

REPORT TO: Executive Board

DATE: 27 February 2014

REPORTING OFFICER: Strategic Director – Communities

PORTFOLIO: Community & Sport
Environmental Services
Physical Environment

SUBJECT: Review of Fees and Charges – Community & Environment

WARDS: Boroughwide

1.0 PURPOSE OF THE REPORT

- 1.1 In conjunction with the annual budget review it is proposed to increase the charges under the control of the Communities Directorate in accordance with the schedules shown in the Appendix to this report.

RECOMMENDATION: That the proposed fees and charges as set out in the Appendix to this report be agreed for 2014/15.

3.0 SUPPORTING INFORMATION

- 3.1 The review of Fees and Charges within the Communities Directorate has been carried out as part of the budget preparations for 2014/2015. As a consequence of the review, it is proposed that existing fees and charges be increased generally in line with inflation, although some, such as the Cemeteries and Crematorium fees have been increased by more to ensure full cost recovery of the service. Others have been increased to reflect the charges in other local authority areas.

4.0 POLICY IMPLICATIONS

- 4.1 There are no new policy implications as a result of the proposed increases in Fees and Charges.

5.0 FINANCIAL IMPLICATIONS

- 5.1 These are contained within the report.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

There are no implications for this priority.

6.2 Employment, Learning and Skills in Halton

There are no implications for this priority.

6.3 A Healthy Halton

There are no implications for this priority.

6.4 A Safer Halton

There are no implications for this priority.

6.5 Halton's Urban Renewal

There are no implications for this priority.

7.0 RISK ANALYSIS

7.1 There is a requirement for the fees to be paid and in order to avoid the risk of them not being paid, all fees should be received before the service is provided.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 There are no Equality and Diversity implications arising as a result of the proposed action.

9.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

9.1 There are no background papers under the meaning of the Act.

APPENDIX 1 – CURRENT AND PROPOSED FEES AND CHARGES

Waste and Environmental Improvement Services	Present Charge	Proposed Charge
Waste and Recycling	2013/14	2014/15
Charge for a new or replacement wheeled bin	£25.00	£26.00
Charge for the collection of bulky household items.	£20.00 for up to 3 items. Additional items at £5.00 each. Maximum of 10 items per collection.	£21.00 for up to 3 items. Additional items at £5.50 each. Maximum of 10 items per collection.
Charge for the collection of Commercial Waste	Variable charges dependent upon size of containers & frequency of collection.	Increase of 2% on 2013/14 charges
Community Centres	2013/14	2014/15
Community Groups:		
Room Hire – Hall (per hour)	£7.90	£8.05
Room Hire – Small Room (per hour)	£2.85	£2.90
Room Hire – Large Room (per hour)	£4.45	£4.55
Room Hire – Stage (per hour)	£2.85	£2.90
Room Hire – Kitchen (per hour)	£2.25	£2.30
Room Hire – Cafeteria (per hour)	£4.45	£4.55
Private and Commercial Groups:		
Monday to Friday (as per Community Group Charges plus 15%)	Above +15%	Above +15%
Weekends (as per Community Group Charges Plus 50%)	Above +50%	Above +50%
Performing Rights (of total charge)	5%	5%
Sports hall at Upton Community Centre (Adults)	£30.00	£31.00
Sports hall at Upton Community Centre (Juniors)	£20.00	£25.00

Open Space Services	Present Charge	Proposed Charge
Parks and Open Spaces	2013/14	2014/15
Summer Games		
Bowling Green Hire (Alternate weeks)	Free	Free
Summer Rugby Adult	£360.00	£520.00
Summer Rugby Juniors*	£205.00	£306.00
Winter Games		
Adult B/B Pitch Hire (Alternate Weeks)	£510.00	£520.00
Adult Casual Hire	£130.00	£132.00
Junior B/B Pitch Hire* (Alternate weeks)	£300.00	£306.00
Mini Soccer B/B Hire*	£225.00	£229.00
Junior Casual Hire	£65.00	£66.00
Adult Baseball Field (Annual)	£1540.00	£1570.00
Junior Baseball Field* (Annual)	£770.00	£785.00
<i>*Presently provided at 33.3% of cost. From 2014/15 to be provided at 50% of cost. Junior pitch for Alternate weeks will be £153.00</i>		
Exhibition Unit Day Hire		
In-house Service	£400.00	£500.00
Private Hire	£600.00	£650.00
Event Equipment Hire (per day)		
Pop Up Gazebo (3m x 3m)	£150.00	£160.00
Walkie Talkies x 10	£300.00	£350.00
PA (Speakers, Amp, CD Player, Microphone)	£400.00	£425.00
Bandstand Hire (by written request only)	£100.00	£200.00
SJB Bridge Zip Wire Hire (1hire day per year)	£1000.00	£1200.00
Fair and Circus Park Hire 6000 m² Spike Island/Heath Park		
Non Trading Days (per day)	£150.00	£155.00
Trading Days (per day)	£325.00	£355.00
Fair and Circus Park Hire 3000 m² Victoria Park/Picow Farm Road		
Non Trading Days (per day)	£100.00	£105.00
Trading Days (per day)	£250.00	£260.00
Allotments		
Annual Allotment Rent (Levied from 1 January each year)	0.412p M2	0.422p M2
New tenant administration fee (includes £20.00 refundable cost of key)	£40.00	£40.00

Cemeteries and Crematorium		
Purchase of Exclusive Right of Burial (50 year lease)		
(a) Three interments	£815.00	£850.00
(b) One or two interments	£725.00	£760.00
(c) Cremated remains grave	£415.00	£450.00
(price includes fee for concrete beam for installation of memorials)		
Interment Fee		
(a) 1 interment – Adult	£625.00	£675.00
(b) 2 Interments – Adult	£725.00	£785.00
(c) 3 Interments – Adult	£825.00	£890.00
(d) 1 interment (Child 1 month -16 years)	£300.00	£300.00
(e) 2 interments – child (1 month-16 years)	£330.00	£330.00
(f) 3 interments - child (1 month-16 years)	£410.00	£410.00
(g) Stillborn child or child not exceeding 12 months	Nil	Nil
(h) Burial of cremated remains (Mon-Fri)	£155.00	£170.00
(i) Burial of two cremated caskets at same time (Mon-Fri)	-	£255.00 (New Charge)
Additional fee outside of core times (<i>Monday to Thursday 10.00 a.m. – 3.00 pm, Friday – 10.00 a.m. to 2.00 pm</i>).	£115.00	£120.00
Saturday morning additional fee (full burials)	+50% of interment fee	+50% of interment fee
Non-resident charge for (a)-(h) above	+100%	+100%
Indemnity fee	£65.00	£75.00
Use of Crematorium Chapel for funeral service	£100.00	£100.00
Transfer of Ownership of Exclusive Right of Burial	£65.00	£75.00
Civil Funeral Celebrant	£190.00	£195.00
Grave search – up to 10 names	£30.00	£30.00
Crematorium charges <i>Applicable Monday-Thursday 9.00 a.m. – 3.30 p.m. Friday – 9.00 am. – 2.00 p.m. (later times only by agreement)</i>		
Cremation charge – adult	£575.00	£625.00
Cremation charge – child (1 year-16 years)	£275.00	£300.00
Cremation charge – child under 1 year	£55.00	£65.00

Cremation charge – after anatomical examination	£310.00	£335.00
Saturday morning – additional charge	+50%	+50%
Scattering of remains – with an appointment (cremation at Widnes Crematorium) – Mon-Fri	£45.00	£55.00
Scattering of remains (no attendance) when cremation has taken place At another crematorium – Monday to Friday <i>(Scattering of remains not available on a Saturday)</i>	£85.00	£95.00
Casket – wooden	£65.00	£65.00
Casket - aluminium	£40.00	£40.00
Casket - small wooden (child)	£30.00	£30.00
Token box	£20.00	£20.00
Storage of cremated remains after one calendar month from date of cremation	£60.00	£65.00 per month
Postage of cremated remains (by secure carrier)	By Request	By Request
Certified Extract from the Cremation Register	£40.00	£45.00
Civil Funeral Celebrant	£185.00	£200.00
Memorials		
New headstone	£165.00	£170.00
Additional inscription	£32.00	£35.00
Vase/tablet/book – not exceeding 12” x 12” x 12	£42.00	£45.00
Vase/tablet/book – up to 18” x 12” x 12”	£62.00	£65.00
Vase/tablet/book – over 18” up to 30” x 12” x 12”	£78.00	£80.00
Registration of BRAMM registered masons	Nil	Nil
Inscription to Baby Headstone (inc.of VAT)	£55.00	£60.00
Memorial Benches (10 year lease) – Prices exclusive of VAT		
5ft hardwood bench, with engraved plaque	£710.00	£710.00
Renewal of 10 year lease (new bench/plaque)	£560.00	£580.00
Granite bench – Four Seasons Garden only	£1,250.00	£1,290.00
Renewal of 10 year lease (existing bench)	£510.00	£525.00
Plaques (10 year lease) – Prices exclusive of VAT		
Bronze plaque	£220.00	£240.00
Renewal for further 10 years	£105.00	£110.00
Granite plaque on Planter – Four Seasons/ Runcorn Cemetery Sundial	£370.00	£375.00

Renewal for further 10 years	£150.00	£155.00
Book of Remembrance – Prices exclusive of VAT		
2 line entry	£91.00	£91.00
3 line entry	£118.00	£118.00
4 line entry	£145.00	£145.00
5 line entry	£172.00	£172.00
6 line entry	£199.00	£199.00
7 line entry	£226.00	£226.00
8 line entry	£253.00	£253.00
Flower designs	£78.00	£78.00
Other designs	£88.00	£88.00
Extra line to existing entry	£45.00	£45.00
Slate Tablets per letter	£3.75	£4.00
Memorial Cards – Prices exclusive of VAT		
2 line entry	£37.00	£37.00
3 line entry	£49.00	£49.00
4 line entry	£61.00	£61.00
5 line entry	£73.00	£73.00
6 line entry	£85.00	£85.00
7 line entry	£97.00	£97.00
8 line entry	£109.00	£109.00
Flower design	£78.00	£78.00
Other designs	£88.00	£88.00
Sanctum Vaults		
10 year lease	£540.00	£575.00
Renewal for further 10 years	£245.00	£260.00
20 year lease	£745.00	£775.00
Renewal for further 20 years	£340.00	£365.00
(includes first placing of remains)		

Monday to Friday (<i>not available Saturday</i>)		
Placing 2 nd casket of remains Monday to Friday (<i>not available Saturday</i>)	£55.00	£60.00
Designs and lettering – Prices exclusive of VAT		
Lettering, per letter	£3.70	£3.80
Small design	£70.00	£75.00
Large design	£95.00	£95.00
Photo tile (portrait – 1 person)	£130.00	£135.00
Photo tile (landscape – 2 persons)	£170.00	£175.00
The Brindley Proposed Hire Fees	2014/15	2015/16
Commercial Hirers (Mon – Thurs) 1 perf or up to 8 hrs	£1,150.00	£1,150.00
Commercial Hirers (Fri/Sat) 1 perf or up to 8 hrs	£1,260.00	£1,260.00
Commercial Hirers (Sun & B/Holidays) 1 perf or up to 8 hrs	£1,380.00	£1,380.00
Commercial Hirers (Mon – Thurs)	£725.00	£725.00
Commercial Hirers (Fri/Sat)	£820.00	£820.00
Commercial Hirers (Sun & B/Holidays) 1 perf or up to 8 hrs	£930.00	£930.00
Commercial Hirers Rehearsal per 4 hrs or part thereof (Mon-Thurs)	£315.00	£315.00
Commercial Hirers Rehearsal per 4 hrs or part thereof (Fri&Sat)	£370.00	£370.00
Commercial Hirers Rehearsal per 4 hrs or part thereof (Sun & B/Holidays)	£420.00	£420.00
Halton Community Hirers (Mon – Thurs)	£675.00	£675.00
Halton Community Hirers (Fri/Sat)	£750.00	£750.00
Halton Community Hirers (Sun & B/Holidays)	£850.00	£850.00
Halton Community Hirers Rehearsal per 4 hrs or part thereof (Mon-Thurs)	£280.00	£280.00
Halton Community Hirers Rehearsal per 4 hrs or part thereof (Fri&Sat)	£330.00	£330.00
Halton Community Hirers Rehearsal per 4 hrs or part thereof (Sun & B/Holidays)	£425.00	£425.00

The Studio		
Per 8 hour performance with technical support (Mon-Thurs)	£365.00	£365.00
Per 8 hour performance with technical support (Fri&Sat)	£425.00	£425.00
Per 8 hour performance with technical support (Sun & B/Holidays)	£490.00	£490.00
Per 4 hour rehearsal with technical support (Mon-Thurs)	£210.00	£210.00
Per 4 hour rehearsal with technical support (Fri&Sat)	£240.00	£240.00
Per 4 hour rehearsal with technical support (Sun & B/Holidays)	£270.00	£270.00
Per 2 hour hire without technical support (Mon-Thurs)	£70.00	£70.00
Per 2 hour hire without technical support (Fri&Sat)	£95.00	£95.00
Per 2 hour hire without technical support (Sun & B/Holidays)	£130.00	£130.00
Per 4 hours dressing room facility (Mon-Thurs)	£130.00	£130.00
Per 4 hours dressing room facility (Fri&Sat)	£185.00	£185.00
Per 4 hours dressing room facility (Sun & B/Holidays)	£245.00	£245.00
Per 8 hours dressing room facility (Mon-Thurs)	£260.00	£260.00
Per 8 hours dressing room facility (Fri&Sat)	£360.00	£360.00
Per 8 hours dressing room facility (Sun & B/Holidays)	£480.00	£480.00
Per 12 hour dressing room facility (Mon-Thurs)	£360.00	£360.00
Per 12 hour dressing room facility (Fri&Sat)	£420.00	£420.00
Per 12 hour dressing room facility (Sun & B/Holidays)	£490.00	£490.00
Sales, Marketing & Admin		
Inclusion within the Brindley season Brochure	£125	£125.00
Inclusion in the Brindley's Monthly Newspaper	£60	£60
Brindley to manage ticket sales	40p per ticket	40p per ticket
Programme/Merchandise sales by hire company	10%	10%
Programme/Merchandise sales by Brindley staff	20%	20%
Admin charge for orders made on behalf of hirer	10% of total order value	10% of total order value

Technical		
Additional technicians	£15 per hour	£15.00
Pre rig (sound, lighting or stage)	£325 Mon - Fri £370 Sat, Sun & BH	£325.00 £370.00
Use of the orchestra pit	£140	£140.00
Smoke Machine	£16.50 per day £33 weekly	£20.00 £40.00
Haze Machine	£16.5 per day £33 weekly	£20.00 £40.00
Radio Microphones	£28 per mic £84 weekly	£28.00 £84.00
1400 Lumen Projector – Studio	£105 per day £335 weekly	£105.00 £335.00
Film Screen – Studio	£22 per day £65 weekly	£22.00 £65.00
Cinema projector & Screen	£170	£170.00
Media Package – projector, dvd, cd & laptop	£50 per day £150 weekly	£50.00 £150.00
Harlequin Dance Floor	£65 per day £200 weekly	£65.00 £200.00
Steinway Grand Piano – (Theatre only) - Without Tune	£110 per day £330 per week	£110 per day £330 per week
Steinway Grand Piano – (Theatre only) - tune	£110 per day Mon to Friday £140 per day Sat & Sun	£110 per day Mon to Friday £140 per day Sat & Sun
Front of House & Hospitality		
Additional Front of House Stewards	£15 per hour	£15.00
Post show bar	£45 – Waived if bar sales over £130	£50.00 – waived if bar sales over £150.
Catering	Prices on application	

Stadium, Libraries and Sports Development	2013/14	2014/15
Library Service Loan charges	Present Charge	Proposed Charge
Talking Books for 3 weeks	£1.20	£1.25
Talking Books for 3 weeks Halton Leisure Card	70p	75p
DVDs Children's collection for 1 week	£1.30	£1.35
Learning for Life Collection non-book items	£1.20	£1.25
Learning for Life Collection non-book items	FREE	FREE
Library Service Fines on overdue items		
Books, Talking books, CDs Learning for Life Collection		
Adult tickets (maximum £2.00 per item)	15p per day	15p per day
Halton Leisure Card (maximum £2.00 per item)	5p per day	5p per day
Children's tickets	no charge	no charge
Young Persons ticket (16-18)	no charge	no charge
DVDs – Adult ticket	50p per day	55p per day
– Halton Leisure Card	20p per day	25p per day
Maximum £3.00 per item		
In addition an administrative charge of 30p (which includes postage) is payable when an overdue reminder is sent. Children's books borrowed on an adult ticket are subject to the adult fine rate.		
Library Service Reservations		
For items currently in stock	FREE	FREE
For items which have to be bought for stock	£2.00 per item	£2.00 per item
For items which have to be bought for stock (HLC)	£1.00 per item	£1.25 per item
For items which have to be obtained through Inter Library Loan or British Library	£8.00 per item	£8.25 per item
For items which have to be obtained through Inter Library Loan or British Library (HLC)	£5.00 per item	£5.25 per item
Printing		
Printing black & white	15p per page	15p per page
Printing black & white (HLC)	10p per page	10p per page
Printing colour	25p per page	25p per page
Printing colour (HLC)	15p per page	15p per page
Photocopies A4	15p per sheet	15p per sheet
Photocopies A3	25p per sheet	25p per sheet
Fax to UK per sheet received	50p per sheet received £1.00 first sheet 25p subsequent sheets	50p per sheet received £1.00 first sheet 25p subsequent sheets
Fax to Europe	£2.00 first sheet 50p subsequent sheets	£2.00 first sheet 50p subsequent sheets
Fax to International	£3.00 first sheet £1.00 subsequent sheets	£3.00 first sheet £1.00 subsequent sheets
Lost tickets – Adults	£1.50	£1.60
Lost tickets – Children and HLC	75p	80p
Room Hire Halton Lea		
Meeting Room 2	£8.75 per hour	£9.00 per hour
Meeting Room 3	£8.75 per hour	£9.00 per hour
Meeting Rooms 2 & 3	£17.50 per hour	£17.75 per hour
Meeting Room 4	£4.25 per hour	£4.50 per hour
Meeting Room 5 – ICT Suite	£8.75 per hour	£9.00 per hour
Meeting Room 6	£6.75 per hour	£7.00 per hour
Meeting Room 7	£5.25 per hour	£5.50 per hour
Room Hire Runcorn		
Meeting Room	£6.50 per hour	£6.75 per hour
Block bookings		

Less 15% in respect of 10 or more bookings made at any one time.		
Free Lettings		
New activities and groups initiated by the Manager may, in their initial period of operation, receive a maximum of 4 free lettings to establish the groups. Subsequent bookings should then be considered a community user paying the appropriate rate.		
Equipment - Training kitchen /Laptops – available by arrangement with the Manager £3 per session		
Private and Commercial Groups - The above charges increased by 25% and 50% respectively and cumulatively. Performing Rights – 5% of the total booking charge (excluding any discount).		
Other - Other than those in 1 or 2, by negotiation with the Manager		
Kingsway Learning Centre	Present Charge	Proposed Charge
Meeting Room 13 Community Rate	£12.75	£13.00
Other Meeting Rooms Community Rate	£6.75	£7.00
Meeting Room 13 Council Standard Rate	£15.75	£16.00
Other Meeting Rooms Council Standard Rate	£8.25	£8.50
Block bookings		
Less 15% in respect of 10 or more bookings made at any one time.		
Free Lettings		
New activities and groups initiated by the Manager may, in their initial period of operation, receive a maximum of 4 free lettings to establish the groups. Subsequent bookings should then be considered a community user paying the appropriate rate.		
Performing Rights		
5% of the total booking charge (excluding any discount)		
Leisure Prices	Present Charge	Proposed Charge
Halton Leisure Card (HLC)	4.00	4.00
SWIMMING		
Adult	3.30	3.40
Junior	1.80	1.90
HLC	2.00	2.10
Under 8s ^admission policy applies		Free
Junior Lessons (10 lessons)	38.00	39.50
Senior Lessons (10 lessons)	39.50	41.00
Aqua class	4.80	4.90
Health suite	5.90	6.00
SPORTSHALL		
Adult	3.60	3.70
Junior	1.80	1.85
Halton Leisure Card	2.15	2.20
ACTIVITY		
Half Hall BB Hire	27.25	28.00
Adult admit fee	2.10	2.20
Junior admit fee	1.10	1.15
HLC admit fee	1.30	1.35
Squash (40 min)	3.40	3.50
Junior Squash	1.70	1.75
Casual Gym/Aerobics	4.80	4.90
Junior Fitness	2.40	2.45
Creche per hour	1.50	1.60
Table Tennis	2.40	2.50
Junior Table Tennis	1.20	1.25

SPECTATOR		
Adult	0.50	0.50
Junior	0.25	0.25
HLC	0.25	0.25
Shower	1.00	1.00
SPECIAL EVENTS		
KLC		
Half Hall Booking	40.00	41.00
Full Hall Booking	80.00	82.00
Gymnasium	31.00	32.00
Creche	24.00	25.00
Swimming Pool	60.00	60.00
Small Pool	45.00	45.00
Studio 1 & 2	30.00	31.00
RSP		
Swimming Pool	50.00	50.00
BROOKVALE RECREATION CENTRE		
Swimming Pool	54.00	55.00
Sportshall Adult	66.50	66.50
Sportshall Junior	38.00	38.00
Half Hall Booking - Adult	34.00	35.00
Half Hall booking - Junior	19.00	20.00
Gymnasium - Adult	29.00	30.00
Gymnasium - Junior	19.50	20.00
Studio	25.00	25.50
Artificial Grass Pitch		
Adult Casual	38.00	39.00
Junior Casual	19.00	19.50
Block Booking		
Adult	33.00	33.50
Junior	16.50	16.75
Hockey Match		
Adult	48.00	48.00
* 9am - 5pm weekend rate available on request		