



Executive Board Sub Committee

**Thursday, 3 March 2011 10.00 a.m.
Marketing Suite, Municipal Building**

A handwritten signature in black ink that reads 'David W R'.

Chief Executive

**ITEMS TO BE DEALT WITH
IN THE PRESENCE OF THE PRESS AND PUBLIC**

PART 1

Item	Page No
1. MINUTES	
2. DECLARATION OF INTEREST	
Members are reminded of their responsibility to declare any personal or personal and prejudicial interest which they have in any item of business on the agenda no later than when that item is reached and, with personal and prejudicial interests (subject to certain exceptions in the Code of Conduct for Members), to leave the meeting prior to discussion and voting on the item.	
3. HEALTH AND ADULTS PORTFOLIO	
(A) EXTEND SUPPORTING PEOPLE CONTRACTS	1 - 6

Item	Page No
(B) LEISURE AND RECREATION SERVICES SCALE OF CHARGES	7 - 27
PART II	
<p>In this case the Board has a discretion to exclude the press and public and, in view of the nature of the business to be transacted, it is RECOMMENDED that under Section 100A(4) of the Local Government Act 1972, having been satisfied that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 3 of Part 1 of Schedule 12A to the Act.</p>	
4. CHILDREN YOUNG PEOPLE AND FAMILIES PORTFOLIO	
(A) PROCUREMENT OF THE LICENCE FOR THE SCHOOL INFORMATION MANAGEMENT SYSTEMS (SIMS)- KEY DECISION	28 - 79

In accordance with the Health and Safety at Work Act the Council is required to notify those attending meetings of the fire evacuation procedures. A copy has previously been circulated to Members and instructions are located in all rooms within the Civic block.

REPORT TO: Executive Board Sub Committee
DATE: 3rd March 2011
REPORTING OFFICER: Strategic Director, Adults & Community
SUBJECT: Request to extend Supporting People contracts
WARD(S) Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 To request suspension of relevant procurement standing orders 2.1 to 2.15 to extend existing Supporting People contracts to the dates indicated in the table at Appendix A.

2.0 RECOMMENDATION:

- 1. in the exceptional circumstances set out below (namely to avoid long term funding commitment when external funding uncertain) for the purpose of Procurement Standing Order 1.8.2, procurement standing orders 2.1 to 2.15 be waived on this occasion because compliance with these Standing Orders is not practicable for reasons of urgency which could not reasonably have been anticipated to permit the extension of the existing Supporting People contracts (listed at Appendix A) to the dates indicated, subject to variations with regard to contract price and contract capacity as agreed by the Operational Director (Prevention and Commissioning) at an estimated price of £3,797,200;**
- 2. subject to the expiry of full Supporting People contracts granted under a waiver due to the exceptional circumstances set out in section 3 and 4.1 of this report, Supporting People services will be procured through a competitive tendering process detailed in section 3.7 and 4.1 of this report; and**
- 3. the Strategic Director, Adults and Community, in conjunction with the Portfolio Holder for Health & Adults, be authorised to take such action as necessary to implement the above recommendation.**

3.0 SUPPORTING INFORMATION

3.1 Since 2003, Supporting People services have provided housing related support services to vulnerable people to enable them to achieve and maintain independent lives.

- 3.2 Supporting People services provide essential preventative services to approximately 3,500 people in Halton with a wide range of vulnerabilities.
- 3.3 In 2010/11, Halton Borough Council received a Supporting People programme grant of £6,861,315. In-year budget cuts resulted in the loss of the Supporting People administration grant of £96,000.
- 3.4 In anticipation of significant cuts in funding and to reduce the risk to Halton, the Supporting People contractual commitment was aligned to the time frame of the spending review and consequently the majority of Supporting People contracts are due to expire on 31st March 2011.
- 3.5 Due to the late funding announcement by the government and Halton's budget setting process taking place in March 2011, Supporting People was not willing to enter into long term contracts after this date to minimise the risks.
- 3.6 Suspension of standing orders is requested on the following basis:
- Compliance with standing orders would result in clear financial detriment to the Council in that a mass procurement exercise would be prohibitive in terms of cost and time. There is not sufficient time to undertake the 69 tender exercises required to cover the 105 services which are due to expire on 31st March 2011.
 - Compliance with standing orders is not practicable as a mass procurement exercise could destabilise the provider market and place vulnerable people at risk of loss of service
 - An extension to the Supporting People contracts would allow the implementation of the proposed efficiencies in the budget savings proposals.
 - An extension of the Supporting People Contracts would enable a review of homeless services with the opportunity for further efficiencies through remodelling of services or through a tender exercise subject to budget provision and a decision regarding future contract length.
 - An extension of the Supporting People contracts would enable a review of accommodation based services and sheltered services which will identify further efficiencies to be implemented in 2011/12 and 2012/13.
- 3.7 Appendix A lists all contracts due to expire on 31st March 2011, the contractual commitment for 2011/12 and the proposed extension date.
- 3.8 There are also a number of services delivered by Halton Borough Council. Any changes to these services will be agreed through negotiations between Council officers.

4.0 BUSINESS CASE FOR THE EXTENSION OF CONTRACTS

4.1 **Value for Money**

Due to the late notification of the financial settlement and the subsequent uncertainty about budget setting for individual service areas it was decided to minimise the risk to Halton Borough Council by not entering into tender processes for services which are due to expire on 31st March 2011.

It is requested Supporting People contracts be extended to the end dates given on Appendix A subject to budget provision.

An extension to existing contracts will enable the proposed efficiencies for 2011/12 to be realised, and give the opportunity for further efficiencies to be identified and achieved in 2012/13 as follows:

- Following the remodelling of floating support services, it is proposed to tender for floating support services and homeless services in September 2011/12 to be implemented in 2012/13.
- A strategic review of sheltered services is to be undertaken in 2011/12 with a view to re-tender those services in 2012/13 with contracts to be awarded for 2013/14.

4.2 **Transparency**

Supporting People contracts are recorded in the Council's contract register accessible via the internet and will be updated to reflect the extensions awarded. This ensures that external agencies do have some opportunity to examine contractual outcomes.

4.3 **Propriety and Security**

The extension of contracts referred to in this report will be compliant with Halton Borough Council's procurement standing orders. Compliance with anti corruption practices will be adhered to and any of the contracts within the subject of this report will be terminated if there is any occurrence of corruption by any of the organisations or their staff.

4.4 **Accountability**

Contracts will be continue to be performance managed and the quality of services monitored by the Adults and Community Quality Assurance Team. All factors have been taken into consideration when determining the proposed changes to services, including performance, quality, demand for the service and service type. Findings from recent Quality Assurance reviews and monitoring visits highlighted under utilisation of services and options for remodelling services which are proposed to be implemented in 2011/12.

4.5 **Position of the contract under the Public Contracts Regulations 2006**

These are Part B exempt services under the Contracts Regulations 2006.

5.0 POLICY IMPLICATIONS

- 5.1 A waiver to standing orders is requested to enable the continuation of front line support services, and the remodelling and re-tendering of services to achieve further efficiencies in 2012/13 and 2013/14

6.0 FINANCIAL IMPLICATIONS

- 6.1 The SP grant paid through the Area Based Grant and is no longer a ringfenced grant. Although the SP grant has been named in the ABG, Halton has the discretion to allocate funding based on service requirements.
- 6.2 After considering all options for efficiencies, Supporting People services have achieved their target efficiency savings.

7.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

7.1 Children & Young People in Halton

Supporting People services provide support to young people in Halton

7.2 Employment, Learning & Skills in Halton

Supporting People services offer support to vulnerable people to access training and work opportunities which contributes to Halton's worklessness agenda.

7.3 A Healthy Halton

These services offer support to vulnerable people in the Borough and by promoting social inclusion have a positive impact on a person's mental and physical health.

7.4 A Safer Halton

Supporting People services provide support to vulnerable people which enables people to stay safe within their own homes, addressing issues of harm from others, to others and to self.

7.5 Halton's Urban Renewal

None identified

8.0 RISK ANALYSIS

All contracts are monitored in accordance with the level of risk identified. In the event of non-compliance the contract will be reviewed immediately and necessary remedial action instigated.

9.0 EQUALITY AND DIVERSITY ISSUES

9.1 Supporting People services are expected to comply with the Council's policies relating to Ethnicity and Cultural Diversity as well as promoting social inclusion of some of the most disadvantaged people in the Borough.

9.2 Supporting People will continue to fund one service which specifically meets the needs of BME clients within Halton.

9.3 Equality Impact Assessments will be undertaken on all services where changes are proposed.

10.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

None under the meaning of the Act.

Appendix A

Provider	Service	Proposed contract extension
Abbeyfield Society (Widnes) Ltd	Sheltered housing	31 st March 2013
Alternative Futures	Supported accommodation	31 st March 2012
Anchor Trust	Sheltered housing	31 st March 2013
Arena Housing Association	Sheltered housing	31 st March 2013
Carr Gomm	Supported accommodation & Floating support service	31 st March 2012
CDS Housing	Sheltered housing (alarm) & Floating support services	31 st March 2012
Community Integrated Care	Supported accommodation	31 st March 2012
Creative Support	Supported accommodation	31 st March 2012
English Churches Housing Group Ltd	Sheltered housing	31 st March 2013
European Lifestyles	Supported accommodation	31 st March 2012
Guinness Trust	Sheltered housing	31 st March 2013
Halton & District Women's Aid	Supported accommodation	31 st March 2012
Halton Housing Trust	Sheltered housing	31 st March 2013
Halton YMCA	Supported accommodation	31 st March 2012
Housing 21	Sheltered housing	31 st March 2013
Hanover Housing	Sheltered housing	31 st March 2013
Imagine Independence	Supported accommodation & Floating support service	31 st March 2012
Lifeways	Supported accommodation	31 st March 2012
Making Space	Supported accommodation	31 st March 2012
Pentecostal Residences	Sheltered housing	31 st March 2013
Private Adult Placement	Adult placement	31 st March 2012
PSS	Adult placement	31 st March 2012
The Riverside Group Ltd	Sheltered housing	31 st March 2013
Shap Ltd	Floating support services	31 st March 2012
United Response	Adult placement	31 st March 2012
William Sutton Homes	Sheltered housing	31 st March 2013

REPORT TO: Executive Board Sub Committee

DATE: 3 March 2011

REPORTING OFFICER: Strategic Director, Adults & Community

SUBJECT: Leisure and Recreation Services Scale of Charges

WARD(S) Borough-wide

1.0 PURPOSE OF THE REPORT

1.1 To set out the proposed admission charges for 2011/12 for the Council Libraries, The Kingsway Learning Centre, Leisure Centres, Parks and Playing Pitches, Halton Athletics Track, Community Centres, Bereavement Services and the Brindley Arts Centre.

2.0 RECOMMENDATION

That Members of the Executive Board approve:

- 1. the charges in the attached appendices; and**
- 2. the charges and lease periods levied for Bereavement Services.**

3.0 SUPPORTING INFORMATION

3.1 The proposed charges for 2011/12 are contained within the attached appendices.

3.2 The charges levied for Bereavement services have been reviewed and compared against adjacent Local Authorities to determine charges. The following changes are recommended: -

- a) The lease period for burial plots is reduced from 99 years to 50;
- b) New charges are introduced for researching family history;
- c) The lease period on sanctum vaults is reduced from 99 years to give an option of ten or twenty years.

4.0 POLICY IMPLICATIONS

4.1 None identified.

5.0 FINANCIAL IMPLICATIONS

5.1 These are contained within the Appendices.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children & Young People in Halton

The Council's charging policy operates in favour of children and young people by offering lower charges to encourage participation and the constructive use of leisure time.

6.2 Employment, Learning & Skills in Halton

Charges cover access to learning and training. These opportunities are offered at subsidised rates or free of charge to residents.

6.3 A Healthy Halton

Active participation in cultural and leisure activities are a key pillar of the boroughs health strategy to reduce the incidence of chronic illnesses caused by poor lifestyle choices.

6.4 A Safer Halton

Constructive and diversionary activities offered in this area impact on anti social behaviour and contribute to a safer Halton.

6.5 Halton's Urban Renewal

None identified.

7.0 RISK ANALYSIS

7.1 Income from charges is part of the council's overall budgeting strategy, new charges must therefore be implemented on 1st April 2009. Revised charges for the Brindley are implemented on 1st September 2009.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 The Council's charges are structured and are at a level designed to enable the use of services by everyone in the community irrespective of individual circumstances. The new level of charges have, been set at a level which continues to facilitate this. The council offers a 50% discount to those suffering financial hardship through the Halton Leisure Card scheme.

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

None under the meaning of the Act.

	2010/11	increase	2011/12
SWIMMING			
Adult	2.80	0.20	3.00
Junior	1.40	0.10	1.50
HLC	1.40	0.10	1.50
JN Lessons(10 lessons)	32.00	2.00	34.00
SN Lessons(10 lessons)	34.00	1.50	35.50
SPORTSHALL			
Adult	3.30	0.10	3.40
Junior	1.65	0.05	1.70
HLC	1.65	0.05	1.70
SPORTSHALL BLOCK BOOKINGS			
Half Hall BB Hire	24.50	1.00	25.50
Adult admit fee	1.90	0.10	2.00
Junior admit fee	0.95	0.05	1.00
HLC admit fee	0.95	0.05	1.00
Squash (40 min)	3.10	0.10	3.20
Junior Squash	1.55	0.05	1.60
Casual Gym/Aerobics	4.40	0.20	4.60
Junior Fitness	2.20	0.10	2.30
Health Suite	5.60	0.10	5.70
Creche per hour.	1.20	0.10	1.30
Table Tennis	2.15	0.10	2.25
Junior Table Tennis	1.05	0.05	1.10
SPECTATOR			
Adult	0.50	0.00	0.50
Junior	0.25	0.00	0.25
HLC	0.25	0.00	0.25
SPECIAL EVENTS			
KLC			
Half Hall Booking	37.00	1.50	38.50
Full Hall Booking	74.00	3.00	77.00
Gymnasium	27.50	2.50	30.00
Creche	22.00	1.00	23.00

Swimming Pool	56.00	1.50	57.50
Small Pool	42.00	1.00	43.00
Studio 1& 2	27.00	1.00	28.00

RSP

Swimming Pool	47.00	1.00	48.00
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BROOKVALE RECREATION CENTRE

Swimming Pool	50.00	1.50	51.50
Sportshall Adult	62.50	2.00	64.50
Sportshall Junior	36.00	1.00	37.00
Half Hall Booking - Adult	32.00	1.00	33.00
Half Hall booking - Junior	18.00	0.50	18.50
Gymnasium - Adult	26.00	1.00	27.00
Gymnasium - Junior	18.00	0.50	18.50
Studio	23.50	0.50	24.00

ATP

Adult Casual	34.50	1.50	36.00
Junior Casual	17.25	0.75	18.00
Block Booking			
Adult	30.50	1.00	31.50
Junior	15.25	0.50	15.75
Hockey Match			
Adult	44.00	2.00	46.00

2011/12 Proposed Hire Fees

The Theatre

Price includes duty manager, front of house staff, security officer (eves, weekends and bank holidays), box office staff, 2 technicians and the use of backstage facilities and theatre in house lighting and sound systems. All additional charges as attached.

	Mon – Thurs 1 perf or up to 8 hrs	Fri/Sat 1 perf or up to 8 hours	Sunday & B Holidays 1 perf or up to 8 hours	Rehearsal per 4 hours or part thereof
Halton Borough Community Hirers	from £500 to £525	From £575 To £610	From £675 to £720	Mon – Fri £175 to £200 Sat & Sun £225 to £250 Bank holidays £325 to £350
Non Halton Borough based Community Hirers	From £600 to £630	From £675 to £710	From £775 to £825	Mon – Fri £225 to £255 Sat & Sun £275 to £305 Bank holidays £375 to £405
Commercial Hirers	From £900 to £990	From £1,000 to £1,100	From £1,100 to £1,210	Not offered

The Studio

Price includes duty manager, front of house staff, security officer (eves, weekends and bank holidays), box office staff, 1 technician (where technical support is included) and the use of backstage facilities and theatre in house lighting and sound systems. All additional charges as attached.

	Mon – Thurs	Fri – Sat	Sunday & B Holidays
Per 8 hour performance with technical support	From £300 To £320	From £350 To £370	From £400 To £425
Per 4 hour rehearsal with technical support	From £175 to £185	From £200 £210	From £225 To £240
Per 2 hour hire without technical support	From £50 To £55	From £75 to £80	From £100 To £110
Per 4 hours dressing room facility	£110	£160	£210
Per 8 hours dressing room facility	£220	£320	£415
Per 12 hour dressing room facility	£315	£365	£415

2012/13 Proposed Hire Fees

The Theatre

Price includes duty manager, front of house staff, security officer (eves, weekends and bank holidays), box office staff, 2 technicians and the use of backstage facilities and theatre in house lighting and sound systems. All additional charges as attached.

	Mon – Thurs 1 perf or up to 8 hrs	Fri/Sat 1 perf or up to 8 hours	Sunday & B Holidays 1 perf or up to 8 hours	Rehearsal per 4 hours or part thereof
Halton Borough Community Hirers	from £525 to £550	From £610 to £650	From £720 To £750	Mon – Fri £200 to £225 Sat & Sun £250 to £275 Bank holidays £350 to £375
Non Halton Borough based Community Hirers	From £630 To £660	From £710 To £750	From £825 to £860	Mon – Fri £255 to £285 Sat & Sun £305 to £335 Bank holidays £405 to £435
Commercial Hirers	From £990 to £1,040	From £1,100 to £1,150	From £1,210 to £1,270	Not offered

The Studio

Price includes duty manager, front of house staff, security officer (eves, weekends and bank holidays), box office staff, 1 technician (where technical support is included) and the use of backstage facilities and theatre in house lighting and sound systems. All additional charges as attached.

	Mon – Thurs	Fri – Sat	Sunday & B Holidays
Per 8 hour performance with technical support	From £320 To £335	From £370 To £390	From £425 To £450
Per 4 hour rehearsal with technical support	From £185 To £195	From £210 To £220	From £240 To £250
Per 2 hour hire without technical support	From £55 To £60	From £80 To £85	From £110 To £115
Per 4 hours dressing room facility	£120	£170	£220
Per 8 hours dressing room facility	£240	£340	£415
Per 12 hour dressing room facility	£330	£380	£415

PROPOSED INCREASED ADDITIONAL HIRE CHARGES**Sales, Marketing & Administration**

	Current Charge	2011/12 increase	2012/13 increase
Inclusion within the Brindley Brochure, Website and monthly e-letter	£100	£105	£110
Inclusion in the Brindley's Monthly Newspaper	£50 per month	£52.50	£55
Brindley to manage ticket sales	25p per ticket	30p per ticket	35p per ticket
Batch printed tickets	15p per ticket	No longer available	No longer available
Merchandise table -	Not currently charged	£50 per performance	£55 per perf
Programme/Merchandise sales by Brindley staff	20%	20%	20%
Admin charge for orders made on behalf of hirer	Not currently charged	10% of total order value	10% of total order value

Technical

	Current Charge	2011/12 increase	2012/13 increase
Pre rig (sound, lighting or stage)	£250 per four hours or part thereof	£275	£300
Additional technicians	£10 per hour or part thereof for a minimum four hours	£12 per hour	£14 per hour
Smoke Machine	£10 per day £25 weekly	£15 per day £30 weekly	£16 £32
Haze Machine	£10 per day £25 weekly	£15 per day £30 weekly	£16 £32
Radio Mics	£20 per day/per mic	£25 per mic	£27
1400 Lumen Projector – Studio	£25 per day £75 weekly	£30 per day £90 weekly	£32 £100
5000 Lumen Projector – Theatre	£75 per day £225 weekly	£90 per day £300 weekly	£99 £315
Film Screen – Studio	£15 per day	£20	£21
Cinema projector & Screen	Not currently offered	£150 (in addition to studio hire) plus related film hire charges	£158
Media Package – projector, dvd, cd & laptop	£40 per day	£45	£48
Harlequin Dance Floor	£50	£60	£63

Steinway Grand Piano – (Theatre)	£100 per day	No increase	£105
Grand Piano per additional retune	£100	£120	£130
Electric piano	Free	£20 per day	£20 per day
Music Stands	£1.00 per day £3 weekly	No increase	£2 per day £6 weekly
Music Stand Lights	£2 per day £6 weekly	No increase	£3 £9 weekly
Touring PA	Currently provided free of charge	£30 (without technical support)	£35
Touring Lights	Currently provided free of charge	£40 (without technical support)	£45

Front of House & Hospitality

	Current Charge	2011/12 increase	2012/13 increase
Additional Front of House Stewards	£10 per hour or part thereof for a minimum 2 hours	£12 per hour	£14 per hour
Post show bar	£35 per performance	£40 – waived if bar sales over £120	£45 – Waived if bar sales over £130
Catering	Prices on application	Prices on application	Prices on application

CEMETERIES AND CREMATORIUM CHARGES

	2010	2011/12
Purchase of Exclusive Right of Burial (50 year lease)		
(a) Three interments	£640.00	£700.00
(b) One or two interments	£555.00	£610.00
(c) Cremated remains grave	£345.00	£380.00
 <u>Interment fee</u>		
<u>Monday to Thursday 10.00 a.m. – 3.00 pm</u>		
<u>Friday – 10.00 a.m. to 2.00 pm.</u>		
(a) 1 interment - adult	£470.00	£515.00
(b) 2 interments - adult	£555.00	£610.00
(c) 3 interments - adult	£660.00	£725.00
(d) 1 interment – child (1 month-16 years)	£260.00	£280.00
(e) 2 interments – child (1 month-16 years)	£290.00	£310.00
(f) 3 interments - child (1 month-16 years)	£360.00	£385.00
(g) Stillborn child or child not exceeding 12 months	£Nil	£Nil
(h) Burial of cremated remains (Mon-Fri) (not available on Saturday)	£ 96.00	£105.00
Additional fee after above times	£100.00	£105.00
Saturday morning additional fee (full burials)	£+50% of interment fee	
Non-resident charge for (a)-(h) above	£+100%	
Indemnity fee	£ 48.00	£ 55.00
Use of Crematorium Chapel for funeral service	£ 72.00	£ 80.00
Transfer of Ownership of Exclusive Right of Burial	£ 48.00	£ 55.00
Civil Funeral Celebrant	£172.00	£185.00
Grave search – up to 10 names		£ 25.00
Room hire for family history (1 hour)		£ 15.00
 <u>Memorials</u>		
New headstone	£145.00	£155.00
Additional inscription	£ 29.00	£ 30.00
Vase/tablet/book – not exceeding 12" x 12" x 12"	£ 38.00	£ 40.00
Vase/tablet/book – up to 18" x 12" x 12"	£ 56.00	£ 60.00
Vase/tablet/book – over 18" up to 30" x 12" x 12"	£ 70.00	£ 75.00
Registration of BRAMM registered masons	£no charge	
Inscription to Baby Headstone in Baby Garden	£ 47.00	£ 50.00

Memorial Benches (10 year lease)

5ft hardwood bench, with engraved plaque	£665.00	£710.00
Renewal of 10 year lease (new bench/plaque)	£525.00	£560.00
Additional plaque	£ 45.00	£ 48.00
Granite bench – Four Seasons Garden only	£1170.00	£1250.00
Renewal of 10 year lease (existing bench)	£ 475.00	£ 510.00

Crematorium charges

Monday-Thursday 9.00 a.m. – 3.30 p.m.

Friday – 9.00 am. – 2.00 p.m.

Cremation charge – adult	£450.00	£500.00
Cremation charge – child (1 year-16 years)	£205.00	£220.00
Cremation charge – child under 1 year	£ 25.00	£ 30.00
Cremation charge – after anatomical examination	£220.00	£250.00

Saturday morning – additional charge + 50% + 50%

Scattering of remains – with an appointment
(cremation at Widnes Crematorium) – Mon-Fri £ 32.00 £ 35.00

Scattering of remains when cremation has taken place
At another crematorium – Monday to Friday £ 122.00 £130.00

Scattering of remains not available on a Saturday

Casket – wooden	£ 54.00	£ 58.00
Aluminium	£ 32.00	£ 35.00
Small wooden (child)	£ 22.00	£ 25.00
Token box	£ 19.00	£ 20.00

Storage of cremated remains after one calendar month
from date of cremation £ 48.00 £ 50.00

Postage of cremated remains (by secure carrier) £on application

Certified Extract from the Cremation Register £ 32.00 £ 35.00

Civil Funeral Celebrant £172.00 £185.00

Plaques (10 year lease)

Bronze plaque	£192.00	£205.00
Renewal for further 10 years	£ 86.00	£ 92.00

Granite plaque on Planter – Four Seasons/ Runcorn Cemetery Sundial	£332.00	£355.00
Renewal for further 10 years	£124.00	£133.00

Book of Remembrance

2 line entry	£ 80.00	£ 86.00
3 line entry	£105.00	£112.00
4 line entry	£130.00	£140.00
5 line entry	£155.00	£166.00
6 line entry	£180.00	£193.00
7 line entry	£205.00	£220.00
8 line entry	£230.00	£247.00
Flower designs	£ 55.00	£ 70.00
Other designs – new charge		£ 80.00

Memorial Cards

2 line entry	£ 33.00	£ 36.00
3 line entry	£ 44.00	£ 47.00
4 line entry	£ 55.00	£ 59.00
5 line entry	£ 66.00	£ 71.00
6 line entry	£ 77.00	£ 83.00
7 line entry	£ 88.00	£ 95.00
8 line entry	£ 99.00	£106.00
Flower design	£ 55.00	£ 70.00
Other designs – new charge		£ 80.00

Sanctum Vaults – new charges

10 year lease	£450.00
Renewal for further 10 years	£225.00

20 year lease	£650.00
Renewal for further 20 years	£325.00

(includes first placing of remains)
Monday to Friday (not available Saturday)

Placing 2 nd casket of remains Monday to Friday (not available Saturday)	£ 43.00	£ 46.00
Lettering, per letter	£ 3.20	£ 3.40
Small design	£ 60.00	£ 64.00
Large design	£ 80.00	£ 86.00
Photo tile (portrait – 1 person)	£117.00	£125.00
Photo tile (landscape – 2 persons)	£149.00	£160.00

NOTE: Charges for Book of remembrance entries, Memorial Cards, Benches, Plaques and lettering/designs to Vaults are subject to VAT



PROPOSED SCALE OF HIRE CHARGES 1st April 2011 – 31st March 2012

**COMMUNITY CENTRES –
Castlefields/Ditton/Grangeway/Murdishaw/Upton**

Approved – Assistant Accountant, Cultural & Leisure	
Approved – Operational Director, Cultural & Leisure	

1. COMMUNITY GROUPS

		Rate 10-11	Rate 11-12	£ Increase
Hall	Per hour	£7.35	£7.60	£0.25
Small Room	Per hour	£2.65	£2.75	£0.10
Large Room	Per hour	£4.10	£4.25	£0.15
Stage	Per hour	£2.65	£2.75	£0.10
Kitchen	Per hour	£2.15	£2.25	£0.10

Block Bookings

5 % discount in respect of 10 or more bookings made at any one time.

Free Lettings

New activities and groups initiated by the Manager may, in their initial period of operation, receive a maximum of 4 free lettings to establish the groups which should then be considered a community user paying the appropriate rate.

Any further free lettings would be by agreement with Operational Director, Community Services.

Phonographic Performance Licence – an additional 5% charge of the total booking fee (excluding any discount) for activities featuring recorded music.

2. PRIVATE & COMMERCIAL GROUPS

Kitchen Hire VAT (20%) applies

The above charges increase by 25% AND 50% respectively and cumulatively
Performing Rights – 5% of the total booking charge (excluding any discount).

3. OTHER

Events other than those in 1 or 2, including week end rates, by negotiation with the Manager.

NOTES FOR GUIDANCE OF APPLICANTS

1. Payment of Charges (Private and Casual Bookings)

A Non Returnable deposit of 25% of the charge shall be paid in advance and the balance must be paid prior to use.

2. Approval of Applicants

No application must be regarded as accepted until official approval has been received and the deposit paid.

3. Preparation and Tidying Up

The hours booked must cover the use of the Centre by organisers for any preparatory work required prior to the function and for tidying up afterwards.

DRAFT

HALTON ATHLETICS ACADEMY

At Wade Deacon High School

Hire charges 2011/12

Description	Charge 2010/11	Proposed 2011/12
Track use per person, per session*	£3.70	£4.00
Club hire with floodlights	£44.00	£50.00
Club hire without floodlights	£32.40	£34.60
Athletics meetings – per hour		
a. With floodlights		
Up to 200 people	£58.45	£62.40
Over 200 people	£68.00	£72.60
b. Without floodlights		
Up to 200 people	£40.60	£43.40
Over 200 people	£50.50	£54.00
Additional toilet hire (per toilet per day)	£77.25	£82.50

* Session – up to 2 hours.
All group charges per hour

1. COMMUNITY USE (Non funded organisations)

Room		Community Rate 10/11	Community Rate 11/12	Council Standard Rate 10/11	Council Standard Rate 11/12
Meeting Room 2	Per hour	£10.90	£12.00	£13.70	£15.00
Other Meeting Rooms	Per hour	£5.60	£6.30	£6.85	£7.50

- **Block Bookings**

Less 15% in respect of 10 or more bookings made at any one time.

- **Free Lettings**

New activities and groups initiated by the Manager may, in their initial period of operation, receive a maximum of 4 free lettings to establish the groups. Subsequent bookings should then be considered a community user paying the appropriate rate.

- **Performing Rights** – 5% of the total booking charge (excluding any discount).

2. PRIVATE AND COMMERCIAL GROUPS

- The above charges increased by 25% and 50% respectively and cumulatively
- Performing Rights – 5% of the total booking charge (excluding any discount).

3. OTHER

- Use other than those in 1 or 2, by negotiation with the Manager.

NOTES FOR GUIDANCE TO APPLICANTS

1. Payment of Charges (Private and Casual Bookings)

A deposit shall be paid in advance and the balance must be paid prior to use.

2. Approval of Applicants

No application must be regarded as accepted until official approval has been received and the deposit paid. In addition, all applicants must agree to the booking conditions of the Centre.

3. Preparation and Tidying Up

The hours booked must cover the use of the Centre by organisers for any preparatory work required prior to the function and for tidying up afterwards.

4. Catering Service

Refreshments and Catering services can be provided on request.

PROPOSED SCALE OF CHARGES
1st April 2011 – 31st March 2012

LIBRARY SERVICE

LOAN CHARGES

	PRESENT	PROPOSED
Talking Books	£1 for 3 weeks	£1.20 for 3 weeks
Leisure Card Holders	50p for 3 weeks	60p for 3 weeks
Compact Discs	£1 per week	No change
Leisure Card Holders	50p per week	No change
DVDs	£2.50 for 1 week	£2.70 for 1 week
Leisure Card Holders	£1.25 for 1 week	£1.35 for 1 week
Learning for Life Collection		
Non-book items:	£1.00 for 3 weeks	£1.20 for 3 weeks
Leisure Card Holders:	FREE	No change

FINES ON OVERDUE ITEMS

Books, Talking Books, CDs, and Learning for Life Collection

Adult tickets	10p per item per day maximum £4.00 per item	No change
Children's tickets	No charge	No change
Young Persons tickets (16-18)	No charge maximum £4.00 per item	No change
Leisure Card Holders	5p per item per day maximum £4.00 per item	No change
DVDs	40p per day	50p per day
Leisure Card Holders	20p per day maximum £8.00 per item	25p per day maximum £8.00 per item

In addition an administrative charge of 30p (which includes postage) is payable when an overdue reminder is sent. Children's books borrowed on an adult ticket are subject to the adult fine rate.

RESERVATIONS

<i>For items currently in stock</i>	FREE	No change
Leisure Card Holders	FREE	No change
<i>For items which have to be bought for stock</i>		
Leisure Card Holders	£1.50 per item 75p per item	£1.60 per item 80p per item
<i>For items which have to be obtained through Inter Library Loan or British Library</i>	£2.20 per item	£5.00 per item

Leisure Card Holders

£1.50 per item

£2.50 per item

	PRESENT	PROPOSED
PERSONAL COMPUTER BOOKINGS		
Discs:	£1.00 each	No change
Leisure Card Holders	50p each	No change
USB 2GB Memory stick:	£7.75	£8.00
Leisure Card Holders	£6.75	£7.00
Printing:		
Black & White:	10p per page	No change
Colour:	20p per page	No change
Leisure Card Holders		
Black & White:	5p per page	No change
Colour:	10p per page	No change
PHOTOCOPIES	A4 - 10p per sheet	No change
	A3 – 20p per sheet	No change
MICROFILM / MICROFICHE COPIES	20p per sheet	No change
FAX		
To UK:	50p per sheet received	No change
	£1.00 first sheet	No change
	25p subsequent sheets	No change
To Europe:	£2.00 first sheet	No change
	50p subsequent sheets	No change
International:	£3.00 first sheet	No change
	£1.00 subsequent sheets	No change
LOST TICKETS		
Adults:	£1.00	£1.50
Children and Leisure Card Holders:	50p	75p

ROOM HIRE1. **Community Groups**

Meeting Room 1	£5.50 per hour	£6.00 per hour
Meeting Room 2	£7.50 per hour	£8.00 per hour
Meeting Room 3	£7.50 per hour	£8.00 per hour
Meeting Rooms 2 & 3	£15.00 per hour	£16.00 per hour
Meeting Room 4	£3.00 per hour	£3.50 per hour
Meeting Room 5 – ICT Suite	£7.50 per hour	£8.00 per hour
Meeting Room 6	£5.50 per hour	£6.00 per hour
Meeting Room 7	£4.00 per hour	£4.50 per hour

Block bookings

Less 15% discount in respect of 10 or more bookings at any one time

Equipment

Training kitchen /Laptops – available by arrangement with the Manager £3 per session

Free Lettings - New activities and groups initiated by the Manager may, in their initial period

of operation, receive a maximum of 4 free lettings to establish the groups.

Subsequent bookings should then be considered a community user paying the appropriate rate.

Private and Commercial Groups

The above charges increased by 25% and 50% respectively and cumulatively

Performing Rights – 5% of the total booking charge (excluding any discount).

Other

Other than those in 1 or 2, by negotiation with the Manager



Events and Leisure Service

Proposed Facility Charges 2011/12

		2010/11 Price	2011/12 Proposed
Summer Games			
Bowling Green Hire	(Alternate weeks)	Free	Free
Winter Games			
Adult B/B Pitch Hire	(Alternate Weeks)	380.00	400.00
Adult Casual Hire		82.00	90.00
Junior B/B Pitch Hire*	(Alternate weeks)	205.00	225.00
Mini Soccer B/B Hire*		140.00	155.00
Junior Casual Hire		35.00	40.00
Adult Baseball Field	(Annual)	1260.00	1360.00
Junior Baseball Field*	(Annual)	630.00	680.00
Floodlit Grass Training	12 weeks	170.00	190.00
Ranger Centres Room Hire Only**			
Half Day Hire		35.00	40.00
Full Day Hire		50.00	80.00
Environmental Education			
Halton Schools (per pupil)		Free	0.50
Out of Borough Schools (per pupil)		3.00	4.00
Exhibition Unit Day Hire			
In-house Services		Mixed Charges	350.00
Private Hire***		New Charge	550.00
Event Land Hire****			
Set up Days or car parking	Pence per m ²	0.032	0.037
Operational Days	Pence per m ²	0.063	0.072

These charges do not include any fees that may be incurred in the use of land. These will be charged at the appropriate rate at the time i.e. rights of way closures, legal fees

Notes

* Presently provided Free of charge for junior competitive sport

** Wigg Island, Runcorn Hill, Phoenix Park, Spike Island, Pickerings Pasture, Victoria Park

*** Within the borough boundary only

**** Large Commercial Events considered by application

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