

## Decision under Delegated Powers

### Charnwood Borough Council: Implementation of New Fees and Charges for Leisure and Culture Budgetary Period 2022/2023

Officer Requesting Decision

Kevin Stanley – Leisure Contract and Business Manager

Officer Making the Decision

Sylvia Wright Head of Leisure and Culture

#### **Recommendation**

To approve the Fees and Charges for 2022/23 as detailed below

- Town Hall Charges as shown in Appendix 1, to be implemented from 1st April 2022.
- Markets and Fairs Charges, plus Street Trading Consents, as shown in Appendix 1 to be implemented from 1st April 2022.
- Charnwood Museum and Carillon Tower charges as shown in Appendix 1 to be implemented from 1st April 2022

#### **Reason and background**

It is customary for the Head of Leisure and Culture to review the fees and charges within the service.

#### **Town Hall**

The Town Hall have reviewed all aspects of their fees and charges for 2022-23, all general charges have been retained at 2021-22 levels. An increase for the production and posting of tickets to encourage digitalisation of 50p per transaction and in line with carbon neutral policy.

Staffing charges will be increased by 2% or in line with the national pay settlement whichever is greater.

A multi-booking discount offered to any local groups wanting to house smaller scale productions over the course of a week in the Victoria Room will continue. This is activated from the second booking onwards and encourages the local groups to use the Town Hall instead of other cheaper venues with poorer facilities.

The venue is still in a recovery phase post Covid so to increase charges in 2022-23 is likely to impact on competitiveness.

## **Markets & Fairs and Town Centre Operations.**

### **Markets**

#### **Regular Traders:**

It is proposed that from 1st April 2022, the stall charges continue for essential traders on both the Thursday and Saturday retail markets at the 2021-22 rates, this is to support the markets recovery post Covid.

During the past 2 years a number of traders have retired, and traders are booking fewer stalls than they had in previous years due to town centre footfall that is still below pre pandemic levels.

A number of initiatives are planned to increase the number of traders, including a return of stalls to Devonshire Square following the completion of the public realm improvement project and the introduction of a Summer Sunday Food and Makers market.

In line with the Green Market action plan a £1 surcharge has been added to the regular charges to encourage reduction of waste.

#### **Additional Charges:**

Service charge for power have been increased by 30% based on estimate of the energy cost forecast.

#### **Discount Schemes:**

It is also recommended that the discounted rent charge under the Try a Trade initiative be retained to encourage and assist new business start-ups on the Retail Markets. This would allow Loughborough Markets to be at the forefront of national trends in encouraging new entrepreneurs and ensuring the Markets are a viable and attractive business platform.

#### **Special markets/events:**

Increases have been made to special/event markets, visiting markets and rival market fees, (see Appendix 1).

### **Loughborough Fair**

It is proposed that Loughborough Fair pitch fees are increased by 2% or other related fees and charges, including caravan and parking permits and cleansing are not increased for the new financial year, to ensure that Loughborough Fair stays competitive with other fairs in the UK. The service charges have been increased by 30% in line with the Council's current energy contract.

## **Street Trading Consents and Town Centre Activity**

Annual Food and Non-Food Street Trading Consents have been maintained at 2021-22 levels with a 30% increase on surcharges.

## **Shopmobility**

Due to the closure of this service the scooters have been disposed of with a small payment received from the third-party supplier who will recondition the scooters for their continued use.

## **Charnwood Museum and Carillon Tower**

The Education Room at Charnwood Museum is primarily used for education purposes, and this remains a key performance indicator for the service.


It is proposed that the hire rates and staffing charges for the Museum spaces be increased by 6% (February CPI figure).

It is proposed that the admission charges for the Carillon Tower does not change; the tower has been closed for the previous three seasons and will be partially reopening this year whilst the Carillon Trust seek funding to redevelop the rooms. Everyone except children under 5 years of age will pay an admission fee of £1.00 to access the museum's upper floors and balcony. The only concessionary rate of 50p will apply to children aged under 5 years; entrance to the ground floor will remain free.

## **Authority for Decision**

Item 1 (page 4) of the delegations to Heads of Service in section 8.2 of the Constitution gives authority to undertake the periodic review of fees and charges raised within their service areas and falling within the scope of the Council's Income and Charging Policy Framework

## **Decision and Date**

  
14.04.2022.

## **Background**

The authority for approving fees and charges has been delegated to the Head of Service for Leisure and Culture.

The proposed fees and charges attached have been put forward having taken into consideration the Council's income and charging policy, the Council's Budgetary process, consultation with, Lead Members, representatives of the National Market Traders Federation, and reference to the Town Hall Business Plan.

The services are required to submit to the Council on a twelve-month cycle a schedule of fees and charges it proposes to implement at the start of each financial year.

The rates may then be subjected to discounts; offered to educational, charitable, and amateur societies or Concessions: offered to young people and Students and OAPs to ensure that the services provide a place for community use.

### **Financial Implications**

The rates have all been carefully reviewed to ensure that they remain competitive for the users and generate the required income levels included in the overall budgets for Leisure and Culture Services for the financial year 2022/23.

### **Risk Management**

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
Failure to meet budgetary targets	Low	Med	Fees & charges have been set to meet income projections in line with competitor rates

Key Decision: No

### **Background Papers:**

List of Town Hall fees and charges

List of Market Fair and Town Centre operations charges

List of Museum charges

**APPENDIX 1**

Loughborough Town Hall	2021-22 Room Hire Rates		Proposed 2022-23 Room Hire Rates
	Monday - Sunday		Monday - Sunday
All day, whole building wedding package (up to 60 people)	£4,500.00		£4,500.00
<b>Main Hall</b>			
	Hourly Rate		Hourly Rate
8.00am -6.00pm	£100.00		£100.00
6.00pm-11.00pm	£155.00		£155.00
11.00pm onwards	£180.00		£180.00
<b>Victoria Room</b>			
	Hourly Rate		Hourly Rate
7am - 01:00	£65.00		£65.00
01:00 - 07:00	£120.00		£120.00
Multi-day package discount, for bookings of 5 days or more, discount from 2nd booking in year onwards	£40 per hour on fit-up days, £40 per hour (min 5 hours) thereafter		£40 per hour on fit-up days, £40 per hour (min 5 hours) thereafter
Party package	£500.00		£500.00
Wedding Ceremony only - Victoria Room	£400.00		£400.00
<b>Beacon Room, Chamber</b>			
	Hourly Rate		Hourly Rate
7am - 11:00pm	£40.00		£40.00
11.00pm - 07:00am	£80.00		£80.00
	Day Rate		£240.00
	Local business rate	£20 p/h for groups under 20	£20 p/h for groups under 20
Wedding Ceremony only	£250.00		£250.00
<b>SOCK Gallery</b>			
	Hourly Rate		Hourly Rate
7am - 11:00pm	£45.00		£45.00
11.00pm - 07:00am	£80.00		£80.00
<b>Balcony Gallery **</b>			
	Hourly Rate		Hourly Rate
7am - 11:00pm	£20.50		£20.50
** This space is exempt from discount			
<b>Ticket Charges</b>	2nd Class Postage - £1		2nd Class Postage - £1.50
	COBO - £1		COBO - £1.50
	E Ticket - Free		E Ticket - Free
	Ticket Booking Fee - £1.50		Ticket Booking Fee - £1.50
Notes: COBO - Collection from Box Office		Zero uplift for general hires, staffing cost increased by 2% or annual pay award	

2022-2023 DISCOUNT ON ROOM HIRE ONLY - ONLY ONE DISCOUNT TO BE APPLIED *		
NO DISCOUNT TO BE APPLIED TO BALCONY GALLERY - NO DISCOUNT TO BE AVAILABLE ON BANK HOLIDAYS		
Not for Profit / CHARITY/Fund Raising / Educational / Local Government	10%	Any day Charitable groups, (reg number required and checked) Not-for-profit organisations (registration number required and checked) Main Hall only: If fundraising for a charity then proof that funds have been distributed appropriately (eg All public sector services (eg Local Government, All UK Education establishments
Charity and Fund Raising	25%	NOT for Main Hall: If fundraising for a charity then proof that funds have been distributed appropriately (eg equivalent to value of discount)
Multiple bookings	15%	Discount for booking in the same contract more than
Amateur 7 day Packages	25.0%	Discount on room hire element
* the Manager's Discretionary Discount may be granted in addition to one of the above, subject to written authorisation by the Town Hall Manager		
DISCRETIONARY	Up to 25%	Justification to be made on a case by case

STALL TYPE	LOCKDOWN PRICES	THURS & SAT	THURS & SAT	THURS & SAT	REASON FOR CHANGE	
	THURS & SAT from 1st - 11th April 2021-22	MARKETS from 12th April 2021-22	MARKETS from 12th April 2021-22	MRKETS fro 1st April 2022 -23		
	REGULAR	REGULAR	CASUAL	REGULAR	CASUAL	
Basic pitch all areas - 10ft or 3x3m (1st April - 31st August NO lights).	15.00	20.00	25.00	20.00	25.00	Retaining rents as per 2022-23
Basic pitch, all areas - 10ft or 3x3m (1st September - 31st March WITH lights).	15.00	22.00	27.00	22.00	27.00	Retaining Rents as per 2022-23
<b>CONCESSIONS</b>						
Devonshire Square Concessions for Regular Traders ONLY receive a 25% discount on all above fees	As above					
Try a Trade scheme. 13 week programme for new start ups. First day of trading free, 50% percent discount on all above Casual fees for consecutive 12 weeks						
Partner/Collaborative working		n/a	10.00		10.00	No increases
Charity stall - one free stall, once per annum per charity						
<b>ADDITIONAL SITE CHARGES</b>						
All areas. Additional trading space (build out). This includes Gazebo overhang as trading space.		n/a	n/a	N/A	N/A	Not applicable unless agreed in writing
Cleansing Service charge per 10ft stall/3x3m gazebo (Fruit/Veg/Fish/Meat traders only)		tbc	tbc	3.70	3.70	No increase
Provision of extra bins for vegetation only, per bin		9.84	9.84	9.84	9.84	To promote/encourage recycling and to support Green Market initiative
Introduction of waste and cleansing charge to all non food traders		1.00	1.00	1.00	1.00	Increase of 50% to bring in-line with "market" rents and to deter unnecessary storage required for market use
Storage in Market Yard per sq/metre		0.60	0.60	0.90	0.90	3% increase rounded up to 10p to cover staffing and maintenance costs
<b>OTHER CHARGES</b>						
All areas minimum pitch charge (stands and demos)		n/a	21.30	22.00	22.00	No increases
Parking Market Yard		6.50	n/a	6.50	n/a	3% increase rounded DOWN to cover staffing and maintenance costs
All Areas. Daily Hand Sellers charge		n/a	11.70	N/A	12.00	30% increase to cover increased energy chnarges
Daily Service Charge (electrics) per appliance		1.90	1.90	2.50	2.50	Currently capped at 3 items
Daily Service Charge (electrics) multiple appliance		5.70	5.70	7.50	7.50	No longer applicable
Loss of Invoice Admin Charge		16.00	n/a	N/A	N/A	No longer relevant
Traders own Stall Lighting per light		n/a	n/a	N/A	N/A	No longer relevant
Extra Tables		n/a	n/a	n/a	n/a	No longer relevant

# MARKET FAIRS - FEES AND CHARGES

1st APRIL 2020 - 31st

FARMERS MARKET - 2nd Wednesday of each month	2021-2022	2022-23	REASON FOR CHANGE
Areas per Stall/Gazebo (includes lighting provision)	£15.00	£15.00	Propose incentives for relaunch including Try a Trade
<b>HOLIDAY VINTAGE &amp; COLLECTORS MARKET</b>			
Areas per Stall/Gazebo (includes lighting provision)	£15.00	£15.00	No increase
Vehicles parked in Market Yard per vehicle per occasion	6.50 inc VAT	£6.50	No increase
Additional trading space (build out) including gazebo cover	Not applicable	N/A	No longer available
<b>SHEPSHED MARKET</b>			
Per stall/pitch charge per day.	£10.00	£12.00	20% increase
Per square metre of stall space or part thereof per day	n/a		
Per person selling charge for every person selling by hand per day	n/a		n/a
Per use of a large stall space basic charge per day	n/a		
Small Trailer	£10.00	£12.00	20% increase
Large Trailer	£20.00	£24.00	
<b>RIVAL MARKETS</b>			
Commercial - per event - one day	£301.00	£310.00	3% rounded up to nearest pound
Non-commercial - per event	£30.00	£31.00	3% rounded up to nearest pound
<b>VISITING MARKETS</b>			
Up to 60 stalls	£540.00	£560.00	£10 per stall , £560 minimum charge. 3% increase rounded up to nearest £10
<b>EVENT MARKETS</b>			
Christmas Light Switch On - Commercial	£30.00	£31.50	5% increase
Christmas Light Switch On - Charity	£10.00	£10.00	No increase
Other Events/Special Markets	£25.00	£26.00	3% rounded up
Partners/Collaborative	£10.00	£10.00	No increase

**APPENDIX 2**

**MARKET & FAIRS FEES & CHARGES 1st APRIL 2022 to 31st MARCH 2023**

**LOUGHBOROUGH FAIR**

<b>Historically charges are based on individual site charges set at a time of ground allocation and are increased annually in line with budgetary requirements. 2022-23 inflationary increase of 2%</b>	<b>2021-20</b>	<b>2022-23</b>	<b>Reasons for change - Inflation</b>
Surcharge to living caravan lettings, to cover waste disposal and site cleansing.	£22.00	£22.00	No increase
Surcharge for each Living Caravan Permit	£43.50	£43.50	No increase
Surcharge for each Parking Permit	£43.50	£43.50	No increase
Pitch fees (vary per showperson due to location and pitch size). See rent sheet 2022-23 2% Increase		2% uplift	
Hand seller permits	£46.40	£46.40	No increase
Surcharge for use of Council generators.	£55.00	£71.50	30% increase due to increased energy charges
Standard service charge for use of town centre electric supplies per socket.	£55.00	£71.50	30% increase due to increased energy charges
Late payment fee (For payments after the end of September)	£32.70	£32.70	No increase
Admin fee for change of large rides after closing date of the 30th September.	£168.60	£168.60	No increase
Admin fee for change of medium to small rides and kiosk after closing date of 30th September.	£83.75	£83.75	No increase
Admin fee for transfer of rights and sublets	£32.70	£32.70	No increase
Admin fee for assistance of form completion.	£32.70	£32.70	No increase
Penalty charge for failure to close, at the official stated time.	£163.20	£163.20	



# MARKET & FAIRS FEES & CHARGES 1st APRIL 2022 to 31st MARCH 2023

## PUBLIC CONVENIENCES

<b>TOILETS</b>			<b>2021-22</b>	<b>2022-23</b>	<b>Reasons for change</b>
Use of toilets			20p	20p	No increase

## FIXED PRICE ENTRY



**APPENDIX 2**  
**MARKET & FAIRS FEES & CHARGES 1st APRIL 2022 to 31st MARCH 2023**  
**TOWN CENTRE OPERATIONS**

<b>STREET TRADING CONSENTS &amp; LOCAL COMMERCIAL ACTIVITY</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-23</b>	<b>Reasons for change</b>
Annual Food Street Trading Consent.	£1,690.00	£1,600.00	£1,600.00	No increase
Daily Food Street Trading Consent.	£48.00	£40.00	£40.00	No increase
Annual Non-Food Street Trading Consent.	£1,161.00	£1,100.00	£1,100.00	No increase
Daily Non-Food Street Trading Consent.	£37.00	£37.00	£37.00	No increase
Commercial Town Centre Activity per day.	£71.00	£71.00	£71.00	No increase
Charity booking via an agency	£71.00	£71.00	£71.00	No increase
Charity booking direct from a registered charity	£37.00	£37.00	£37.00	No increase
Service Charge (electrical) (per day)	£3.60	£4.00	£5.20	Adjusted by 30% to cover increased in energy supply cost.
Staff labour cost at third party events on Sundays (per hour)	£63.50	tbc	tbc	In line with staff charges

**Note - Payment plans may be available for annual food and non-food trading consents. Please contact Town Centre Operations on 01509 634713 or email [tco@charnwood.gov.uk](mailto:tco@charnwood.gov.uk) for further details.**

**APPENDIX 2**

**MARKET & FAIRS FEES & CHARGES 1st APRIL 2022 to 31st MARCH 2023**

**SHOPMOBILITY**

<b>SHOPMOBILTY</b>	<b>2021-2022</b>	<b>Reasons for change</b>
This service is no longer available - Scooters sold to company who can refurbish them to allow future use		

## Appendix 3

	2021/22 rates propose only staffing costs be increased (2%) due to Covid-19	2022-2023 (6% - rounded up/down as appropriate)	
<b>Charnwood Museum and Carillon Tower charges</b>			
<b>Museum Education Room</b>			
Day charge (Hourly)	£13.80	£14.60	
Concessions	£9.20	£9.75	
<b>Museum Education Room Evening charge (Hourly)</b>			
Community Groups	£23.00	£24.40	
Not for profit organisations	£28.20	£29.90	
Commercial	£39.40	£41.80	
Additional staff	£13.25	£14.00	
<b>Museum Hire</b>			
<b>Evenings only (Hourly)</b>			
Community Groups	£28.70	£30.40	
Not for profit organisations	£39.20	£41.60	
Commercial	£56.30	£59.70	
Additional staff	£13.25	£14.00	
Additional room hire	£15.25	£16.20	
<b>Special Activity</b>			
Sleepovers (Organised Groups only)	£500.00	£530	
<b>Commission Charges</b>			
Retail Sales	30%	30%	Standard commission in line with Town Hall
Artwork Sales	30%	30%	
<b>Carillon Tower Admissions</b>			
Adult admissions	£1.00	£1.00	No Change - Tower has been closed for the previous 2 seasons, consider increased charge once Museum is reinstated
Concessions	£1.00	£1.00	
Children under 5	50p	50p	
Ground Floor	Free	Free	
<b>Discounts</b>			
Manager's Discretionary Discount	Up to 20 %	Up to 20 %	Agreed on a case by case basis