
Report To:	Regeneration Committee	Date:	14th January 2010
Report By:	Corporate Director – Regeneration and Resources	Report No:	RC/09/12/02/SJ/WW
Contact Officer:	Head of Economic and Social Regeneration	Contact No:	01475 715555
Subject:	Community Services Letting Policy		

1.0 PURPOSE

- 1.1 The purpose of this report is to review the Community Services charging arrangements, collectively known as the Letting Policy, which was agreed by the Regeneration Committee at its meeting in October 2008.

2.0 SUMMARY

- 2.1 The Letting Policy covers the details that are in place for the public to book a range of Council facilities such as Public Halls, Schools, Parks, Pitches and Open Spaces.
- 2.2 The report in October 2008 set out proposals for the arrangements that should be put in place for issues such as cancellations, waivers of lets, scale of charges and categories of lets.
- 2.3 This report will review these arrangements and make proposals for a number of further changes in light of operation the revised Letting Policy since October 2008. Details of the further proposals are given in paragraph 4.1 below.
- 2.4 While the report will highlight proposals for amendments to the Letting Policy, it will not make specific recommendations regarding the final charges relating to the Policy. Decisions on the Council's Scale of Charges including the Letting Policy will be made as part of the Council's Budget Setting process.

3.0 RECOMMENDATIONS

- 3.1 That Committee agrees with the proposals set out in paragraph 4.1 below.
- 3.2 That the Corporate Director – Regeneration and Resources takes on board these policy decisions as part of the Budget Setting process for 2010-11.

4.0 BACKGROUND

4.1 A review of the various elements of the Letting Policy that was agreed in October 2008 is given below:

Cancellation Arrangements – The new cancellation arrangements, which allows groups to cancel without charge well in advance but places a financial penalty for cancellations close to the booking date, seems to be working well. There are no proposals to amend this aspect of the Policy.

Conditions of Lets – In general the Conditions of Lets are adequate. It is proposed to add a further clause in the Conditions which allows the Council to cancel a block booking if it sees fit, giving at least one month's notice to the applicant.

Categories of Lets – The Categories of Lets puts all facilities into five categories, usually dependant on the size of the facility. In general, the smaller the facility, the cheaper it is to hire. A copy of the Categories of Lets is given in Appendix A. There are no proposals to amend any of the Categories of Lets.

Waiver of Lets – The Committee agreed in October 2008 to allow certain groups a reduction in the normal charge of a let dependant on how the group was defined in the Waivers of Lets Policy. A copy of the current Waiver of Lets Policy is attached at Appendix B. There are a number of proposals for changes to this Policy, as follows:

- Commercial Lets – No changes proposed
- Full Charge – No changes proposed
- 25% Waiver –
 - Add - Use of Community Facilities by Inverclyde Council Services out with normal working hours (Monday to Friday 9am to 5pm)
- 50% Waiver –
 - Introduce a new 50% Waiver Category for the following groups
 - Uniformed Organisations
 - Under-16 Sports Teams that currently benefit from the Council's Free Use of Sports Pitches policy
- 75% Waiver –
 - Add - Use of Community Facilities by Inverclyde Council Services during normal working hours (Monday to Friday 9am to 5pm)
 - Add - Use of Schools by CLD Services outwith normal school hours (ie after 6pm Monday to Friday and 9am to 10pm at weekends).
- 100% Waiver –
 - Remove – Inverclyde Council Services

Scale of Charges – It is proposed that, as part of the Budget Setting Process, there is a review of the following charges:

- With the introduction of new and upgraded pitches as part of the Council's Sports Strategy, it is proposed that there therefore should be a review of the charges for the following
 - Blaes Pitches –
 - Grass Pitches
 - 2G Pitches
 - 3G Pitches
 - MUGAs (Multi Use Games Areas)
- To maximise income opportunities for the Council it is also proposed that there should be a review of the charges set for Funfairs and Circuses

4.2 The Waivers Budget currently receives £18,000 from the Council's Grants to Voluntary Organisations Fund. It is expected that the changes to the Waiver of Lets Policy should be cost neutral.

5.0 IMPLICATIONS

5.1 Finance:

Financial Implications – One off Costs

Cost Centre	Budget Heading	Budget Year	Proposed Spend this Report	Virement From	Other Comments
n/a	n/a	n/a	n/a	n/a	n/a

Financial Implications – Annually Recurring Costs/ (Savings)

The review of charges detailed in Paragraph 4.1 above will have an impact on income attained by the Council. An estimation of the impact will be given as part of the Budget Setting Process.

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
n/a	n/a	n/a	n/a	n/a	n/a

5.2 Human Resources: None

5.3 Legal: None

5.4 Equalities: None

6.0 CONSULTATION

6.1 The changes proposed above are being suggested based on feedback from the general public and users of the facilities since October 2008.

7.0 LIST OF BACKGROUND PAPERS

7.1 None

APPENDIX A - CATEGORIES OF LETS

CATEGORY 1

- a) P.G. Town Hall
- b) Greenock Town Hall
- c) Whole Community Wing

CATEGORY 2

- a) Large Halls
- b) Gamble Main Hall
- c) School Games Halls
- d) School assembly Halls

CATEGORY 3

- a) Lesser Halls/Gyms/Large Rooms
- b) School Gyms
- c) School Dance Studios
- d) Social Area in Community Wing
- e) Provost Room in Port Glasgow Town Hall
- f) Specialist Classrooms

CATEGORY 4

- a) Medium Size Room/Classroom
- b) Committee Rooms
- c) School Classrooms
- d) Halls in Community Halls
- e) Miscellaneous Smaller Quality Rooms
- f) Swimming Pools

CATEGORY 5

- a) Small Rooms
- b) GP Rooms in Community Wings
- c) Smaller Room Kilmacolm Centre

APPENDIX B - REDUCTION/WAIVER CATEGORIES

COMMERCIAL LETS – (Generally 2 x Full Charge but can be negotiated up or down dependant on the event and quotations can be asked for.)

Lets for financial gain

FULL CHARGE

Lets for a private purpose

M.P.s and M.S.P.s when involved in parliamentary business

25% REDUCTION/WAIVER

Charitable Organisations

School/School Board/PTA activities out with their own schools

Youth Organisations

Voluntary Organisations

Not for Profit Organisations

Unemployed groups

75% REDUCTION/WAIVER

Disabled Groups

Senior Citizen Groups

100% REDUCTION/WAIVER

Schools activities in their own school (up to a maximum # of hours to be determined at the annual review of the Scale of Charges)

Parent associations/P.T.A. events and fundraising (Max hours – see above)

Community councils for normal meetings/events

Community Associations/Neighbourhood Groups for normal meetings/events

Councillors on council business

Inverclyde Council Services activities (e.g. Youth Services, Adult Learning, Community Work etc)

Bona Fide Trades Union activities