

**Supplementary Information for 18th September 2013
West Outer Area Committee**

Agenda Item 13 - Community Centres Pricing Policy
Community Centres Supplementary Report
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Information

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Agenda Item 13

Supplementary information

This report outlines a revised Pricing and Lettings Policy which the Area Support Team have been requested to amend for the Outer West Leeds on behalf of the Area Committee. These proposals are based on feedback received from members and community groups using the centres.

Assessing the full implications of these proposals to the Authority, to individual Area Committees and to service users is difficult to do as there are many variables and influencing factors (e.g. the range of existing charges and discounts, the number of users, centres and types of organisation using them). There have been significant usage and income variations in centres from year to year.

In view of the issues highlighted above and the delegated responsibilities given to the Area Committees, it is suggested that Area Committees are cognisant of local issues, budgetary implications and priorities of the Committee in setting its local pricing policy.

The main aim of the revised lettings policy is to encourage increased usage of the centres that are reasonable and comparable to other buildings available for hire in the area. Even with the possibility of increased income being generated through this revised policy, there may still be high levels of backlog maintenance costs that need to be addressed. The income will assist with the running costs associated with the buildings in the area, and if or where possible, go towards some enhancements to the centres. If this does not stimulate increased use of the centre there will continue to be budgetary challenges.

There could be some budgetary impact in terms of increased or even reduced income for community facilities. Any increased income can be re-invested into the buildings to make them of a higher standard for all users. If the income levels were to fall, efficiency saving measures would have to be explored to see how these costs could be recovered.

It is important to note Leeds City Council is currently reviewing its policies in relation to community centres. Work is currently in progress and it is likely that there will be further changes in the near future. Any results of revising the pricing policy may need to be reviewed in light of any Council policy changes.

Recommendations

- To consider and approve the proposed pricing policy changes.

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Outer West Community Centre Pricing Review (directly leased centres only)

Appendix 1

Please note Standard Charges:

Band A **Large rooms £25 per hour**
Band B and C **Medium room/Small Room £18/12 per hour**
Band D **Kitchen £5 per hour**

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Category	Main Groups/Type of User	Sub Group	Current Position	Revised Proposal
1.	Accredited Educational Learning (inc.provision for under 19s – incl. colleges)	<p>Colleges: As per rates agreed corporately (2.50 per hour under 2000 hours, percentage of running costs above 2000. Colleges this applies to – Leeds City College (ex T Danby, P Lane, C of Technology) and Joseph Priestley. Colleges are invoiced at academic year end.</p> <p>Schools: Core business delivery to 4-19yr olds during school hours 8.30-1600. This applies to projects involving young people in statutory education who are not in mainstream school, at risk of exclusion etc.</p> <p>Workers Education Association (WEA)</p>	<p>£2.50 per room for all rooms. This rate applies up to 2000 hrs use). Above 2000 hrs Neighbourhood Services Team to calculate charge for block bookings. The charging year for colleges runs from Sept-Aug.</p> <p>£2.50 per hour per room for all rooms</p> <p>£2.50 per room for</p>	<p>No Change</p> <p>No Change</p> <p>No Change</p>

			<p>all rooms. This rate applies up to 2000 hrs use). Above 2000 hrs Neighbourhood Services Team to calculate charge for block bookings. The charging year for colleges runs from Sept-Aug.</p>	
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Category	Main Groups/Type of User	Sub Group	Current Proposal	Revised Proposal
2	Centre Management Committees	Applies to meetings to discuss building related issues held by either the centre management committee or groups who are based in or use the centre and call a meeting to discuss centre issues	No charge Mon-Fri £5 per room per hour at weekends/council holidays.	No Change

Category	Main Groups/Type of User	Sub Group	Current Proposal	Revised Proposal
3.	Meetings of Community Benefits	<p>Applies to Pubwatch, Tenants and Residents Associations, Pubwatch, N'hood Watch, Community Forums, crime reduction advice, fire safety, advice, "In Bloom", Friends of groups, and groups which promote community cohesion and understanding</p> <p>Area Delivery Plan Priority event. Groups which fall under this category will only be put forward by Area Support Team, lettings will not assess groups against this criteria, they will be advised by Area Support Team</p>	<p>No Charge Mon-Fri £5 per room per hour for weekends. Council holiday usage of rooms.</p> <p>No Charge Mon-Fri £5 per room per hour for weekends. Council holiday usage of rooms.</p>	<p>No Change</p> <p>No Change</p>
4.	Commercial Use	General sale of goods including gold, jewellery, carpets, clothing, auctions	Standard charges plus 50% of standard charges 7 days a week	No Change

		T.V filming	£1,000 per day	No Change
		Public performance e.g. Entertainers/Clairvoyants/tribute bands	£250 per half day (4hrs)	No Change
5.	Council Departments or Statutory Agencies	Internal/inter-agency meetings, public meetings, consultations, hosting of open days (recruitment, new service being launched), WYP Authority meetings (officer meetings)	Standard charges to be applied 7 days per week. Use by the Area Management Team would be free of charge. All meetings purely involving officers to be charged at standard rate. Any meetings consulting or involving members of the public to be charged at Category 3 rates.	No Change

Category	Main Groups/Type of User	Sub Group	Current Proposal	Revised Proposal
6.	<p>Lifestyle and Leisure Groups</p> <p>Lifestyle and leisure groups - charged activity, income reinvested in service (no profit)</p> <p>Lifestyle and leisure groups - charged activity income NOT reinvested (profit)</p> <p>Lifestyle and Leisure FREE activity (free activity)</p>	<p>Groups such as Healthy Eating group, exercise classes, slimming clubs, arts and crafts, language classes, computer skills, poetry, art appreciation, domino groups, gamers, bingo, dog/cat appreciation societies, pagan groups, Tea dances, competitive festivals i.e. brass band/piano/dance</p> <p>Groups such as Slimmers World, bingo, dance classes dog/cat appreciation societies, pagan groups, tea dances, competitive festivals i.e. brass band/piano/dance.</p> <p>Activities run by Stat orgs such as Health Authority, Adult Services etc. Such as Getting over a Heart</p>	<p>No charge Mon-Fri 50% discount on standard charges at weekends and Council Bank holidays</p> <p>30% discount on standard charges 7 days a week</p> <p>No charge Mon-Fri. £5 per hour charges at weekends and Council Bank</p>	<p>No Change</p> <p>No Change</p> <p>No Change</p>

		Attack / Stroke clubs, healthy lifestyle activities as well as all other activities listed above, Blood Donor Service	Holidays	
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Category	Main Groups/Type of User	Sub Group	Current Proposal	Revised Proposal
7.	<p>Older People's Groups</p> <p>Older Peoples' groups (60+), charged activity income reinvested (no profit)</p> <p>Older Peoples' groups (60+), charged activity, income NOT reinvested (profit)</p> <p>Older Peoples' groups (60+) free activity</p>		<p>No charge Mon-Fri, 50% discount on standard charges at weekends and Council Bank Holidays</p> <p>50% discount on standard charges Mon-Fri. Standard charges at weekends and Council Bank Holidays</p> <p>No charge Mon-Fri, £5 per hour charges at weekends and Council Bank Holidays</p>	<p>No charge Mon-Fri, 60% (£10 per hour) discount on standard charges at weekends and Council Bank Holidays</p> <p>No charge Mon-Fri, 60% (£10 per hour) discount on standard charges at weekends and Council Bank Holidays</p> <p>No Change</p>

Category	Main Groups/Type of User	Sub Group	Current Proposal	Revised Proposal
8.	<p>Performances & rehearsals Amateur Productions by community and voluntary organisations.</p> <p>Applies to anything other than amateur productions would come under the commercial category.</p>	<p>Performances</p> <p>Rehearsals</p> <p>Set Building</p>	<p>50% discount on standard charges for performances</p> <p>75% discount on standard charges for rehearsals</p> <p>No charge when building is already in use/caretaker on site. Otherwise group will have to pay caretakers charge.</p>	<p>No Change</p> <p>No Change</p>
9.	<p>Private Function</p>	<p>General functions e.g. conferences, seminars, presentations (N.B. a cleaning / skip charge will only be applied if the hirer does not clean up after the event. The hirer may also</p>	<p>Standard charges for room hire for functions other than weddings. Additional charges as appropriate based on costs of any extra</p>	

		use their own steward but these stewards must NOT be facilitating or attending the event)	services needed for the function-security, caretaking and cleaning.	No Change
		Wedding Ceremony	Standard room rate seven days per week	No Change
		Wedding Reception	The wedding reception falls under charges for parties	No Change
		Birthday parties under 13 yrs	Children's parties under 13 yrs room rate only plus cost of cleaning	60% (£10 per hour) discount on standard charges
		Parties up to 100 people	Parties of up to 100 people room rate plus £100 cleaning	No Change
		Parties up to 101-200 people	Parties 100-200 people £315 made up of: £25 room rate x 5 hours, £100 cleaning and	No Change

			skip, £9 x 6 stewards x 5 hours	
		Parties up to 201-400 people	Parties 300-400 people £405 made up of: £25 room rate x 5 hours, £100 cleaning and skip, £9 x 6 stewards x 5 hours	No Change
		Parties up to 401-600 people	Parties 500-600 people £495 made up of: £25 room rate x 5 hours, £100 cleaning and skip, £9 x 6 stewards x 5 hours	No Change

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Category	Main Groups/Type of User	Sub Group	Current Proposal	Revised Proposal
10.	Not for Profit Organisations (previously called Charities)	Applies to Charities, Company Limited by Guarantee, unregistered groups, industrial societies or co-operatives carrying out charitable fundraising events (jumble sales, charity auctions etc)	50% discount on standard charge seven days a week	No Change
11.	<p>Young People</p> <p>Young people – Under 19. Charged activities, income reinvested Applies to Breakfast clubs, after school clubs, playschemes, playgroups, uniformed services (scouts, guides, St John's Ambulance)</p> <p>Young people – Under 19. Charged activities income not reinvested Applies to Martial arts, Under 18 discos, Dancing classes</p>		<p>No charge Mon-Fri. 50% discount on standard charge at weekends and Council Bank Holidays</p> <p>50% discount on standard charge Mon-Fri. Standard charges at weekends and Council Bank Holidays.</p>	<p>No Change</p> <p>For consideration to be changed</p>

	Young people – Under 19. free activities		No charge Mon-Fri. £5 per room per hour for weekend/Council holiday usage of rooms.	No Change
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Category	Main Groups/Type of User	Sub Group	Current Proposal	Revised Proposal
12.	Vulnerable Adults	<p>Self-Help Alcoholics Anonymous, Narcotics Anonymous, Mental Health Support Groups, Disabled groups (blind, deaf, physically impaired, learning disabilities). Counselling.</p> <p>Support Mental Health Support, Special Needs and Learning Disability Support, Physical Disability Support</p> <p>Advice (free) CAB, debt counselling, any other free advice type sessions</p>	<p>No charge Mon-Fri and £5 per room per hour for weekends/council holiday usage of rooms.</p> <p>No charge Mon-Fri and £5 per room per hour for weekends/council holiday usage of rooms.</p> <p>No charge Mon-Fri and £5 per room per hour for weekends/council holiday usage of rooms.</p>	<p>No Change</p> <p>No Change</p> <p>No Change</p>

13.	Political Meetings	Councillors & MPs surgeries	No Charge Mon - Sun	No Change
		Political group meetings	Standard charges to be applied.	No Change
		Town and Parish Councils	If applicable in area and the Council do not have any buildings of their own, their use of our CCs will be free. For other activity they can be charged. Charged to be determined. Not applicable to CMI.	No Change
		Area Committee Meetings	No charges seven days a week	No Change
14.	Changing Rooms Shower Facilities		n/a	n/a
15.	Existing Users and Usage This category was put in to take into account the conditions stipulated by Outer NE and Outer West in April 08		Not applicable to this area, only to Outer North East	N/A

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