

**REPORT TO:** Executive Board

**DATE:** 26 February 2015

**REPORTING OFFICER:** Strategic Director – Communities

**PORTFOLIO:** Community & Sport  
Environmental Services  
Physical Environment

**SUBJECT:** Review of Fees and Charges

**WARDS:** Boroughwide

## **1.0 PURPOSE OF THE REPORT**

1.1 In conjunction with the annual budget review it is proposed to increase the charges under the control of the Communities Directorate in accordance with the schedules shown in the Appendix to this report.

**2.0 RECOMMENDATION: That the proposed fees and charges as set out in this report be agreed for 2015/16.**

## **3.0 SUPPORTING INFORMATION**

3.1 The review of Fees and Charges within the Communities Directorate has been carried out as part of the budget preparations for 2015/2016. As a consequence of the review, it is proposed that existing fees and charges be increased generally in line with inflation.

3.2 Use of Council bowling greens is currently free. Bowls is enjoyed by many in the community especially amongst the older age groups. However it is costly to provide bowling greens. It is proposed in this report to introduce a charge for the use of bowling greens.

## **4.0 POLICY IMPLICATIONS**

4.1 There are no new policy implications as a result of the proposed increases in Fees and Charges.

## **5.0 FINANCIAL IMPLICATIONS**

5.1 These are contained within the report.

## **6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

### **6.1 Children and Young People in Halton**

There are no implications for this priority.

### **6.2 Employment, Learning and Skills in Halton**

There are no implications for this priority.

### **6.3 A Healthy Halton**

There are no implications for this priority.

### **6.4 A Safer Halton**

There are no implications for this priority.

### **6.5 Halton's Urban Renewal**

There are no implications for this priority.

## **7.0 RISK ANALYSIS**

- 7.1 There is a requirement for the fees to be paid and in order to avoid the risk of them not being paid, all fees should be received before the service is provided.

## **8.0 EQUALITY AND DIVERSITY ISSUES**

- 8.1 There are no Equality and Diversity implications arising as a result of the proposed action.

## **9.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

- 9.1 There are no background papers under the meaning of the Act.

## APPENDIX 1 – CURRENT AND PROPOSED FEES AND CHARGES

<b>Waste and Environmental Improvement Services</b>	<b>Present Charge</b>	<b>Proposed Charge</b>
<b>Waste and Recycling</b>	2014/15	2015/16
Charge for a new or replacement wheeled bin	£26.00	£26.50
Charge for the collection of bulky household items.	£21.00 for up to 3 items. Additional items at £5.50 each. Maximum of 10 items per collection.	£21.50 for up to 3 items. Additional items at £5.60 each. Maximum of 10 items per collection.
Charge for the collection of Commercial Waste	Variable charges dependent upon size of containers & frequency of collection	Increase of 2% on 2014/15 charges
<b>Community Centres</b>	2014/15	2015/16
<b>Community Groups:</b>		
Room Hire – Hall (per hour)	£8.05	£8.25
Room Hire – Small Room (per hour)	£2.90	£3.00
Room Hire – Large Room (per hour)	£4.55	£4.65
Room Hire – Stage (per hour)	£2.90	£3.00
Room Hire – Kitchen (per hour)	£2.30	£2.35
Room Hire – Cafeteria (per hour)	£4.55	£4.65
<b>Private and Commercial Groups:</b>		
Monday to Friday (as per Community Group Charges plus 15%)	Above +15%	Above +15%
Weekends (as per Community Group Charges Plus 50%)	Above +50%	Above +50%
Performing Rights (of total charge)	5%	5%
Sports hall at Upton Community Centre (Adults)	£31.00	£31.75
Sports hall at Upton Community Centre (Juniors)	£25.00	£25.50

<b>Open Space Services</b>	<b>Present Charge</b>	<b>Proposed Charge</b>
<b>Parks and Open Spaces</b>	2014/15	2015/16
<b>Summer Games</b>		
Bowling Green Hire (Alternate weeks)	Free	N/A
Adult Bowling Green Card (Annual)	N/A	£25.00
Junior Bowling Green Card (Annual)	N/A	£12.50
Summer Rugby Adult	£520.00	£530.00
Summer Rugby Juniors*	£306.00	£312.00
<b>Winter Games</b>		
Adult B/B Pitch Hire (Alternate Weeks)	£520.00	£530.00
Adult Casual Hire	£132.00	£135.00
Junior B/B Pitch Hire* (Alternate weeks)	£306.00	£312.00
Mini Soccer B/B Hire*	£229.00	£234.00
Junior Casual Hire	£66.00	£67.00
Adult Baseball Field (Annual)	£1570.00	£1600.00
Junior Baseball Field* (Annual)	£785.00	£800.00
<b>Exhibition Unit Day Hire</b>		
In-house Service	£500.00	£510.00
Private Hire	£650.00	£663.00
<b>Event Equipment Hire (per day)</b>		
Pop Up Gazebo (3m x 3m)	£160.00	£163.00
Walkie Talkies x 10	£350.00	£357.00
PA (Speakers, Amp, CD Player, Microphone)	£425.00	£433.00
<b>Bandstand Hire (by written request only)</b>	£200.00	£204.00
<b>SJB Bridge Zip Wire Hire (1hire day per year)</b>	£1200.00	£1224.00
<b>Fair and Circus Park Hire 6000 m<sup>2</sup></b> Spike Island/Heath Park		
Non Trading Days (per day)	£155.00	£158.00
Trading Days (per day)	£355.00	£362.00
<b>Fair and Circus Park Hire 3000 m<sup>2</sup></b> Victoria Park/Picow Farm Road		
Non Trading Days (per day)	£105.00	£107.00
Trading Days (per day)	£260.00	£265.00
<b>Allotments</b>		
Annual Allotment Rent (Levied from 1 January each	0.422p M2	0.430p M2

year)		
New tenant administration fee (includes £20.00 refundable cost of key)	£40.00	£41.00
<b>Cemeteries and Crematorium</b>		
Purchase of Exclusive Right of Burial (50 year lease)		
(a) Three interments	£850.00	£867.00
<b>(b)</b> One or two interments	£760.00	£775.00
<b>(c)</b> Cremated remains grave	£450.00	£459.00
<b>(price includes fee for concrete beam for installation of memorials)</b>		
Interment Fee		
(a) 1 interment – Adult	£675.00	£688.00
(b) 2 Interments – Adult	£785.00	£800.00
(c) 3 Interments – Adult	£890.00	£908.00
(d) 1 interment (Child 1 month -16 years)	£300.00	£306.00
(e) 2 interments – child (1 month-16 years)	£330.00	£336.00
(f) 3 interments - child (1 month-16 years)	£410.00	£418.00
(g) Stillborn child or child not exceeding 12 months	Nil	nil
(h) Burial of cremated remains (Mon-Fri)	£170.00	£173.00
(i) Burial of two cremated caskets at same time (Mon-Fri)	£255.00	£260.00
Additional fee outside of core times ( <i>Monday to Thursday 10.00 a.m. – 3.00 pm, Friday – 10.00 a.m. to 2.00 pm</i> ).	£120.00	£122.00
Saturday morning additional fee (full burials)	+50% of interment fee	+50% of interment fee
Non-resident charge for (a)-(h) above	+100%	+100%
Indemnity fee	£75.00	£76.50
Use of Crematorium Chapel for funeral service	£100.00	£102.00
Transfer of Ownership of Exclusive Right of Burial	£75.00	£76.50
Civil Funeral Celebrant	£195.00	£199.00
Grave search – up to 10 names	£30.00	£31.00
Crematorium charges <i>Applicable Monday-Thursday 9.00 a.m. – 3.30 p.m. Friday – 9.00 am. – 2.00 p.m. (later times only by agreement)</i>		
Cremation charge – adult	£625.00	£637.00

Cremation charge – child (1 year-16 years)	£300.00	£306.00
Cremation charge – child under 1 year	£65.00	£66.00
Cremation charge – after anatomical examination	£335.00	£342.00
Saturday morning – additional charge	+50%	+50%
Scattering of remains – with an appointment (cremation at Widnes Crematorium) – Mon-Fri	£55.00	£56.00
Scattering of remains (no attendance) when cremation has taken place At another crematorium – Monday to Friday  <i>(Scattering of remains not available on a Saturday)</i>	£95.00	£97.00
Casket – wooden	£65.00	£66.00
Casket - aluminium	£40.00	£41.00
Casket - small wooden (child)	£30.00	£31.00
Token box	£20.00	£20.50
Storage of cremated remains after one calendar month from date of cremation	£65.00 per month	£66.00 per month
Postage of cremated remains (by secure carrier)	By Request	By Request
Certified Extract from the Cremation Register	£45.00	£46.00
Civil Funeral Celebrant	£200.00	£204.00
Memorials		
New headstone	£170.00	£173.00
Additional inscription	£35.00	£36.00
Vase/tablet/book – not exceeding 12” x 12” x 12	£45.00	£46.00
Vase/tablet/book – up to 18” x 12” x 12”	£65.00	£66.00
Vase/tablet/book – over 18” up to 30” x 12” x 12”	£80.00	£82.00
Registration of BRAMM registered masons	Nil	Nil
Inscription to Baby Headstone (inc.of VAT)	£60.00	£61.00
Memorial Benches (10 year lease) – Prices exclusive of VAT		
5ft hardwood bench, with engraved plaque	£710.00	£724.00
Renewal of 10 year lease (new bench/plaque)	£580.00	£592.00
Granite bench – Four Seasons Garden only	£1,290.00	£1316.00
Renewal of 10 year lease (existing bench)	£525.00	£535.00
Plaques (10 year lease) – Prices exclusive of VAT		

Bronze plaque	£240.00	£245.00
Renewal for further 10 years	£110.00	£112.00
Granite plaque on Planter – Four Seasons/ Runcorn Cemetery Sundial	£375.00	£382.00
Renewal for further 10 years	£155.00	£158.00
Book of Remembrance – Prices exclusive of VAT		
2 line entry	£91.00	£93.00
3 line entry	£118.00	£120.00
4 line entry	£145.00	£148.00
5 line entry	£172.00	£175.00
6 line entry	£199.00	£203.00
7 line entry	£226.00	£230.00
8 line entry	£253.00	£258.00
Flower designs	£78.00	£80.00
Other designs	£88.00	£90.00
Extra line to existing entry	£45.00	£46.00
Slate Tablets per letter		
	£4.00	£4.10
Memorial Cards – Prices exclusive of VAT		
2 line entry	£37.00	£38.00
3 line entry	£49.00	£50.00
4 line entry	£61.00	£62.00
5 line entry	£73.00	£74.00
6 line entry	£85.00	£87.00
7 line entry	£97.00	£99.00
8 line entry	£109.00	£111.00
Flower design	£78.00	£80.00
Other designs	£88.00	£90.00
Sanctum Vaults		
10 year lease	£575.00	£586.00
Renewal for further 10 years	£260.00	£265.00

20 year lease	£775.00	£790.00
Renewal for further 20 years  (includes first placing of remains) Monday to Friday ( <i>not available Saturday</i> )	£365.00	£372.00
Placing 2 <sup>nd</sup> casket of remains Monday to Friday (not available Saturday)	£60.00	£61.00
Designs and lettering – Prices exclusive of VAT		
Lettering, per letter	£3.80	£3.90
Small design	£75.00	£76.50
Large design	£95.00	£97.00
Photo tile (portrait – 1 person)	£135.00	£138.00
Photo tile (landscape – 2 persons)	£175.00	£178.50
<b>The Brindley Proposed Hire Fees</b>	<b>2015/16</b>	<b>2016/17</b>
Commercial Hirers (Mon – Thurs) 1 perf or up to 8 hrs	£1,150.00	£1,173.00
Commercial Hirers (Fri/Sat) 1 perf or up to 8 hrs	£1,260.00	£1285.00
Commercial Hirers (Sun & B/Holidays) 1 perf or up to 8 hrs	£1,380.00	£1407.00
Commercial Hirers (Mon – Thurs)	£725.00	£740.00
Commercial Hirers (Fri/Sat)	£820.00	£836.00
Commercial Hirers (Sun & B/Holidays) 1 perf or up to 8 hrs	£930.00	£948.00
Commercial Hirers Rehearsal per 4 hrs or part thereof (Mon-Thurs)	£315.00	£321.00
Commercial Hirers Rehearsal per 4 hrs or part thereof (Fri&Sat)	£370.00	£377.00
Commercial Hirers Rehearsal per 4 hrs or part thereof (Sun & B/Holidays)	£420.00	£428.00
Halton Community Hirers (Mon – Thurs)	£675.00	£688.00
Halton Community Hirers (Fri/Sat)	£750.00	£765.00
Halton Community Hirers (Sun & B/Holidays)	£850.00	£867.00
Halton Community Hirers Rehearsal per 4 hrs or part thereof (Mon-Thurs)	£280.00	£285.00
Halton Community Hirers Rehearsal per 4 hrs or part thereof (Fri&Sat)		



Halton Community Hirers Rehearsal per 4 hrs or part thereof (Sun & B/Holidays)	£330.00	£336.00
	£425.00	£434.00
<b>The Studio</b>		
Per 8 hour performance with technical support (Mon-Thurs)	£365.00	£372.00
Per 8 hour performance with technical support (Fri&Sat)	£425.00	£433.00
Per 8 hour performance with technical support (Sun & B/Holidays)	£490.00	£500.00
Per 4 hour rehearsal with technical support (Mon-Thurs)	£210.00	£214.00
Per 4 hour rehearsal with technical support (Fri&Sat)	£240.00	£244.00
Per 4 hour rehearsal with technical support (Sun & B/Holidays)	£270.00	£275.00
Per 2 hour hire without technical support (Mon-Thurs)	£70.00	£71.50
Per 2 hour hire without technical support (Fri&Sat)	£95.00	£97.00
Per 2 hour hire without technical support (Sun & B/Holidays)	£130.00	£133.00
Per 4 hours dressing room facility (Mon-Thurs)	£130.00	£133.00
Per 4 hours dressing room facility (Fri&Sat)	£185.00	£189.00
Per 4 hours dressing room facility (Sun & B/Holidays)	£245.00	£250.00
Per 8 hours dressing room facility (Mon-Thurs)	£260.00	£265.00
Per 8 hours dressing room facility (Fri&Sat)	£360.00	£367.00
Per 8 hours dressing room facility (Sun & B/Holidays)	£480.00	£490.00
Per 12 hour dressing room facility (Mon-Thurs)	£360.00	£367.00
Per 12 hour dressing room facility (Fri&Sat)	£420.00	£428.00
Per 12 hour dressing room facility (Sun & B/Holidays)	£490.00	£500.00
<b>Sales, Marketing &amp; Admin</b>		
Inclusion within the Brindley season Brochure	£125.00	£127.00
Inclusion in the Brindley's Monthly Newspaper	£60	£61.00
Brindley to manage ticket sales	40p per ticket	40p per ticket
Programme/Merchandise sales by hire company	10%	10%
Programme/Merchandise sales by Brindley staff	20%	20%

Admin charge for orders made on behalf of hirer	10% of total order value	10% of total order value
<b>Technical</b>		
Additional technicians	£15 per hour	£15.00
Pre rig (sound, lighting or stage)	£325 Mon - Fri £370 Sat, Sun & BH	£331.00 £377.00
Use of the orchestra pit	£140	£142.00
Smoke Machine	£20.00per day £40 weekly	£20.50 £41.00
Haze Machine	£20.00 per day £40 weekly	£20.50 £41.00
Radio Microphones	£28 per mic £84 weekly	£28.50 £86.00
1400 Lumen Projector – Studio	£105 per day £335 weekly	£107.00 £340.00
Film Screen – Studio	£22 per day £65 weekly	£22.50 £66.00
Cinema projector & Screen	£170.00	£173.00
Media Package – projector, dvd, cd & laptop	£50 per day £150 weekly	£51.00 £150.00
Harlequin Dance Floor	£65 per day £200 weekly	£66.00 £204.00
Steinway Grand Piano – (Theatre only) - Without Tune	£110 per day £330 per week	£112 per day £336 per week
Steinway Grand Piano – (Theatre only) - tune	£110 per day Mon to Friday £140 per day Sat & Sun	£112 per day Mon to Friday £142 per day Sat & Sun
<b>Front of House &amp; Hospitality</b>		
Additional Front of House Stewards	£15 per hour	£15.00
Post show bar	£50.00 – Waived if bar sales over £150	£51.00 – waived if bar sales over £150.
Catering	Prices on application	

<b>Stadium, Libraries and Sports Development</b>		<b>2014/15</b>	<b>2015/16</b>
<b>Library Service Loan charges</b>		Present Charge	Proposed Charge
Talking Books for 3 weeks		£1.25	1.30
Talking Books for 3 weeks Halton Leisure Card		75p	80p
DVDs Children's collection for 1 week		£1.35	1.40
Learning for Life Collection non-book items		£1.25	1.30
Learning for Life Collection non-book items		FREE	No change
<b>Library Service Fines on overdue items</b>			
Books, Talking books, CDs Learning for Life Collection			
Adult tickets (maximum £2.00 per item)		15p per day	No change
Halton Leisure Card (maximum £2.00 per item)		5p per day	No change
Children's tickets		no charge	No change
Young Persons ticket (16-18)		no charge	No change
DVDs – Adult ticket		55p per day	No change
– Halton Leisure Card		25p per day	No change
Maximum £3.00 per item			
Children's books borrowed on an adult ticket are subject to the adult fine rate.			
<b>LOST &amp; DAMAGED ITEMS</b>			
Lost or damaged items will be charged for at the current replacement cost.			
<b>Library Service Reservations</b>			
For items currently in stock		FREE	No change
Leisure card holders		FREE	No change
For items which have to be bought for stock		£2.25 per item	2.50 per item
For items which have to be bought for stock (HLC)		£1.25 per item	£1.50 per item
For items which have to be obtained through Inter Library Loan or British Library		£8.25 per item	£9.00 per item
For items which have to be obtained through Inter Library Loan or British Library (HLC)		£5.25 per item	£6.00 per item
<b>Printing</b>			
Printing black & white		15p per page	No change
Printing black & white (HLC)		10p per page	No change
Printing colour		25p per page	No change
Printing colour (HLC)		15p per page	No change
Photocopies A4		15p per sheet	No change
Photocopies A3		25p per sheet	No change
Fax to UK per sheet received		50p per sheet received	No change
		£1.00 first sheet	No change
		25p subsequent sheets	No change
Fax to Europe		£2.00 first sheet	No change
		50p subsequent sheets	No change
Fax to International		£3.00 first sheet	No change
		£1.00 subsequent sheets	No change
Lost tickets – Adults		£1.60	£1.80
Lost tickets – Children and HLC		80p	90p
<b>Room Hire Halton Lea</b>			
		<b>Community Rate</b>	<b>Council Rate</b>
	<b>2014-15</b>	<b>2015-16</b>	<b>2015-16</b>
Room 2	£9.00 per hour	£9.50 per hour	£11.00 per hour
Room 3	£9.00 per hour	£9.50 per hour	£11.00 per hour
Rooms 2 & 3	£17.75 per hour	£18.00 per hour	£22.00 per hour

Room 4	£4.50 per hour	£5.00 per hour	£6.00 per hour
Room 5 – ICT Suite	£9.00 per hour	£9.50 per hour	£11.00 per hour
Room 6	£7.00 per hour	£7.50 per hour	£9.00 per hour
Meeting Room 7	£5.50 per hour	£6.00 per hour	£7.00 per hour
<b>Room Hire Runcorn</b>			
	2014-15	2015-16	2015-16
Meeting Room	£6.50 per hour	£7.00 per hour	£9.00 per hour
<b>Kingsway Learning Centre</b>			
<b>Community Rate 14/15 Meeting room 13</b>	<b>Community Rate 15/16</b>	<b>Council Standard Rate 14/15</b>	<b>Council Standard Rate 15/16</b>
£13.00 per hour	£13.50 per hour	£16.00 per hour	£16.50 per hour
<b>Community Rate 14/15 Other meeting rooms</b>	<b>Community Rate 15/16</b>	<b>Council Standard Rate 14/15</b>	<b>Council Standard Rate 15/16</b>
£7.00 per hour	£7.50 per hour	£8.50 per hour	£9.00 per hour
<b>Block bookings</b>			
Less 10% in respect of 8 or more bookings made at any one time.			
<b>Private and Commercial Bookings</b>			
The above charges (community rate) increased by 25% and 50% respectively and cumulatively.			
<b>Leisure Prices</b>	<b>Present Charge</b>	<b>Proposed Charge</b>	
<b>Halton Leisure Card (HLC)</b>	4.00	4.00	
<b>SWIMMING</b>			
Adult(18+ years)	3.40	3.50	
<sup>1</sup> Junior (under 18 years)	1.90	2.00	
Halton Leisure Card	2.10	2.20	
<sup>2</sup> Junior Lessons (10 lessons)	39.50	41.00	
Senior Lessons (10 lessons)	41.00	42.50	
Aqua class	4.90	4.90	
<b>SPORTSHALL</b>			
Adult	3.70	3.80	
Junior	1.85	1.90	
Halton Leisure Card	2.20	2.25	
<b>ACTIVITY</b>			
Half Hall BB Hire	28.00	28.50	
Adult admit fee	2.20	2.20	
Junior admit fee	1.15	1.15	
HLC admit fee	1.35	1.35	
Squash (40 min)	3.50	3.60	
Junior Squash	1.75	1.80	
Casual Gym/Aerobics	4.90	5.00	
Junior Fitness	2.45	2.50	
Health suite	6.00	6.00	
Crèche per hour	1.60	1.70	
Table Tennis	2.50	2.50	
Junior Table Tennis	1.25	1.25	
<b>SPECTATOR</b>			

Adult	0.50	0.50
Junior	0.25	0.25
HLC	0.25	0.25
Shower	1.00	1.00
<b>SPECIAL EVENTS</b>		
<b>KLC</b>		
Half Hall Booking	41.00	42.00
Full Hall Booking	82.00	84.00
Gymnasium	32.00	33.00
Crèche	25.00	26.00
Swimming Pool	60.00	60.00
Small Pool	45.00	45.00
Studio 1& 2	31.00	32.00
<b>RSP</b>		
Swimming Pool	50.00	50.00
<b>BROOKVALE RECREATION CENTRE</b>		
Swimming Pool	55.00	55.50
Sports hall Adult	66.50	66.50
Sports hall Junior	38.00	38.00
Half Hall Booking - Adult	35.00	36.00
Half Hall booking - Junior	20.00	21.00
Gymnasium - Adult	30.00	30.50
Gymnasium - Junior	20.00	20.50
Studio	25.50	26.00
<sup>3</sup> Astro Turf Pitch		
Adult Casual	39.00	39.00
Junior Casual	19.50	19.50
Block Booking		
Adult	33.50	34.50
Junior	16.75	17.25
Hockey Match		
Adult	48.00	48.00
* 9am - 5pm weekend rate available on request		
<sup>1</sup> All young people under the age of 8 swim for free when accompanied by a paying adult		
<sup>2</sup> All young people on a swimming lesson programme can swim for free at 'All Welcome' sessions		
<sup>3</sup> Special rates available at certain times (school holidays)		

