



ECCLESFIELD PARISH COUNCIL

10 September 2019

Dear Room Hirer

Re: Room Hire Charge

We are writing to give you notice that the room hire charge will be increasing from 1 January 2020. The community group rate will increase from £10 to £14 & the commercial rate will increase from £20 to £28 per session.

The Parish Council prides itself on supporting local community groups but there has been no increase in the room hire charges for several years. Unfortunately, with the increase in utilities and the need for ongoing repairs etc., the council has had to increase its hire charges.

If you are a constituted community group, you may be entitled to a grant from the Parish Council. If this is something you might like to apply for then please ask at reception, for an application pack.

We hope you will understand the need for the increase and continue to use the community room in the future.

Yours faithfully

Cllr Terence Bawden
Chairman

MINUTES OF THE FINANCE & PREMISES COMMITTEE HELD ON WEDNESDAY 14 AUGUST 2019

33 COMMUNITY ROOM LETTINGS

The cost for hiring the community room was considered as there had not been an increase in room hire charges for several years. It was suggested that the Council needed to ring fence funds for refurbishing the premises. This would be considered at a future Finance & Premises Committee meeting. It was agreed to increase the room hire cost from £10 – £14 and £20 - £28 for commercial hirers. This increase would go towards the running costs and repairs/refurbishments of the building. Groups currently using the community room would be given notice on any increase agreed by Council.

The Advisor was asked to check if the Councils insurance provider includes public liability cover for the community room.

A councillor asked whether the community room could be used, free of charge, to assist with setting up new groups. It was agreed that Councillors do not get preferential treatment and new groups would be asked to pay the room hire charge as no other groups get the room hire for free.

A discussion took place about having a PDQ card machine able to take credit or debit card payments for room hire charges. There would be no monthly fee only 1.69% per transaction. Currently cash payments are taken for room hire, there is cash left in the building and a member of staff has to take the cash to the bank. Using card payments would reduce the risk to staff and loss of cash in the future.

It was suggested that for the regular hirers an invoice could be sent to them for a block booking and they could pay by bank transfer. It was agreed to write to the top 10 users of the community room to see their preferred method of payment. The outcome would be brought to the next meeting.

RESOLVED: That

- i) The top 10 users of the community room be contact to ascertain their preferred method of payment and ask if they would be prepared to pay for a block booking and to provide the outcome to the next Finance & Premises Committee meeting;**
- ii) The Advisor to Council checks with the Insurance provider whether the Councils public liability insurance covers the community room for hirers;**

RECOMMENDATION TO COUNCIL:

- iii) The room hire charge for the community room be increased to £14 per session for local organisations and £28 per session for commercial organisations and additional funds be ring fenced for repairs/refurbishment of the community room in the future; and**
- iv) The increase, if approved by Council, commences on the 1 January 2020 organisations giving 3 months' notice of the increase.**