

# EAST AYRSHIRE COUNCIL

CABINET – 26 MARCH 2008

## CHARGES FOR COMMUNITY USE OF COUNCIL PREMISES 2008/09

### Report by Executive Director of Educational and Social Services and Executive Director of Neighbourhood Services

#### 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to inform Cabinet of a review which will be undertaken in respect of the Council's letting policy and to seek approval for the revision of charges for the use of Council accommodation by community groups for financial year 2008/09.

#### 2. BACKGROUND

##### 2.1 Letting Charges

The Letting Policy identifies groups and organisations which the Council wishes to support in kind, through the offer of subsidised access to Council accommodation. The Letting Policy takes account of the final budget available and in terms of outwith hours use of schools, the cost associated with this. The limited resources are managed through the application of a Letting Plan across the Council area.

- 2.2 Educational services operate a Letting Plan which takes account of regular use of facilities and other facilities available locally. The plan endeavours to balance access, rationalise use of establishments and seeks to minimise the occasions where an establishment is open for only one user group.

The Council supports a large number of community groups through the letting of its premises and in the last financial year 15,588 lets were processed by staff in the Community Learning and Development Service.

##### 2.3 Leisure Services : Sports Facilities

Leisure Services manage several sports halls, each is staffed throughout its opening hours and staff organise and promote sports and leisure activities. Activities are offered on a 'pay-and-play' basis with a balance of individual bookings and regular club bookings throughout the programme.

##### 2.4 Leisure Services : Community Halls

The Community Halls managed by Leisure Services utilise the discounted rates in the Letting Policy, however, increasingly activities are promoted in these facilities (children's parties, fitness sessions etc) to ensure that facilities are well used and income is maximised.

### **3. REPORT**

- 3.1** The Letting Policy in East Ayrshire presently recognises 7 separate categories of lets which differentiate the level of subsidy offered to each group or organisation. The proposed charges in respect of access to facilities managed by the Department of Neighbourhood Services is set out in schedule 1. Schedule 2 sets out the proposed charges for facilities which are managed through the Department of Educational and Social Services. Schedule 3 sets out the Letting Policy.
- 3.2** In order to provide clarity for Members, schedule 4 sets out the range of Council premises and the current management arrangements in respect of these. For ease of reference, schedule 5 sets out the community facilities where the letting is devolved to community associations.
- 3.3** There is sometimes confusion by the general public about the different charges associated with different facilities. The variation in charges generally reflects the different staffing requirements and access to resources within these existing facilities. However, it is recognised that there are a number of aspects of the Letting Policy which now requires to be reviewed. This would include:
- (i) the seven categories in the Letting Policy;
  - (ii) the opportunity to review the consistency of arrangements across the Council;
  - (iii) the future arrangements in respect of community use of PPP schools and;
  - (iv) a review of the current arrangements whereby community associations have devolved responsibility to arrange letting within community centres.

The outcome of this review will be brought to a future Cabinet meeting.

### **4. FINANCIAL IMPLICATIONS**

- 4.1** In terms of educational premises, in excess of 90% of all lets administered are in receipt of a 90% subsidy on the rates charged ie category 5 or over. On average, these groups currently pay £4.60 an hour. It is proposed to increase this to £4.74.
- 4.2** In respect of community halls, managed through the Department of Neighbourhood Services, the increase that is proposed will also raise income by an average of approximately 3%.

### **5. PERSONNEL IMPLICATIONS**

- 5.1** Nil.

## **6. COMMUNITY PLANNING IMPLICATIONS**

- 6.1** Actively promoting the access to, and use of, Council premises is a key objective within the promoting community learning theme of East Ayrshire's Community Plan.

## **7. POLICY/FINANCIAL IMPLICATIONS**

- 7.1** The review of charges is in line with the Council's policy of charging for services.

## **8. RISK MANAGEMENT IMPLICATIONS**

- 8.1** Lessees are advised of their responsibilities in conditions of let and guidance notes.

## **9. RECOMMENDATIONS**

- 9.1** It is recommended that Members of Cabinet:

- (i) agree implementation of the revised charges for Council premises managed through Neighbourhood Services as of 1 April 2008;
- (ii) agree implementation of the revised charges for the use of premises managed through the Department of Educational and Social Services as of 1 August 2008;
- (iii) ask officers to return to Cabinet with the outcome of the review as set out in section 3.3 of the report as they are concluded; and
- (iv) otherwise note the content of the report

Graham Short  
Executive Director of Educational and Social Services

21 February 2008  
KG/JP

### **LIST OF BACKGROUND PAPERS**

Nil

Members wishing further information should contact Kay Gilmour, Head of Service : Community Support, Tel: (01563) 576104 or John Griffiths, Tel: (01563) 578179.

### **IMPLEMENTATION OFFICERS**

**KAY GILMOUR, HEAD OF SERVICE : COMMUNITY SUPPORT**  
**JOHN GRIFFITHS, HEAD OF LEISURE SERVICES**

**PROPOSED CHARGES FOR COMMUNITY HALLS MANAGED  
THROUGH THE DEPARTMENT OF NEIGHBOURHOOD SERVICES**

<b>Charges</b>		<b>Full Economic Cost</b>	<b>Category 5 Charge</b>
<b>Large Units</b>	Not applicable as none of the facilities managed come into this criteria.	N/A	<b>N/A</b>
<b>Medium Units</b>	Medium Sized Halls	£42.00 per hour	<b>£4.20 per hour</b>
<b>Small Units</b>	Small Halls Meeting Rooms General Purpose Rooms	£35.00 per hour	<b>£3.50 per hour</b>
<b>NB</b> - 1. Kitchens used in conjunction with the use of another unit are free of charge. 2. Any additional janitorial/cleaning costs will require to be charged separately.			

**PROPOSED CHARGES FOR GAMES HALLS MANAGED  
THROUGH THE DEPARTMENT OF NEIGHBOURHOOD SERVICES**

**SPORTS FACILITY CHARGES**

**1. Sports Hall**

	<b>07/08 £</b>	<b>08/09 £</b>
Full Hall – Adult (Off Peak)	11.50	12.00
Full Hall – Adult (Peak)	18.00	20.00
Full Hall – Concession (Off Peak)	5.75	6.00
Full Hall – Concession (Peak)	10.00	12.00
Badminton Court – Adult (Off Peak)	3.25	3.50
Badminton Court – Adult (Peak)	4.25	4.50
Badminton Court – Concession (Off Peak)	1.75	2.00
Badminton Court – Concession (Peak)	3.25	3.50
Table Tennis – Adult (Off Peak)	2.25	2.50
Table Tennis – Adult (Peak)	3.25	3.50
Table Tennis – Concession (Off Peak)	1.25	1.50

Table Tennis – Concession (Peak)	3.25	3.50
Conditioning Room – Adult (Off Peak)	2.25	2.50
Conditioning Room – Adult (Peak)	2.50	2.75
Squash – Adult (Off Peak)	3.25	3.50
Squash – Adult (Peak)	4.25	4.50
Squash – Concession (Off Peak)	1.75	2.00
Children's Sessions	1.25	1.25
Commercial Hire – Main Hall	14.00	14.00

## 2. Children's Parties & Soft Play

	07/08 £	08/09 £
Bouncy Castle – 20 minute session	0.60	0.60
Bouncy Castle – 1 hour session	1.50	1.50
Kids Play Party – Maximum 2 hours (Minimum Charge £45.00)	2.25 per child	2.25 per child
Funtastic Themed Children's Parties	31 – 40 Children £3.70 per child	31 – 40 Children £3.70 per child
	21 – 30 Children £3.95 per child	21 – 30 Children £3.95 per child
	10 – 20 Children £4.20 per child	10 – 20 Children £4.20 per child
Disco Bounce Party	130.00	130.00
Disco Bounce Party With Additional Castle	150.00	150.00
Adventure World Party	90.00	90.00
Discomania Children's Parties	150.00	150.00
Airzone Party	175.00	175.00

## 3. Fitness Classes

Adult Classes	Per Class 07/08 £	Per Class 08/09 £
Pedal Power	2.75	Schedule 1 3.00
Personal Training	15.00	15.00
Gym Induction	10.00	10.00

Under Sixteen Classes	07/08 £	08/09 £
Teen Fit	1.50	1.50
Dance Class	1.50	1.50

<b>Gym Membership</b>	<b>07/08 £</b>	<b>08/09 £</b>
3 Month Gym Membership Card	50.00	55.00
6 Month Gym Membership Card	100.00	100.00
Annual Gym Membership Card	180.00	180.00

#### 4. Pitch Hire Charge

	<b>07/08 £</b>	<b>08/09 £</b>
Over 19's per match	24.50	25.50
Over 19's training	19.00	20.00
Under 19's per match	14.00	14.75
Under 19's training	11.00	12.00
Soccer 7's per hour	7.75	8.00
<b>Broomfield Floodlight Soccer 7's (½ Pitch)</b>		
Over 18's per 1½ hours training session	34.00	35.00
Under 18's per 1½ hours training session	23.50	24.50
<b>Broomfield Floodlight (Full Pitch)</b>		
Over 18's per 1½ hours Game	50.00	50.00
Under 18's per 1½ hours Game	40.00	40.00
Murray Park, Muirkirk (Synthetic Pitch)		
Murray Park – Adult (Peak)	17.50	18.00
Murray Park – Adult (Off Peak)	9.00	9.00
Murray Park – Junior (Peak)	9.00	9.00
Murray Park – Junior (Off Peak)	5.00	5.00
<b>Fun Fairs – Lease of Land</b>		
Kilmarnock (per week)	1700.00	1800.00
Cumnock (per week)	700.00	750.00
Other Areas (per week)	550.00	600.00
<b>Horse/Cattle Shows</b>		
Lease of Scott Ellis Playing Fields	325.00	350.00

Match charges remain lower than the national average.

5. **Staging & Equipment Hire**

	<b>07/08 £</b>	<b>08/09 £</b>
Table	1.50	2.00
Chair	0.75	0.75
Delivery	27.50	30.00
Addabox	10.00	12.00
<b>New Staging – Community Groups</b>		
Hire	25.00 per Unit	27.00 per unit
Delivery	55.00	60.00
Construction	27.00 per hour	30.00 per hours
<b>New Staging – Commercial Hire</b>		
Hire	30.00 per Unit per day	32.00 per unit per day
Delivery	55.00	60.00
Construction	30.00 per hour	30.00 per hour

6. **Doon Valley Swimming Pool**

	<b>07/08 £</b>	<b>08/09 £</b>
Adult Swim	1.15	2.30
Concession Swim	0.60	1.20
Juvenile Swim	0.55	1.20
Child Swimming Lesson (block of eight)	8.00	19.00
Adult Swimming Lesson (block of eight)	12.00	19.00
Primary School Lessons (per child)	1.00	1.10
Children's Activity Session	1.00	1.25
Aqua Aerobics	2.00	2.75
Pool Hire (per hour)	12.00	20.00
Pool Party (2 hours)	N/A	40.00
Gym (per hour)	N/A	2.75
Gym and Swim 3 Month Card	N/A	£65.00

<b>Charges</b>		<b>Full Economic Cost</b>	<b>Category 5 Charge</b>
<b>Large Units</b>	Including - assembly halls, main halls, dining halls, games halls, theatres, lecture halls and swimming pools	<b>£55.70 per hour</b>	<b>£5.60 per hour</b>
<b>Medium Units</b>	Including - small halls, gymnasias and kitchens	<b>£47.40 per hour</b>	<b>£4.74 per hour</b>
<b>Small Units</b>	Including - classrooms, general purpose rooms, meeting rooms, workshops, dressing rooms and staff rooms	<b>£39.20 per hour</b>	<b>£3.90 per hour</b>
<b>Pitches Under 16s</b>	All weather pitches, small and large, including showering facilities	<b>£26.50 Per Hour (Large)</b>	<b>£13.25 Per Hour (Small)</b>
<b>Pitches Over 16s</b>	All weather pitches, small and large, including showering facilities	<b>£52.85 Per Hour (Large)</b>	<b>£26.50 Per Hour (Small)</b>
<b>NB - Any additional janitorial/cleaning costs will require to be charged separately</b>			

The charges shown above relate to the Full Economic Cost and Category 5, which 90% of the Department's lets are processed at. However, we currently operate within 7 categories which are shown in Schedule 3.

**East Ayrshire Council**  
**Letting Policy 2008/2009**

<b>Category 1</b>	<p><b>Special Commercial Events – Negotiated Rate</b></p> <ul style="list-style-type: none"> <li>Any special Events run on a commercial basis; for example Commercial concerts or Commercial Dances – i.e. large scale events</li> </ul>
<b>Category 2</b>	<p><b>Standard Commercial Events – Full Economic Rate (FER) plus 15%</b></p> <ul style="list-style-type: none"> <li>All commercial lets run for financial gain or profit by individuals or commercial organisations; for example Sales, Exhibitions or Fairs, Fashion Shows.</li> </ul>
<b>Category 3</b>	<p><b>Fund-raising and Social Events – 50% of FER</b></p> <ul style="list-style-type: none"> <li>Community or private events run for social, not financial gain; for example weddings, birthday parties, organisation's social; events.</li> <li>Fund-raising events run by youth, voluntary, charitable and not for profit organisations.</li> <li>Recreational commercial lets run on a regular basis targeting young people.</li> <li>Departmental use outwith the letting plan.</li> <li>MP Surgeries.</li> <li>Lets which are outwith the establishment's letting plan.</li> <li>Councillors surgeries outwith the establishment's letting plan.</li> </ul>
<b>Category 4</b>	<p><b>Parents Groups fund-raising - 20% of FER</b></p> <ul style="list-style-type: none"> <li>Fund-raising events run by Parents Organisations in support of their school activities – a maximum of 2 per year per school.</li> </ul>
<b>Category 5</b>	<p><b>Regular Meetings – 10% of FER</b></p> <p>Within the establishment's letting plan:</p> <ul style="list-style-type: none"> <li>Regular community group lets e.g. mothers and toddlers, sports groups, school activities, youth groups, community councils, church groups and community group committee meetings;</li> <li>Meetings of political groups (including business of political parties) and trade unions.</li> </ul>
<b>Category 6</b>	<p><b>Priority Areas, as identified in Regeneration Strategy – 50% of Category 5 Charge</b></p> <ul style="list-style-type: none"> <li>All groups named in above category 5</li> </ul>
<b>Category 7</b>	<p><b>100% Remission of Rate</b></p> <ul style="list-style-type: none"> <li>Departmental use of their own premises, within the letting plan;</li> <li>Councillors surgeries within the establishment's letting plan.</li> </ul>
<b>Elections</b>	<p>In respect of the use of Council premises for all elections, charges will be set in accordance with National Provisions in force.</p>

## Council Premises and Current Management Arrangements Educational and Social Services

<b>The following establishments letting arrangements are managed by the Community Learning and Development Central Letting Team who are based in the Gateway Centre , Kilmarnock</b>			
Auchinleck Academy	Dalrymple Primary School	Netherthird Primary School	Bellsbank Nursery and Family Centre
Cumnock Academy	Darvel Primary School	New Farm Primary School	Cairns Nursery School
Doon Academy	Drongan Primary School	Newmilns Primary School	Catrine Nursery School
Grange Academy	Dunlop Primary School	Ochiltree Primary School	Crosshouse Nursery School
James Hamilton Academy	Fenwick Primary School	Onthank Primary School	Darvel Nursery School
Kilmarnock Academy	Galston Primary School	Patna Primary School	Drongan Nursery School
Loudoun Academy	Gargieston Primary School	Shortlees Primary School	Flowerbank Nursery and Family Centre
St Joseph's Academy	Greenmill Primary School	Silverwood Primary School	Galston Nursery School
Stewarton Academy	Hillhead Primary School	Sorn Primary School	Hillbank Nursery and Family Centre
Annanhill Primary School	Hurlford Primary School	St Columba's Primary School	Kilmaurs Nursery School
Auchinleck Primary School	Kilmaurs Primary School	St John's Primary School	Netherthird Nursery and Family Centre
Barshare Primary School	Kirkstyle Primary School	St Matthew's Primary School	New Cumnock Nursery School
Bellfield Primary School	Lainshaw Primary School	St Patrick's Primary School	Onthank Nursery School
Bellsbank Primary School	Littlemill Primary School	St Sophia's Primary School	Riccarton Nursery School
Cairnhill Primary School	Loanhead Primary School	St Xavier's Primary School	Shortlees Nursery & Family Centre
Castle Primary School	Logan Primary School	Hillside School	Barrhill Community Education Centre
Catrine Primary School	Mauchline Primary School	Park School	Gateway Community Education Centre
Crosshouse Primary School	Mount Carmel Primary School	Witchhill School	Gatehead Village Hall
Crossroads Primary School	Muirkirk Primary School	Woodstock School	Bellsbank Community Wing
Dalmellington Primary School	Nether Robertland PS	Auchinleck Nursery School	

## Neighbourhood Services

<b>The following establishments are managed by Neighbourhood Services</b>			
Bellfield Community Centre	Catrine Games Hall		
Cumnock Town Hall	Drongan Games Hall		
Darvel Town Hall	Gavin Hamilton Sports Centre, Darvel		
Fulton Hall, Fenwick	Hunter Fitness Suite, Kilmarnock		
Institute Hall, Stewarton	Mauchline Games Hall		
The Jougs, Kilmaurs	Muirkirk Games Hall		
Morton Hall, Newmilns	New Cumnock Games Hall		
	Patna Games Hall		
	Doon Valley Swimming Pool		

## *Community Facilities Managed By Community Associations*

### *Community Education Centres*

Ardbeg Community Education Centre (Knockinlaw)	Mauchline Community Education Centre
Auchinleck Community Education Centre	Muirkirk IFE Wing
Bonnyton Community Education Centre	Netherthird Community Wing
Catrine Community Education Centre	New Cumnock Community Education Centre
Crookedholm Community Education Centre	New Farm Loch Community Education Centre
Crosshouse Community Education Centre	New Farm Loch Community Education Centre
Dalmellington Community Education Centre	Ochiltree Community Education Centre
Dalrymple Community Education Centre	Onthank Community Education Centre
Drongan Community Education Centre	Patna Community Education Centre
Galston Community Education Centre	Rankinston Community Education Centre
Gatehead Village Hall	Riccarton Community Education Centre
Hareshaw Community Education Centre	Shortlees Community Education Centre
Hurlford Community Education Centre	Stewarton Community Education Centre
Kilmaurs Community Education Centre	
Logan Centre	