

Public Document Pack

Supplementary Information – Appendices 1 and 2 - Item 16 – Pricing Policy for Community Centres

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

Appendix 1

Please note Standard Charges:

Large rooms Band A £25 per hour

Medium rooms Band B and C £18/12 per hour

Small rooms Band A £5 per hour

Category	Main Groups/Type of User	Sub Group	Current Proposal	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 per hour Mon-Frid for small and medium rooms (this rate applies up to 2000 hours use) The charging year for colleges runs from Sept- Aug</p> <p>Above 2000 hours Regen Officers to calculate.</p> <p>£10 per room per hour for large rooms and weekend/council holidays.</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>No change</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</p>

				colleges runs from Sept-Aug.
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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-Frid £10 per room per hour at weekends/council holidays.	No change £5 per room per hour at weekends/council holidays.

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 management, lettings will not assess groups against this criteria, they will be advised by Area Management Team</p>	<p>£5 per room per hour Mon-Frid for small and medium rooms.</p> <p>£10 per room per hour for large rooms and weekend/council holiday usage of room</p>	<p>No Charge Mon-Frid</p> <p>£5 per room per hour for weekends. Council holiday usage of rooms.</p>
4.	Commercial Use	General sale of goods including gold, jewellery, carpets, clothing, auctions	Standard charges i.e. £25 per hour large rooms, £18/12 per hour medium rooms-	Standard charges plus 50% of standard charges 7 days a week

		<p>T.V filming</p> <p>Public performance e.g. Entertainers/Clairvoyants/tribute bands</p>	<p>band B and C respectively, £5 per hour small rooms</p>	<p>£1,000 per day</p> <p>£250 per half day (4hrs)</p>
5.	Council Departments or Statutory Agencies	<p>Internal/inter-agency meetings, public meetings, consultations, hosting of open days (recruitment, new service being launched), WYP Authority meetings (officer meetings)</p>	<p>No charge Mon – Friday</p> <p>£10 per room per hour at weekends/council holidays.</p>	<p>Standard charges to be applied 7 days per week. Use by the Area Management Team would be free of charge.</p> <p>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.</p>

Category	Main Groups/Type of User	Sub Group	Current Proposal	Revised Proposal
6.	Lifestyle and Leisure Groups			
	Lifestyle and leisure groups - charged activity, income reinvested in service (no profit)	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	Standard Charges	No charge Mon-Frid 50% discount on standard charges at weekends and Council Bank holidays
	Lifestyle and leisure groups - charged activity income NOT reinvested (profit)	Groups such as Slimmers World, bingo, dance classes dog/cat appreciation societies, pagan groups, tea dances, competitive festivals i.e. brass band/piano/dance.	Standard Charges	30% discount on standard charges 7 days a week
	Lifestyle and Leisure FREE activity (free activity)	Activities run by Stat orgs such as Health Authority, Adult Services etc. Such as Getting over a Heart	Standard Charges	No charge Mon-Frid. £5 per hour charges at weekends and

		Attack / Stroke clubs, healthy lifestyle activities as well as all other activities listed above, Blood Donor Service		Council Holidays	Bank
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Category	Main Groups/Type of User	Sub Group	Current Proposal	Revised Proposal
7.	<p>Older Peoples' 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-Frid, £10 per room per hour weekends/council holidays</p> <p>No charge Mon-Frid, £10 per room per hour weekends/council holidays</p> <p>No charge Mon-Frid, £10 per room per hour weekends/council holidays</p>	<p>No change</p> <p>50% discount on standard charges at weekends and Council Bank Holidays</p> <p>50% discount on standard charges Mon-Frid. Standard charges at weekends and Council Bank Holidays</p> <p>No change</p> <p>£5 per hour charges at weekends and Council Bank Holidays</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% of standard charges for performance and rehearsals</p> <p>n/a</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>
9.	<p>Private Function</p>	<p>General functions e.g. conferences, seminars, presentations</p> <p>Wedding Ceremony</p>	<p>Standard charges for room hire for functions other than weddings</p> <p>There is a flat rate standard charge for weddings of £650 but that includes the party/reception. Some people</p>	<p>Standard charges for room hire for functions other than weddings. Additional charges as appropriate based on costs of any extra services needed for the function- security, caretaking and cleaning.</p> <p>Standard room rate seven days per week</p>

			just book a centre for the official exchange of vows without a party, which takes less than 30 mins.	
		Wedding Reception	As above	The wedding reception falls under charges for parties
		Birthday parties under 13 yrs	Standard charges for room hire for other functions	Children's parties under 13 yrs room rate only plus cost of cleaning
		Parties up to 100 people	Standard charges for room hire for other functions.	Parties of up to 100 people room rate plus £100 cleaning
		Parties up to 100-200 people	Standard charges for room hire for other functions	Parties 100-200 people £315 made up of: £25 room rate x 5 hours, £100 cleaning and skip, £9 x 6 stewards x 5 hours
		Parties up to 300-400 people	Standard charges for room hire for other functions	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
		Parties up to 500-600	Standard	Parties 500-600 people £495

		people	charges for room hire for other functions	made up of: £25 room rate x 5 hours, £100 cleaning and skip, £9 x 6 stewards x 5 hours
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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 Mon-Frid. Standard charges at weekends/council holidays	50% discount on standard charge seven days a week
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>£2.50 per room per hour Mon-Frid for small and medium rooms. £10 per room per hour for large rooms and weekend/council holiday usage of rooms</p> <p>£2.50 per room per hour Mon-Frid for small and medium</p>	<p>No charge Mon-Frid. 50% discount on standard charge at weekends and Council Bank Holidays</p> <p>50% discount on standard charge Mon-Frid. Standard charges at weekends and Council Bank Holidays.</p>

	Young people – Under 19. free activities		rooms. £10 per room per hour for large rooms and weekend/council holiday usage of rooms No charge Mon-Frid. £10 per room per hour weekends/council holidays	No charge Mon-Frid. £5 per room per hour for weekend/Council holiday usage of rooms.
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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>Standard charges</p> <p>Standard charges</p> <p>Standard charges</p>	<p>No charge Mon-Frid and £5 per room per hour for weekends/council holiday usage of rooms.</p> <p>No charge Mon-Frid and £5 per room per hour for weekends/council holiday usage of rooms.</p> <p>No charge Mon-Frid and £5 per room per hour for weekends/council holiday usage of rooms.</p>
13.	Political Meetings	<p>Councillors & MPs surgeries</p> <p>Political group meetings</p> <p>Town and Parish Councils</p>	<p>£5 per hour per room Mon-Frid</p> <p>£10 per hour per room weekends</p>	<p>No charge Mon-Frid and £5 per room per hour for weekend/council holiday usage or rooms.</p> <p>Standard charges to be applied.</p> <p>If applicable in area and</p>

		Area Committee Meetings		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.
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	No change

Appendix 2

Calverley Mechanics Institute Current Users and How the New Charging Proposals for Community Centres will Affect Them – Briefing Paper

Please note the new standard charging policy states that large rooms are charged at £25 per hour, Medium rooms £18 per hour and small rooms e.g. kitchens £5 per hour unless caveats apply. The time of the booking no longer has an affect on the charge, only the day.

In Outer West the new charging policy for Community Centres only applies to Calverley Mechanics Institute as a directly managed centre, as Swinnow, Lower Wortley and Westroyd Annex are leased centres and can therefore set their own charges.

When considering the table below, it is important to note that the information in the “current charge” column is based on the charges as agreed at Area Committee in April 08 (which only went live in Autumn 09). Whereas, the column “How Proposed Revised Charge Compares to Old Charge Prior to AC Agreement”, highlights the difference between charges prior to this agreement and the proposed revised charge. In effect, the latter, shows the comparison between what users were being charged prior to the new charging policy being implemented in Autumn 09.

Of the 10 user groups below, if proposed revised charges are adopted (and current usage remains the same), four groups will be better off or remain the same as no charge will be levied against them, and six groups will see a slight-moderate increase in their charges (these are highlighted in the table below).

The four groups who will be better off are:

- Calverley Playgroup,
- Police (Community benefit meetings);
- Calverley Indoor Bowling;
- Calverley Senior Whist Club.

The six groups who will see a slight-moderate increase in their charges are:

- Calverley Players
- Yoga;
- Slimming World;
- Elev 8 Dance group;
- Rodeo Girl Line Dancing
- Sophie Wysockzanski Dance Class.

The above information should be considered in light of the fact that the decision has now been taken to allow Area Committees to keep any additional income above that which is set in the budget.

Finally, users of the centres have recently been sent a letter informing them that until the new charging policy has been reviewed and a revised charging policy agreed upon, their charge for use of the centre will revert back to prior to Autumn 09, with them being informed of the revised charging policy at the start of the new financial year (10/11).

User	Current Charge (based on AC agreement April 08)	Proposed Revised Charge For Outer West Directly Managed Centres (worked out on current usage and room hire against user category)	How Proposed Revised Charge Compares to Old Charge Prior to AC agreement (worked out on current usage and room hire)	Comparison of Revised Proposed Charge with Proposals Across the City
Calverley Players	50% discount against standard charge for performances and rehearsals	50% discount on standard charges for performances . E.g. £12.50 an hr for Main Hall and £9 an hr for Supper Room.	<p>Mon-Sat. Main Hall before 5pm used to pay £6 an hour so £6.50 more. After 5pm used to pay £10 so £2.50 more than before. If Sun £1.50 more.</p> <p>Mon-Sat Supper room before 5p.m used to pay £5.00 an hour so £4 an hour more. Mon-Sat after 5pm or on Sundays used to pay £5.50 so</p>	Performances charged at the hourly room rate

User	Current Charge (based on AC agreement April 08)	Proposed Revised Charge For Outer West Directly Managed Centres (worked out on current usage and room hire against user category)	How Proposed Revised Charge Compares to Old Charge Prior to AC agreement (worked out on current usage and room hire)	Comparison of Revised Proposed Charge with Proposals Across the City
		<p>75% discount on standard charges for rehearsals e.g. £6.25 for Main Hall and £4.50 for Supper Room</p> <p>No charge for set building when building is already in use/caretaker on site. Otherwise</p>	<p>£3.50 more.</p> <p>Mon-Sat Main hall before 5pm used to pay £3 an hour so £3.25 more. After 5pm used to pay £5 an hour so £1.25 more</p> <p>Mon-Sat Supper Room before 5p.m used to pay £2.50 an hour so £2.00 more. Mm-Sat after 5p.m or on Sun used to pay £2.75 an increase of £1.75</p> <p>In with performance charge</p>	<p>Rehearsals charged at 50% of hourly room rate</p> <p>No charge for set building when building is already in use/caretake</p>

User	Current Charge (based on AC agreement April 08)	Proposed Revised Charge For Outer West Directly Managed Centres (worked out on current usage and room hire against user category)	How Proposed Revised Charge Compares to Old Charge Prior to AC agreement (worked out on current usage and room hire)	Comparison of Revised Proposed Charge with Proposals Across the City
		group will have to pay caretakers charge.		r on site. Otherwise group will have to pay caretakers charge.
Calverley Playgroup	£15 per session	No charge Mon-Fri. 50% discount on standard charge at weekends and Council Bank Holidays	No charge will be made under revised proposals	In line
Slimming World	Standard Charges	30% discount on standard charges 7 days a week e.g £17.50 an hour	£10 an hour weekday Increase of £7.50 an hour more	Out of step Standard charges seven days a week
Elev 8 (dance group)	Standard Charges	50% discount on standard charge Mon-Fri. Standard charges at weekends and Council Bank Holidays e.g. £12.50 an hour Mon-Fri.,	£6 per hour before 5pm and £10 per hour after 5 Mon-Sat so £6.50 more for use Mon-Frid and £2.50 more for weekend use	In line

User	Current Charge (based on AC agreement April 08)	Proposed Revised Charge For Outer West Directly Managed Centres (worked out on current usage and room hire against user category)	How Proposed Revised Charge Compares to Old Charge Prior to AC agreement (worked out on current usage and room hire)	Comparison of Revised Proposed Charge with Proposals Across the City
		£12.50 at weekends and Council Bank Holidays		
Yoga Class	Standard Charges	30% discount on standard charges 7 days a week e.g £17.50 an hour	£10 an hour (weekday) Increase of £7.50 an hour more	Out of step Standard charges seven days a week
Police Community Meetings N.B If meeting is for the benefit of the community e.g. PACT meeting, Police usage will fall under "Meetings of Community Benefit" category, if internal, or inter-agency meeting will fall under "Council Department	Standard Charges	No charge Mon-Fri., so no charge for this meeting £5 per room per hour for weekend/council holiday usage of rooms	Used centre for 1.25 hours twice a week (weekdays) so would have paid £12. No charge will be made under revised proposals.	In Line In Line

User	Current Charge (based on AC agreement April 08)	Proposed Revised Charge For Outer West Directly Managed Centres (worked out on current usage and room hire against user category)	How Proposed Revised Charge Compares to Old Charge Prior to AC agreement (worked out on current usage and room hire)	Comparison of Revised Proposed Charge with Proposals Across the City
or Statutory Agencies”				
Calverley Indoor Bowling	50% discount against standard charges	No charge Mon-Fri. 50% discount against standard charges at weekends and Council Bank Holidays	Used Main hall for 3 hours i.e. £37.50 No charge will be made under revised proposals as only use Mon-Fri.	In Line
Rodeo Girl Line Dancing N.B not a regular user only used 4 times, mainly weekdays	Standard Charges	30% discount on standard charges 7 days a week	Use Main Hall weekday so were paying £10 an hour, so increase of £7.50 an hour	Out of Step Standard Charges 7 days a week
Sophie Wysockzanski (dance class) (majority of bookings weekday)	Standard Charges	50% discount on standard charge Mon-Fri. Standard charges at weekends and Council Bank Holidays e.g. £12.50/£25 for Main Hall respectively and £9/£18 for Supper room	Use to pay £10 an hour for Main Hall after 5p.m and weekends (majority of bookings weekday only use 1 hour weekend, very occasionally use Supper room. So increase of £2.50 on after	In Line

User	Current Charge (based on AC agreement April 08)	Proposed Revised Charge For Outer West Directly Managed Centres (worked out on current usage and room hire against user category)	How Proposed Revised Charge Compares to Old Charge Prior to AC agreement (worked out on current usage and room hire)	Comparison of Revised Proposed Charge with Proposals Across the City
		respectively.	<p>5pm charge for Main Hall Mon-Fri. and £15 an hour weekend.</p> <p>Used Supper room only a handful of times and paid £5 Mon-Sat before 5pm and £5.50 after or on Sunday, so increase if used of £4 or £12.50</p>	

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