

EAST AYRSHIRE COUNCIL

CUMNOCK AREA LOCAL COMMITTEE - 9 SEPTEMBER 2004

LETTING POLICY FOR COMMUNITY USE

Joint 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 clarify for members of the Cumnock Area Local Committee the criteria for determining the costs of lets for East Ayrshire Council premises, across the relevant Council departments.

2. BACKGROUND

- 2.1 At the 25th March 2004 meeting of the Cumnock Area Local Committee, an issue was raised by a community representative of the Local Committee seeking clarification of the criteria for determining the costs of lets for East Ayrshire Council premises, across the relevant Council departments.

3. REPORT

- 3.1 Letting charges are reviewed annually. A report to review charges in the letting policy for community use was presented to the Education Committee of 23 March 2004 by the Executive Director of Educational and Social Services.
- 3.2 Charges for facilities managed by the Neighbourhood Services Department, which include Cumnock Town Hall and sports facilities, were approved by the Community Services Committee on 5th February 2004.
- 3.3 The Letting Policy identifies groups and organisations which the Council wishes to support in kind through the offer of subsidised access to Council accommodation.
- 3.4 Within the Department of Educational and Social Services, the Letting Policy takes account of the finite budget available to open schools outwith school hours to community groups, by the application of a Letting Plan across the Council area.
- 3.5 The Letting Plan takes account of regular use of facilities and other facilities available locally. The Plan endeavours to balance access, maximise the use of establishments and seeks to minimise the occasions when an establishment is open for only one user group.

- 3.6** The Council supports a large number of community groups through the letting of premises. In the last financial year in excess of 14,500 lets were processed by the Community Learning and Development Service for educational establishments across the Council area.
- 3.7** 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 Letting Policy is attached as Appendix 1.
- 3.8** The Letting of Community Education Centres is devolved by the Department of Educational and Social Services to local Community Associations. Individual Community Education Centres are let by Community Associations who set their own charges which are reviewed annually at Community Association Annual General Meetings.
- 3.9** Neighbourhood Services facilities are managed by the Leisure Services Division of the Neighbourhood Services Department with charges and booking policies approved by the Council's Community Services Committee.

4. FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

5. LEGAL IMPLICATIONS

5.1 Nil

6. POLICY IMPLICATIONS

6.1 Current letting charges are in line with the Council's policy of charging for services.

7. RECOMMENDATIONS

7.1 It is recommended that the Cumnock Area Local Committee:

- (i) note the contents of this report.

John Mulgrew
Executive Director of Educational and Social Services

William Stafford
Executive Director of
Neighbourhood Services

BH/MM
18 August 2004

LIST OF BACKGROUND PAPERS

Nil

Members wishing further information should contact Kay Gilmour, Head of Community Support, Tel: (01563) 576104 or John Griffiths, Head of Leisure Services on 01563 576264

IMPLEMENTATION OFFICER: KAY GILMOUR

East Ayrshire Council
Proposed Letting Policy 2004/2005

Category 1 - Special Commercial Events - Negotiated Rate

- Any Special Events run on a commercial basis; for example Commercial concerts or Commercial dances i.e. large scale events

Category 2 - Standard Commercial Events - Full Economic Rate (FER) plus 15%

- All commercial lets run for financial gain or profit by individuals or commercial organisations; for example Sales, exhibitions or fairs, fashion shows.

Category 3 - Fund-raising and Social Events - 50% of FER

- Community or private events run for social, not financial gain; for example weddings, birthday parties, organisation's social events
- Fund-raising events run by youth, voluntary, charitable and not for profit organisations.
- Recreational commercial lets run on a regular basis targeting young people
- Departmental use outwith the letting plan
- MP surgeries
- Councillors surgeries outwith the establishment's letting plan

Category 4 - Parents Groups fund-raising - 20% of FER

- Fund-raising events run by Parents Organisations in support of their school activities - a maximum of 2 per year per school.

Category 5 - Regular meetings - 10% of FER

Within the establishment's letting plan:

- Regular community group lets e.g. mother and toddlers, sports groups, school activities youth groups, community councils, church groups and community group committee meetings;
- Meetings of political groups (including business of political parties) and trades unions

Category 6 - Priority Areas, as identified in Regeneration Strategy - 50% of Cat 5 Charge

- all groups named above in Category 5

Category 7 - 100% Remission of rate

- Departmental use of their own premises, within the letting plan
- Councillors surgeries within the establishment's letting plan.

Elections

In respect of the use of Council premises for all elections, charges will be set in accordance with National Provisions in force.

Charges

Large Units - including assembly halls, main halls dining halls, games halls, theatres, lecture halls and swimming pools. - **£44 per hour**

Medium Units - including small halls, gymnasia and kitchens - **£37 per hour**

Small Units - including classrooms, general purpose rooms, meeting rooms, workshops, dressing rooms and staff rooms - **£31 per hour**

NB - Any additional janitation/cleaning costs will require to be charged separately.