

**REPORT TO:** Cabinet Member for Resources, Enterprise and Economic Development

**DATE:** 6<sup>th</sup> November 2018

**DEPARTMENT:** Place Shaping & Economic Growth

**REPORTING OFFICER:** Executive Officer – Strategic Property and Major Projects  
*Nigel Thompson* (Strategic Property Manager)

**SUBJECT:** **Fees and Charges 2019-2020**  
**Ripon Town Hall, Knaresborough House, Pateley Bridge Former Council Offices & Conyngham Hall Business Centre, Knaresborough**

**WARD/S AFFECTED:** All

**FORWARD PLAN REF:** N/A

---

## **1.0 PURPOSE OF REPORT**

- 1.1 The purpose of this report is to seek approval for the period 1 April 2019 to 31 March 2020 for;
- i) Room hire charges at, Ripon Town Hall, Knaresborough House and Pateley Bridge Former Council Offices;
  - ii) Office services, the provision of associated services and telephone and internet service charges at Conyngham Hall Business Centre.

## **2.0 RECOMMENDATIONS**

- 2.1 That the Cabinet Member for Resources, Enterprise and Economic Development agrees the new schedule of charges for 2019 – 2020, for
- 1) Room hire charges at Ripon Town Hall, Knaresborough House, Pateley Bridge Former Council Offices and Office services and the provision of associated services at Conyngham Hall Business Centre, as set out in Appendix 1,2,3 and 4 of this report, which incorporates an overall **2.5%** increase in line with corporate targets;
  - 2) Telephone and internet service charges at Conyngham Hall Business Centre as set out in Appendix 5 of this report which incorporates an overall **7.5%** increase in line with market rates.

### 3.0 RECOMMENDED REASONS FOR DECISIONS

- 3.1 To increase the standard hire charges at Ripon Town Hall, Knaresborough House, Pateley Bridge Former Council Offices and Office services, the hire of the function room the provision of associated services at Conyngham Hall Business Centre is in line with the Council's approved financial strategy for 2019/20, which proposes a guideline increase of **2.5%**.
- 3.2 To increase telephone and internet service charges at Conyngham Hall Business Centre incorporates an overall 7.5% increase in line with market rates.
- 3.3 To increase charges will contribute to the income generated by the Council and support financial targets, as set out in the Council's draft budget for 2019 - 2020.

### 4.0 ALTERNATIVE OPTIONS CONSIDERED AND RECOMMENDED FOR REJECTION

- 4.1 To increase current charges for room hire, office services, the hire of the function room and the provision of associated service beyond the 2.5% corporate target –  
It is considered that this option would result in the premises being uncompetitive at a time when existing and potential clients are facing significant budget reductions and are increasingly cost conscious.
- 4.2 Not to increase current charges for room hire, office services, the hire of the function room and the provision of associated service by the 2.5% corporate target –  
Not to increase hire charges would be against the approved 2018/19 budget strategy
- 4.3 Not to increase the telephone and internet charges at Conyngham Hall by 7.5% -  
This would not be in line with the market rates from service providers and would result in costs being greater than income.

### 5.0 PROPOSED CHARGES

- 5.1 The following Appendices set out the proposed charges for the period from 1 April 2019 to 31 March 2020, -

**Appendix 1** – Ripon Town Hall which include a **2.5%** increase in accordance with the Council's budget strategy.

**Appendix 2** – Knaresborough House which include a **2.5%** increase in accordance with the Council's budget strategy.

**Appendix 3** – Pateley Bridge Former Council Offices which include a **2.5%** increase in accordance with the Council's budget strategy.

**Appendix 4** – Conyngham Hall Office services, the hire of the function room and the provision of associated services which include a **2.5%** increase in accordance with the Council's budget strategy.

**Appendix 5** – Conyngham Hall Telephone and internet charges which include **7.5%** increase ensuring that charges are in line with market rate.

## 6.0 REQUIRED ASSESSMENTS AND IMPLICATIONS

6.1 The following were considered: Financial Implications; Human Resources Implications; Procurement and Legal Implications; ICT Implications; Strategic Property/Asset Management Considerations; Risk Assessment; Equality and Diversity (the Public Sector Equality Duty and impact upon people with protected characteristics). If applicable, the outcomes of any consultations, assessments, considerations and implications considered necessary during preparation of this report are detailed below.

### 6.2 Financial Implications

Consultation with finance staff was undertaken during the preparation of this report and their comments taken into account in the proposed recommendations.

### 6.3 Risk assessment

Not agreeing the proposed fees and charges for Conyngham Hall Business Centre 2019-2020 – This would place Conyngham Hall Business Centre in an unsustainable economic position. Higher charges for the hire of the function room and the provision of associated services would leave the Hall in an uncompetitive position, resulting in less use of office services, reductions in conference room hire and loss of income. Reduced charges would result in costs being substantially greater than income, with detrimental consequences for the Council's budget. Not agreeing to telephone and internet charges would also result in a loss of income as charges would not be comparable with market rates.

## 7.0 CONCLUSIONS

7.1 The standard hire charges at Ripon Town Hall, Knaresborough House, Pateley Bridge Former Council Offices and Office services, the hire of the function room the provision of associated services at Conyngham Hall Business Centre and set out in the Appendices 1, 2, 3 and 4 reflect a **2.5%** increase for the period 1 April 2019 to 31 March 2020.

7.2 Telephone and internet service charges at Conyngham Hall Business Centre as set out in Appendix 5 reflect a **7.5%** increase in line with market rates.

7.3 The fees and charges set out at Appendices 1-5 are therefore recommended for approval by Cabinet Member for Resources, Enterprise and Economic Development.

**Background Papers - None**

<p><b>OFFICER CONTACT:</b> Please contact Nigel Thompson, Asset Manager if you require any further information on the contents of this report. The officer can be contacted at Harrogate Borough Council, Knapping Mount, West Grove Road, Harrogate, HG1 2AE by telephone on 01423 556657 or by Email – nigel.thompson-dts@harrogate.gov.uk</p>
--

# **APPENDIX 1**

## **PROPOSED STANDARD HIRE CHARGES FOR RIPON TOWN HALL COUNCIL CHAMBER**

Applicable from 1 April 2019 – 31 March 2020

## RIPON TOWN HALL COUNCIL CHAMBER

General Lettings	Monday-Friday		Saturday, Sunday, Bank Hols.	
	April 18 – Mar 19	April 19 – Mar 20	April 18 – Mar 19	April 19 – Mar 20
Mornings	157.00	<b>161.00</b>	207.50	<b>213.00</b>
Afternoons	157.00	<b>161.00</b>	207.50	<b>213.00</b>
All Day (Morn/Aft)	207.50	<b>213.00</b>	321.50	<b>329.50</b>
Evenings	207.50	<b>213.00</b>	321.50	<b>329.50</b>
Aft/Evg	289.50	<b>297.00</b>	422.50	<b>433.00</b>
Morn/Aft/Evg	330.00	<b>338.50</b>	515.00	<b>528.00</b>

Local Lettings	Monday-Friday		Saturday, Sunday, Bank Hols.	
	April 18 – Mar 19	April 19 – Mar 20	April 18 – Mar 19	April 19 – Mar 20
Mornings	90.50	<b>93.00</b>	104.50	<b>107.50</b>
Afternoons	90.50	<b>93.00</b>	104.50	<b>107.50</b>
All Day (Morn/Aft)	157.00	<b>161.00</b>	207.50	<b>213.00</b>
Evenings	157.00	<b>161.00</b>	207.50	<b>213.00</b>
Aft/Evg	196.50	<b>201.50</b>	248.50	<b>255.00</b>
Morn/Aft/Evg	249.50	<b>256.00</b>	330.00	<b>338.50</b>

Charity Lettings	Monday-Friday		Saturday, Sunday, Bank Hols.	
	April 18 – Mar 19	April 19 – Mar 20	April 18 – Mar 19	April 19 – Mar 20
Mornings	40.00	<b>41.00</b>	53.50	<b>55.00</b>
Afternoons	40.00	<b>41.00</b>	53.50	<b>55.00</b>
All Day (Morn/Aft)	53.50	<b>55.00</b>	82.00	<b>84.00</b>
Evenings	53.50	<b>55.00</b>	82.00	<b>84.00</b>
Aft/Evg	74.00	<b>76.00</b>	107.00	<b>110.00</b>
Morn/Aft/Evg	83.50	<b>85.50</b>	129.50	<b>133.00</b>

### Charity Use

Standard charity letting rates cover: -

Registered charities, special interest local community organisations, non-profit making organisations fundraising events for any of the above, MP's surgeries

Local community organisations which operate to the benefit of the community as a whole are allowed free use subject to approval by Cabinet Member.

### Discounts

Block booking in excess of 3 consecutive days	25%
Regular weekly booking	30%

## **APPENDIX 2**

### **PROPOSED STANDARD ROOM HIRE CHARGES AT KNARESBOROUGH HOUSE**

Applicable from 1 April 2019 – 31 March 2020

## ASSEMBLY HALL

General Lettings	Monday-Friday		Saturday, Sunday, Bank Hols.	
	April 18 – Mar 19	April 19 – Mar 20	April 18 – Mar 19	April 19 – Mar 20
Mornings	157.00	<b>161.00</b>	207.50	<b>213.00</b>
Afternoons	157.00	<b>161.00</b>	207.50	<b>213.00</b>
All Day (Morn/Aft)	207.50	<b>213.00</b>	321.50	<b>329.50</b>
Evenings	207.50	<b>213.00</b>	322.00	<b>330.00</b>
Aft/Evg	289.50	<b>297.00</b>	422.50	<b>433.00</b>
Morn/Aft/Evg	330.50	<b>339.00</b>	515.00	<b>528.00</b>

Local Lettings	Monday-Friday		Saturday, Sunday, Bank Hols.	
	April 18 – Mar 19	April 19 – Mar 20	April 18 – Mar 19	April 19 – Mar 20
Mornings	90.50	<b>93.00</b>	104.50	<b>107.50</b>
Afternoons	90.50	<b>93.00</b>	104.50	<b>107.50</b>
All Day (Morn/Aft)	157.00	<b>161.00</b>	207.50	<b>213.00</b>
Evenings	157.00	<b>161.00</b>	207.50	<b>213.00</b>
Aft/Evg	197.00	<b>202.00</b>	248.50	<b>255.00</b>
Morn/Aft/Evg	249.50	<b>256.00</b>	330.50	<b>339.00</b>

Charity Lettings	Monday-Friday		Saturday, Sunday, Bank Hols.	
	April 18 – Mar 19	April 19 – Mar 20	April 18 – Mar 19	April 19 – Mar 20
Mornings	40.00	<b>41.00</b>	54.00	<b>55.50</b>
40	40.00	<b>41.00</b>	54.00	<b>55.50</b>
All Day (Morn/Aft)	54.00	<b>55.50</b>	82.00	<b>84.00</b>
Evenings	54.00	<b>55.50</b>	82.00	<b>84.00</b>
Aft/Evg	74.00	<b>76.00</b>	106.50	<b>109.50</b>
Morn/Aft/Evg	83.50	<b>85.50</b>	129.50	<b>133.00</b>

### Charity Use

Standard charity letting rates cover:-

Registered charities, special interest local community organisations, non-profit making organisations fundraising events for any of the above, MP's surgeries

Local community organisations which operate to the benefit of the community as a whole are allowed free use subject to approval by Cabinet Member.

### Discounts

Block booking in excess of 3 consecutive days	25%
Regular weekly booking	30%

## COMMITTEE ROOM

General Lettings	Monday-Friday		Saturday, Sunday, Bank Hols.	
	April 18 – Mar 19	April 19– Mar 20	April 18 – Mar 19	April 19 – Mar 20
Mornings	80.00	<b>82.00</b>	105.00	<b>108.00</b>
Afternoons	80.00	<b>82.00</b>	105.00	<b>108.00</b>
All Day (Morn/Aft)	104.50	<b>107.50</b>	162.00	<b>166.50</b>
Evenings	104.50	<b>107.50</b>	162.00	<b>166.50</b>
Afternoons/Evenings	146.50	<b>150.50</b>	212.50	<b>218.00</b>
Mornings/Afternoons/ Evenings	166.50	<b>171.00</b>	257.50	<b>264.00</b>

Local Lettings	Monday-Friday		Saturday, Sunday, Bank Hols.	
	April 18 – Mar 19	April 19 – Mar 20	April 18 – Mar 19	April 19– Mar 20
Mornings	46.00	<b>47.00</b>	53.50	<b>55.00</b>
Afternoons	46.00	<b>47.00</b>	53.50	<b>55.00</b>
All Day (Morn/Aft)	80.00	<b>82.00</b>	105.00	<b>108.00</b>
Evenings	80.00	<b>82.00</b>	105.00	<b>108.00</b>
Afternoons/Evenings	100.00	<b>102.50</b>	125.50	<b>129.00</b>
Mornings/Afternoons/ Evenings	125.50	<b>129.00</b>	166.50	<b>171.00</b>

Charity Lettings	Monday-Friday		Saturday, Sunday, Bank Hols.	
	April 18 – Mar 19	April 19 – Mar 20	April 18 – Mar 19	April 19 – Mar 20
Mornings	20.50	<b>21.00</b>	29.00	<b>30.00</b>
Afternoons	20.50	<b>21.00</b>	29.00	<b>30.00</b>
All Day (Morn/Aft)	28.00	<b>29.00</b>	41.00	<b>42.50</b>
Evenings	28.00	<b>29.00</b>	41.00	<b>42.50</b>
Afternoons/Evenings	38.00	<b>39.00</b>	54.50	<b>56.00</b>
Mornings/Afternoons/ Evenings	42.50	<b>44.00</b>	67.00	<b>69.00</b>

### Charity Use

Standard charity letting rates cover:-

Registered

charities, special interest local community organisations, non-profit making organisations fundraising events for any of the above, MP's surgeries

Local community organisations which operate to the benefit of the community as a whole are allowed free use subject to approval by Cabinet Member.

### Discounts

Block booking in excess of 3 days	25%
Regular weekly booking	30%

## COUNCIL CHAMBER

General Lettings	Monday-Friday		Saturday, Sunday, Bank Hols.	
	April 18 – Mar 19	April 19 – Mar 20	April 18 – Mar 19	April 19 – Mar 20
Mornings	79.00	<b>81.00</b>	104.50	<b>107.50</b>
Afternoons	79.00	<b>81.00</b>	104.50	<b>107.50</b>
All Day (Morn/Aft)	104.50	<b>107.50</b>	162.00	<b>166.50</b>
Evenings	104.50	<b>107.50</b>	162.00	<b>166.00</b>
Afternoons/Evenings	146.50	<b>150.50</b>	212.50	<b>218.00</b>
Mornings/Afternoons/Evenings	166.50	<b>171.00</b>	257.50	<b>264.00</b>

Local Lettings	Monday-Friday		Saturday, Sunday, Bank Hols.	
	April 18 – Mar 19	April 19 – Mar 20	April 18 – Mar 19	April 19 – Mar 20
Mornings	46.00	<b>47.00</b>	53.50	<b>55.00</b>
Afternoons	46.00	<b>47.00</b>	53.50	<b>55.00</b>
All Day (Morn/Aft)	80.00	<b>82.00</b>	105.00	<b>108.00</b>
Evenings	80.00	<b>82.00</b>	105.00	<b>108.00</b>
Afternoons/Evenings	100.50	<b>103.50</b>	125.50	<b>129.00</b>
Mornings/Afternoons/Evenings	125.50	<b>129.00</b>	166.50	<b>171.00</b>

Charity Lettings	Monday-Friday		Saturday, Sunday, Bank Hols.	
	April 18 – Mar 19	April 19 – Mar 20	April 18 – Mar 19	April 19 – Mar 20
Mornings	20.50	<b>21.00</b>	29.00	<b>30.00</b>
Afternoons	20.50	<b>21.00</b>	29.00	<b>30.00</b>
All Day (Morn/Aft)	28.00	<b>29.00</b>	41.00	<b>42.50</b>
Evenings	28.00	<b>29.00</b>	41.00	<b>42.50</b>
Afternoons/Evenings	38.00	<b>39.00</b>	54.50	<b>56.00</b>
Mornings/Afternoons/Evenings	42.50	<b>44.00</b>	67.00	<b>69.00</b>

### Charity Use

Standard charity letting rates cover:-

Registered charities, special interest local community organisations, non-profit making organisations fundraising events for any of the above, MP's surgeries

Local community organisations which operate to the benefit of the community as a whole are allowed free use subject to approval by Cabinet Member.

### Discounts

Block booking in excess of 3 consecutive days 25%  
Regular weekly booking 30%

### ADDITIONAL CHARGES

	<b>Monday - Friday</b>		<b>Sat/Sun/Bank Hols</b>	
	Apr 18 Mar 19	Apr 19 Mar 20	Apr 18 Mar 19	Apr 19 Mar 20
Use of Kitchen	23.00	<b>23.50</b>	23.00	<b>23.50</b>
Hire of Trestle Table	7.00	<b>7.50</b>	7.00	<b>7.50</b>
Hire of Chair (each)	5.50	<b>6.00</b>	5.50	<b>6.00</b>

The above furniture charges only apply if hired for use at other venues.

## **APPENDIX 3**

### **PROPOSED STANDARD HIRE CHARGES FOR PATELEY BRIDGE FORMER COUNCIL OFFICES COUNCIL CHAMBER**

Applicable from 1 April 2019 – 31 March 2020

**PATELEY BRIDGE COUNCIL OFFICES  
COUNCIL CHAMBER**

<b>General Lettings</b>	<b>Monday-Friday</b>		<b>Saturday, Sunday, Bank Hols.</b>	
	April 18 – Mar 19	April 19 – Mar 20	April 18 – Mar 19	April 19 – Mar 20
Mornings	104.50	<b>107.50</b>	139.50	<b>143.00</b>
Afternoons	104.50	<b>107.50</b>	139.50	<b>143.00</b>
All Day	139.50	<b>143.00</b>	215.50	<b>221.00</b>
Evenings	139.50	<b>143.00</b>	215.50	<b>221.00</b>

<b>Local Lettings</b>	<b>Monday-Friday</b>		<b>Saturday, Sunday, Bank Hols.</b>	
	April 18 – Mar 19	April 19 – Mar 20	April 18 – Mar 19	April 19 – Mar 20
Mornings	61.00	<b>62.50</b>	72.00	<b>74.00</b>
Afternoons	61.00	<b>62.50</b>	72.00	<b>74.00</b>
All Day	104.50	<b>107.50</b>	140.00	<b>143.50</b>
Evenings	104.50	<b>107.50</b>	140.00	<b>143.50</b>

<b>Charity Lettings</b>	<b>Monday-Friday</b>		<b>Saturday, Sunday, Bank Hols.</b>	
	April 18 – Mar 19	April 19 – Mar 20	April 18 – Mar 19	April 19 – Mar 20
Mornings	28.00	<b>28.50</b>	34.50	<b>35.50</b>
Afternoons	28.00	<b>28.50</b>	34.50	<b>35.50</b>
All Day	36.00	<b>37.00</b>	55.50	<b>57.00</b>
Evenings	36.00	<b>37.00</b>	55.50	<b>57.00</b>

**Charity Use**

Standard charity letting rates cover:-

Registered charities, special interest local community organisations, non-profit making organisations fundraising events for any of the above, MP's surgeries

**Discounts**

Block booking in excess of 3 consecutive days 25%  
Regular weekly booking 30%

## **APPENDIX 4**

### **PROPOSED STANDARD CHARGES FOR OFFICE SERVICES AND PROVISION OF ASSOCIATED SERVICES AT CONYNGHAM HALL BUSINESS CENTRE**

Applicable from 1 April 2019 – 31 March 2020

## Charges 18-19

## Charges 19-20

Meeting Room	per hour	19.60	<b>20.50</b>
Coffee & tea	per serving	1.95	<b>2.00</b>
Coffee, tea & biscuits	per serving	2.60	<b>2.70</b>
Harrogate Spa Water	per serving	1.25	<b>1.30</b>
<b>Office Service Charges</b>			
Photocopying	Black & White A4	0.12	<b>0.13</b>
Photocopying	Black & White A3	0.12	<b>0.13</b>
Photocopying	Colour A4	0.42	<b>0.44</b>
Photocopying	Colour A3	0.72	<b>0.75</b>
Transparencies	A4 B&W	0.42	<b>0.44</b>
	A4 Colour	0.72	<b>0.75</b>
Facsimile	outgoing	1.45	<b>1.50</b>
Facsimile	incoming	1.13	<b>1.15</b>
Laminating	A3	2.15	<b>2.20</b>
Laminating	A4	1.85	<b>1.90</b>
<b>Virtual Office Services</b>			
Registration		34.75	<b>35.75</b>
Mail Box Service	per month	48.60	<b>49.80</b>
Telephone Answering	per month	68.10	<b>70.00</b>
forwarding messages	via phone	1.45	<b>1.52</b>
forwarding messages	via text	0.72	<b>0.74</b>
both mail box and telephone answering services	per month	104.70	<b>107.50</b>

## **APPENDIX 5**

### **TELEPHONE AND INTERNET SERVICE CHARGES AT CONYNGHAM HALL BUSINESS CENTRE**

Applicable from 1 April 2019 – 31 March 2020 <b>Initial telephone &amp; internet set up charge</b>	<b>Charges 2018-19</b>	<b>Charges 2019-20</b>
<b>Telephone charges</b>		
Feature phone line connection (per additional line)	31.50	<b>34.00</b>
Feature phone & line rental (per calendar month)	18.50	<b>20.00</b>
Extension phone & line rental (per calendar month)	15.50	<b>17.00</b>
Additional extensions (per calendar month)	12.00	<b>13.00</b>
<b>Internet Charges</b>		
Installation & router costs (1 off charge)	38.00	<b>41.00</b>
Internet per additional connection required (per calendar month)	11.90	<b>13.00</b>
<b>Call Charges</b>		
UK Geographical Calls	0.02	<b>0.03</b>
870.00	0.05	<b>0.06</b>
Local rates NTS (e.g. 0845)	0.05	<b>0.06</b>
International various per minute depending on destination		
<b>Charges will be invoiced (together with any Office Services Charges due each quarter</b>		
<b>(i.e. 1st April, 1st July, 1st October &amp; 1st January)</b>		