	
Sale of Documents																	
Statement of Accounts	} to recover the marginal costs of production	£6	01.04.13	£0	0		£0	£6	All documents are free of charge via the website. The increase in the fee for the budget book and the audit letter ensures the costs of production are covered and brings all finance publications into line at £6	£0							
Budget Book		£5	01.04.00	£0	0	none	£0	£6		£0							
Audit Letter		£5	01.04.03	£0	0		£0	£6		£0							

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Legal Services (845) Disclosure & Barring Service Checks (DBS) Completing a disclosure for private/ charity organisations (MBC designated as an organisation to process applications)	to cover admin costs	£50 + DBS charge for service	01.04.08	£0	0	Voluntary concessions supported by MBC	£0	£60 + DBS charge for service	The charge has not been increased since 2008. It is a charge we need to have set and on the DBS website. MBC need umbrella body status so that checks for voluntary organisations we work with can be done (at no charge)	£0