



Please ask for Martin Elliott
Direct Line: 01246 345236
Email committee.services@chesterfield.gov.uk

The Chair and Members of Cabinet

9 November 2015

Dear Councillor,

Please attend a meeting of the CABINET to be held on TUESDAY, 17 NOVEMBER 2015 at 10.30 am in Committee Room 2, Town Hall, Rose Hill, Chesterfield, the agenda for which is set out below.

AGENDA

Part 1(Public Information)

1. Declarations of Members' and Officers' Interests relating to items on the Agenda
2. Apologies for Absence
3. Minutes (Pages 3 - 10)

To approve as a correct record the Minutes of the Cabinet meeting held on 3 November, 2015

4. Forward Plan (Pages 11 - 28)

Items Recommended to Cabinet via Cabinet Members

Cabinet Member for Business Transformation

5. Public Private Partnerships (PPP) Update (Pages 29 - 36)

Cabinet Member for Town Centre and Visitor Economy

6. Cultural Venues Fees and Charges 2016 (Pages 37 - 70)
7. Local Government Act 1972 - Exclusion of the Public

To move "That under Regulation 21(1)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the public be excluded from the meeting for the following item of business on the grounds that it involve the likely disclosure of exempt information as defined in Paragraphs 3 of Part I of Schedule 12A to the Local Government Act 1972."

Part 2 (Non Public Information)

Leader and Cabinet Member for Regeneration

8. Application for Business Rates Relief (Pages 71 - 78)

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Randy', written in a cursive style.

Local Government and Regulatory Law Manager and Monitoring Officer

CABINET

Tuesday, 3rd November, 2015

Present:-

Councillor Burrows (Chair)

Councillors	T Gilby T Murphy Huckle	Councillors	Ludlow Serjeant A Diouf
Non Voting Members	Bagley Hollingworth		Wall

*Matters dealt with under the Delegation Scheme

89 **DECLARATIONS OF MEMBERS' AND OFFICERS' INTERESTS
RELATING TO ITEMS ON THE AGENDA**

No declarations of interest were received.

90 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Blank, Brown and J Innes.

91 **MINUTES**

RESOLVED –

That the minutes of the meeting of Cabinet held on 6 October be approved as a correct record and signed by the Chair.

92 **FORWARD PLAN**

The Forward Plan for the four month period November 2015 – February 2016 was reported for information.

*** RESOLVED –**

That the Forward Plan be noted.

93 DELEGATION REPORT

Decisions taken by Executive Members during October were reported.

*** RESOLVED –**

That the Delegation Report be noted.

94 ABSENCE OF A MEMBER OF THE COUNCIL

The Committee and Scrutiny Coordinator submitted a report to enable the Cabinet to consider, for the purposes of Section 85(1) of the Local Government Act 1972, the reasons for the absence of a Member of the Council from meetings of the Authority.

Councillor Helen Elliott had been prevented by attending to urgent caring responsibilities from attending meetings of the Authority since her last attendance on 2 June, 2015. It was not known when she might be in a position to resume his duties.

***RESOLVED -**

1. That, for the purposes of Section 85(1) of the Local Government Act, 1972, the reason for the absence from meetings of Councillor Helen Elliott from 2 June of attending to urgent caring responsibilities, be approved and her continued absence from meetings be authorised through until 31 March, 2016.
2. That the best wishes of all her Council colleagues are sent to Councillor Elliott.

REASON FOR DECISIONS

To meet the requirements of Section 85(1) of the Local Government Act 1972.

95 ASBESTOS MANAGEMENT COMPLIANCE REVIEW

The Housing Services Manager – Business Planning and Strategy and the Business Transformation Manager submitted a report informing Members of the findings of the recent Asbestos Management Compliance Review.

Chesterfield Borough Council manages and owns a wide portfolio of domestic and non-domestic premises, and as such needs to satisfy statutory and legislative compliance obligations to ensure that a safe environment is provided for building occupiers and tenants.

In November 2014, as part of a regular review of policies and procedures in relation to all compliance requirements, Housing Services commissioned Savills to conduct a preliminary audit and review of its asbestos compliance. The review was extended to also include the non-domestic property portfolio, to ensure a consistent approach in asbestos management policies and practices across the entire Chesterfield Borough Council property portfolio. The purpose of the review was to establish the current status of asbestos compliance in relation to domestic and non-domestic premises, identify any shortcomings and to make recommendations in relation to prioritised actions to ensure best practice.

The report produced by Savills acknowledged many areas of good practice with regard to the Council's asbestos management and risk management processes, but also highlighted some areas for improvement. Savills had produced an Action Plan which detailed the recommended actions required to address the areas highlighted as needing improvement. The Action Plan was presented to Members to request their approval for the recommended actions which would need to be implemented, reviewed and audited, as part of an on-going compliance management regime to enable the Council to reach a point of robust assurance with regards to asbestos management.

The officers' report also recommended that an Asbestos sub-group of the Corporate Health and Safety Committee be formed to oversee the implementation of the action plan. The sub-group would consist of representatives from Housing Services, the Corporate Health and Safety team, Kier Asset Management and the Corporate Health and Safety Committee.

***RESOLVED -**

1. That the Asbestos Management Compliance Review be received, and that the Asbestos Compliance Recommendations Action Plan be implemented.
2. That an Asbestos Management Compliance Sub Group be established to oversee implementation of the actions set out within the Asbestos Compliance Report Recommendation Action Plan, and that the Sub Group reports progress to the Corporate Health and Safety Committee on a quarterly basis.

REASON FOR DECISIONS

To ensure legislative and statutory obligations in relation to the management of asbestos risk are met.

96 LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC**RESOLVED -**

That under Regulation 21(1) (b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 1 of Part I of Schedule 12A to the Local Government Act 1972 – as it contained information relating to an individual.

97 BARROW HILL ENVIRONMENTAL IMPROVEMENTS UPDATE

The Housing Service Manager – Business Planning and Strategy, submitted a report to update Members on the progress of the environmental work planned for the London Boroughs estate at Barrow Hill since the scheme was approved by Cabinet in March, 2015. The report also sought approval for ex-gratia payments to be made to owner occupier households, as compensation for acquiring land to deliver the scheme, and for permission to demolish two blocks of flats to facilitate a future phase of environmental improvements for the London Boroughs Estate.

It was noted that since the plans had been approved by Cabinet progress had been made in the following areas:

- Completion of highways and drainage surveys
- Negotiation with Right-to-Buy owners on the estate
- Development of detailed design
- Preparation of a Planning Application for submission
- Scoping options on a second phase of works on land surrounding Duewell Court
- A review of demand for flats in Barrow Hill
- Development of tender documents for appointing a contractor to deliver the improvements
- New staircases for flats was being installed
- Planting plans and schedules developed

The Housing Service Manager also provided an update on Kier's negotiations with the owners of right to buy properties in the area where their property boundaries would be affected by the environmental improvements. The original proposals affected the boundaries of twenty four privately owned properties, however only two were critical to the delivery of the scheme. It was noted that negotiations with these two households had been successful and that outline terms for the transferal of their land to Council had been agreed.

Work had also started on what a second phase of environmental improvements for the London Boroughs estate would look like, with a large underutilised area of land surrounding Duewell Court being part of these considerations. Initial discussions had taken place with the Homes and Communities Agency about suitable programmes to bring forward the development of the land. In order to increase the attractiveness of the land, the demolition of the two blocks of flats at Chiswick Court and Ealing Court had been considered.

It was noted that there was a significant over supply of flats on the estate, with high turnover rates and many properties being difficult to let. Tenants in Chiswick and Ealing Courts would be offered the opportunity to transfer to alternative properties anywhere within the Borough, and would also be eligible for home loss and disturbance payments. The demolition of the two blocks would enable an improved layout for the environmental improvement scheme allowing better integration with the proposed second phase of works at Barrow Hill.

In the original proposals all of the costs associated with the scheme were to be met by the Housing Revenue Account and from the 2015/16 and 2016/17 Housing Capital Programmes. In the budget in July 2015, it had been announced that social and affordable housing rents were to be cut by 1% a year, for four years. The implications of this change had meant that as the income that had been predicted to be received had been reduced, several cost saving measures had had to be integrated into the proposals. The schedule of works had also been re-phased to take place over the financial years 2016/17 and 2017/18, in order that the planned environmental improvements could still be delivered, but also be affordable.

***RESOLVED -**

1. That Cabinet continues to support the on-going delivery of the Barrow Hill Environmental Improvements Master-Plan.
2. That Cabinet approves the revisions to the budget and the phasing of the work, in order to ensure that the proposals are affordable following the changes announced in the Government summer budget and the subsequent impact on the Housing Revenue Account Business Plan.
3. That a budget of £2,500 is set aside to cover the cost of making payments to property owners in Barrow Hill in order to facilitate the delivery of the environmental improvements, and to reduce the likelihood of objections to the Planning Application.
4. That the Right-to-Buy property of 8 Chelmsford Way is purchased in order to facilitate the delivery of the environmental improvements.
5. That the the blocks of flats, namely Ealing Court and Chiswick Court are demolished in order to facilitate a future phase of development at Barrow Hill in the area around Duewell Court.
6. That the Housing Services Manager – Business Planning and Strategy be authorised to tender for, and appoint a demolition contractor.

7. That a further report is brought to Members, following an open tender process with a recommendation to appoint a contractor to deliver the improvement programme.

REASON FOR DECISIONS

To meet the Corporate Plan 2015-19 key objective “to increase the quality of public space for which the Council has responsibility through targeted improvement programmes.”

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CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN
FOR THE FOUR MONTH PERIOD 1 DECEMBER 2015 TO 31 MARCH 2016

What is the Forward Plan?

This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 of key decisions to be made on behalf of the Council. This Forward Plan sets out the details of the 'key' and other major decisions which the Council expects to take during the next four month period. The Plan is available to the public 28 days before the beginning of each month.

What is a Key Decision?

Any executive decision which is likely to result in the Council incurring significant expenditure or the making of savings where there is:

- a decision to spend £50,000 or more from an approved budget, or
- a decision to vire more than £10,000 from one budget to another, or
- a decision which would result in a saving of £10,000 or more to any budget head, or
- a decision to dispose or acquire any interest in land or buildings with a value of £50,000 or more, or
- a decision to propose the closure of, or reduction by more than ten (10) percent in the level of service (for example in terms of funding, staffing or hours of operation) provided from any facility from which Council services are supplied.

Any executive decision which will have a significant impact in environmental, physical, social or economic terms on communities living or working in one or more electoral wards. This includes any plans or strategies which are not within the Council's Policy Framework set out in Article 4 of the Council's Constitution.

Are any other decisions included on the plan?

The Forward Plan also includes details of any significant issues to be considered by the Executive Cabinet, full Council and Overview and Scrutiny Committee. They are called "non-key decisions". Non-key decisions that will be made in private are also listed.

How much notice is given of forthcoming decisions?

As far as possible and in the interests of transparency, the Council will seek to provide at least 28 clear days' notice of new key decisions (and many new non-key decisions) that are listed on this document. Where this is not practicable, such key decisions will be taken under urgency procedures (in accordance with Rule 15 (General Exception) and Rule 16 (Special Urgency) of the Access to information Procedure Rules). This will be indicated in the final column and a separate notice is also published with additional details.

What information is included in the plan?

The plan will provide a description of the decision to be taken, who will make the decision and when the decision is to be made. The relevant Cabinet Member for each decision is listed. If you wish to make representations about the decision to be made, the contact details of the appropriate officer are also provided. Decisions which are expected to be taken in private (at a meeting of the Cabinet or by an individual Cabinet Member) are marked "private" and the reasons privacy is required will also be stated. Each issue is also listed separately on the website which will show more details including any Urgency Notices if issued.

How is consultation and Community Engagement carried out?

We want all our communities to be given the opportunity to be involved in the decisions that affect them so before a decision is taken, where appropriate, community engagement activities are carried out. The Council's Community Engagement Strategy sets out a framework for how the Council engages with its customers and communities. Details of engagement activities may be found in reports when published. Alternatively you can contact the officer to whom representations may be made.

Notice of Intention to Conduct Business in Private

Whilst the majority of the business at Cabinet meetings will be open to the public and media to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that the Cabinet meetings shown on this Forward Plan will be held partly in private because some of the reports for the meeting will contain either confidential information or exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

A list of the reports which are expected to be considered at this meeting in private are set out in a list on this Forward Plan. They are marked "private", including a number indicating the reason why the decision will be taken in private under the categories set out below:

- (1) information relating to any individual
- (2) information which is likely to reveal the identity of an individual
- (3) information relating the financial or business affairs of any particular person (including the authority holding that information)
- (4) information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
- (5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- (6) Information which reveals that the authority proposes (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.
- (7) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

If you would like to make representations about any particular decision to be conducted in private at this meeting then please email: democratic.services@chesterfield.gov.uk. Such representations must be received in advance of 5 clear working days before the date Cabinet meeting itself, normally by the preceding Monday. The Council is required to consider any representations received as to why an item should not be taken in private and to publish its decision.

It is possible that other private reports may be added at shorter notice to the agenda for the Cabinet meeting or for a Cabinet Member decision.

Huw Bowen
Chief Executive

Copies of the Council's Constitution and agenda and minutes for all meetings of the Council may be accessed on the Council's website: www.chesterfield.gov.uk



CHESTERFIELD
BOROUGH COUNCIL

Meeting Dates 2015/16

<u>Cabinet</u>	<u>Council</u>
2 June 2015* 16 June 2015 30 June 2015	
14 July 2015* 21 July 2015	22 July 2015
8 September 2015* 22 September 2015	
6 October 2015* 20 October 2015	14 October 2015
3 November 2015* 17 November 2015	
1 December 2015* 15 December 2015	16 December 2015
12 January 2016* 26 January 2016	
9 February 2016* 23 February 2016	25 February 2016
8 March 2016* 22 March 2016	
5 April 2016* 19 April 2016	27 April 2016 (ABM)
3 May 2016* 17 May 2016 31 May 2016	11 May 2016 (ACM)

Cabinet members and their portfolios are as follows:

Leader and Cabinet Member for Regeneration	Councillor John Burrows	
Deputy Leader and Cabinet Member for Planning	Councillor Terry Gilby	
Cabinet Member for Business Transformation	Councillor Ken Huckle	Assistant Member Councillor Keith Brown
Cabinet Member for Governance	Councillor Sharon Blank	Assistant Member Councillor Mick Wall
Cabinet Member for Health and Wellbeing	Councillor Chris Ludlow	Assistant Member Councillor Helen Bagley
Cabinet Member for Housing	Councillor Tom Murphy	Assistant Member Councillor Sarah Hollingworth
Cabinet Member for Town Centre and Visitor Economy	Councillor Amanda Serjeant	Assistant Member Councillor Jean Innes

In addition to the Cabinet Members above, the following Councillors are voting Members for Joint Cabinet and Employment and General Committee

Councillor Helen Elliott
Councillor Gordon Simmons
Councillor John Dickinson
Councillor Jean Innes
Councillor Maureen Davenport

*From 2015/16, Joint Cabinet and Employment and General Committee meet immediately prior to the first meeting of Cabinet each month

(To view the dates for other meetings please click [here.](#))

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decisions								
Key Decision 337	THI Scheme Project Evaluation - to receive a final evaluation of the THI project for Chesterfield Town Centre.	Cabinet	Deputy Leader & Cabinet Member for Planning	26 Jan 2016	Report of Development Management and Conservation Manager	Paul Staniforth Tel: 01246 345781 paul.staniforth@chesterfield.gov.uk	Public	
Key Decision 398	Sale of CBC Land/Property	Deputy Leader & Cabinet Member for Planning	Deputy Leader & Cabinet Member for Planning	30 Oct 2015	Report of Head of Kier	Matthew Sorby Tel: 01246 345800 matthew.sorby@chesterfield.gov.uk	Exempt 3 Contains financial information	
Key Decision 495	Local Government Pension Scheme To approve the revised Discretions in accordance with the changes to the Local Government Pension Scheme Regulations	Cabinet Council	Cabinet Member - Business Transformation	1 Dec 2015 16 Dec 2015	Report of HR and Payroll Lead	Jane Dackiewicz Tel: 01246 345257 jane.dackiewicz@chesterfield.gov.uk	Public	
Key Decision 513	Approval to Dispose of Miscellaneous Housing Stock	Cabinet	Cabinet Member - Housing	1 Dec 2015	Report of Housing Service Manager – Business Planning & Strategy	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Exempt 3	

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Key Decision 537	Procurement Options A paper providing options for the future service delivery method for the procurement service	Joint Cabinet and Employment & General Committee	Cabinet Member - Business Transformation	3 Nov 2015	Report of Business Transformation Manager	Karen Brown Tel: 01246 345293 karen.brown@chesterfield.gov.uk	Public	
Key Decision 539	Barrow Hill Environmental Improvements Update To update members on progress and provide details of next stages	Cabinet	Cabinet Member - Housing	3 Nov 2015	Report of Housing Manager - Business Planning and Strategy	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Exempt 1	
Key Decision 540	Asbestos Compliance Report Asbestos management compliance review and action plan	Cabinet	Cabinet Member - Housing, Cabinet Member - Governance	3 Nov 2015	Report of Housing Manager - Business Planning and Strategy and Business Transformation Manager	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	

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Key Decision 541	Cultural Venues Fees and Charges 2016 To review the scale of charges for lettings at the Pomegranate Theatre, the Winding Wheel, the Assembly Rooms in the Market Hall and Hasland Village Hall for 2016.	Cabinet	Cabinet Member - Town Centre and Visitor Economy	17 Nov 2015	Report of Cultural and Visitor Services Manager	Anthony Radford Tel: 01246 345339 anthony.radford@chesterfield.gov.uk	Public	
Key Decision 547	Great Place: Great Service Update To approve the focus and activity of the Great Place: Great Service Programme for the next 18 months.	Cabinet Council	Cabinet Member - Business Transformation	Not before 1st Dec 2015 16 Dec 2015	Report of Executive Director	James Drury james.drury@chesterfield.gov.uk	Public	
Key Decision Page 16 48	Review Statement of Licensing Policy To adopt the revised statement of licensing policy to regulate licensable activities on licensed premises, by qualifying clubs and at temporary events in accordance with section 5 of the Licensing Act 2003.	Cabinet Council	Cabinet Member - Health and Wellbeing	1 Dec 2015 16 Dec 2015	Report of Licensing Manager	Trevor Durham Tel: 01246 345203 trevor.durham@chesterfield.gov.uk	Public	
Key Decision 549	Environmental Health Fees and Charges 2016-17 To approve the fees and charges for environmental health services for 2016-17.	Cabinet	Cabinet Member - Health and Wellbeing	15 Dec 2015	Report of Environmental Health Manager	Russell Sinclair Tel: 01246 345397 russell.sinclair@chesterfield.gov.uk	Public	

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Key Decision 550	Parkside – Allocations/Charges and Support	Cabinet	Cabinet Member - Housing	1 Dec 2015	Report of Housing Services Manager - Customer Division	Julie McGrogan Tel: 01246 345135 julie.mcgrogan@chesterfield.gov.uk	Exempt 3 relating to financial or business affairs	
Key Decision 554	Approval of the Council's Safeguarding Children and Vulnerable Adults Policy and Procedures	Joint Cabinet and Employment & General Committee	Cabinet Member - Health and Wellbeing	1 Dec 2015	Report of Policy Manager	Donna Reddish Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	
Key Decision 557	Review of Fees and Charges for Outdoor Recreation 2016/17	Cabinet	Cabinet Member - Health and Wellbeing	Not before 12th Jan 2016	Report of Environmental Services Manager	Mel Henley melhenley@chesterfield.gov.uk	Public	
Key Decision 558	Review of Cemeteries Fees and Charges for 2016/17	Cabinet	Cabinet Member - Health and Wellbeing	1 Dec 2015	Report of Environmental Services Manager	Mel Henley melhenley@chesterfield.gov.uk	Public	
Key Decision 559	Review of Fees and Charges for Waste and Recycling 2016/17	Cabinet	Cabinet Member - Health and Wellbeing	Not before 1st Dec 2015	Report of Environmental Services Manager	Mel Henley melhenley@chesterfield.gov.uk	Public	

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Key Decision 559	Outstanding Debts For Write Off Including insolvency related debts and other bad debts	Cabinet Member for Business Transformation	Cabinet Member - Business Transformation	3 Nov 2015	Report of Chief Finance Officer	Maureen Madin Tel: 01246-345487 maureen.madin@chesterfield.gov.uk	Exempt 3 Relating to financial or business affairs	
Key Decision 560	Review of crèche services	Joint Cabinet and Employment & General Committee	Cabinet Member - Health and Wellbeing	3 Nov 2015	Report of Sports and Leisure Manager	Mick Blythe Tel: 01246 345101 mick.blythe@chesterfield.gov.uk	Exempt 3, 4	
Key Decision 562	Review of the Council's Car Parking Policy To review the Council's Parking Policy and agree an investment plan	Cabinet Council	Cabinet Member - Town Centre and Visitor Economy	1 Dec 2015 16 Dec 2015	Report of Town Centre Operations Manager and Parking and CCTV Manager	Andy Bond Tel: 01246 345991 andy.bond@chesterfield.gov.uk	Public	
Key Decision 563	Review of Car Parking Charges To review car parking prices and agree prices for 2016	Cabinet	Cabinet Member - Town Centre and Visitor Economy	1 Dec 2015	Report of Town Centre Operations Manager and Parking and CCTV Manager	Andy Bond Tel: 01246 345991 andy.bond@chesterfield.gov.uk	Public	

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Key Decision 564	Zero Hours Contracts at Chesterfield Venues To introduce annualised contracts at the Venues in order to comply with the Council's Zero Hours Policy	Joint Cabinet and Employment & General Committee	Cabinet Member - Town Centre and Visitor Economy	3 Nov 2015	Report of Arts and Venues Manager	Anthony Radford Tel: 01246 345339 anthony.radford@chesterfield.gov.uk	Exempt 1, 4 Information relation to individuals and staff negotiations	
Key Decision 565	Visitor Information Centre Staffing Reorganisation To reorganise the staff based at the Visitor Information Centre so that they can provide 'one' service for sales and information.	Joint Cabinet and Employment & General Committee	Cabinet Member - Town Centre and Visitor Economy	3 Nov 2015	Report of Arts and Venues Manager and Tourism, Museums and Events Manager	Anthony Radford Tel: 01246 345339 anthony.radford@chesterfield.gov.uk	Exempt 1, 4 Information relation to individuals and staff negotiations	
Key Decision 566	General Fund Revenue and Capital Budget Monitoring Report and Updated Medium Term Financial Forecast – Second Quarter 2015/16	Cabinet Council	Deputy Leader & Cabinet Member for Planning	1 Dec 2015 16 Dec 2015	Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	
Key Decision 567	Leader and Cabinet Member for Regeneration Revenue Budget 2015/16 - 2018/19	Cabinet	Leader & Cabinet Member for Regeneration	15 Dec 2015	Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	

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Key Decision 568	Deputy Leader and Cabinet Member for Planning Revenue Budget 2015/16 - 2018/19	Cabinet	Deputy Leader & Cabinet Member for Planning	15 Dec 2015	Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	
Key Decision 569	Cabinet Member for Business Transformation Revenue Budget 2015/16 - 2018/19	Cabinet	Cabinet Member - Business Transformation	15 Dec 2015	Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	
Key Decision 570	Cabinet Member for Governance Revenue Budget 2015/16 - 2018/19	Cabinet	Cabinet Member - Governance	15 Dec 2015	Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	
Key Decision 571	Cabinet Member for Health and Wellbeing Revenue Budget 2015/16 - 2018/19	Cabinet	Cabinet Member - Health and Wellbeing	15 Dec 2015	Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	

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Key Decision 572	Cabinet Member for Housing General Fund Revenue Budget 2015/16 - 2018/19	Cabinet	Cabinet Member - Housing	15 Dec 2015	Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	
Key Decision 573	Cabinet Member for Town Centre and Visitor Economy Revenue Budget 2015/16 - 2018/19	Cabinet	Cabinet Member - Town Centre and Visitor Economy	15 Dec 2015	Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	
Key Decision 574	General Fund Revenue Budget Summary	Cabinet	Leader & Cabinet Member for Regeneration	15 Dec 2015	Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	
Key Decision 575	Local Council Tax Support Scheme 2016/17	Cabinet Council	Cabinet Member - Business Transformation	1 Dec 2015 16 Dec 2015	Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	

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Key Decision 576	Collection Fund revised estimates 2015/16	Cabinet	Deputy Leader & Cabinet Member for Planning	15 Dec 2015	Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	
Key Decision 577	Risk Management – Mid year review	Cabinet Council	Deputy Leader & Cabinet Member for Planning	1 Dec 2015 16 Dec 2015	Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	
Key Decision 578	General Fund Capital Programme Budget Monitoring	Cabinet	Deputy Leader & Cabinet Member for Planning	15 Dec 2015	Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	
Key Decision 579	Housing Repairs Budget 2016/17	Cabinet	Cabinet Member - Housing	9 Feb 2016	REPORT OF HOUSING SERVICE MANAGER - BUSINESS PLANNING & STRATEGY	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 580	Housing Revenue Account Budget 2016/17 - 2021/22	Cabinet	Cabinet Member - Housing	9 Feb 2016	REPORT OF HOUSING SERVICE MANAGER - BUSINESS PLANNING & STRATEGY	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	
Key Decision 581	Housing Capital Programme - NEW PROGRAMME FOR 16/17, 17/18 AND 18/19 NEW PROGRAMME FOR 16/17, 17/18 AND 18/19	Cabinet Council	Cabinet Member - Housing	9 Feb 2016 25 Feb 2016	REPORT OF HOUSING SERVICE MANAGER - BUSINESS, PLANNING & STRATEGY	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	
Key Decision 582	Annual Housing Revenue Account - Rent and Service Charge Increase TO SET RENT AND SERVICE CHARGE LEVELS	Cabinet	Cabinet Member - Housing	26 Jan 2016	REPORT OF HOUSING SERVICE MANAGER - BUSINESS PLANNING AND STRATEGY	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 583	Housing Revenue Account Business Plan	Cabinet	Cabinet Member - Housing	26 Jan 2016	REPORT OF HOUSING SERVICE MANAGER - BUSINESS PLANNING & STRATEGY	Alison Craig Housing Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	
Key Decision 584	Purchase of Property under Strategic Acquisitions Policy	Housing Services Manager - Business Planning and Strategy	Cabinet Member - Housing	Not before 2nd Dec 2015			Exempt 3	
Key Decision 585	A Review of the Careline and Support Service	Cabinet	Cabinet Member - Housing	12 Jan 2016	Report of Housing Service Manager - Customer Division	Julie McGrogan Tel: 01246 345135 julie.mcgrogan@chesterfield.gov.uk	Exempt 3	

Private Items (Non Key Decisions)

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Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Non-Key 363	Application for Home Repairs Assistance	Cabinet Member - Housing	Cabinet Member - Housing	30 Nov 2015	Report of Business Planning and Strategy Manager - Housing Services	Jane Thomas jane.thomas@chesterfield.gov.uk	Exempt 1, 3 Information relating to an individual information relating to financial affairs	
Non-Key 367	Lease of Commercial and Industrial Properties	Deputy Leader & Cabinet Member for Planning	Deputy Leader & Cabinet Member for Planning	30 Nov 2015	Report of Kier Asset Management	Christopher Oakes Tel: 01246 345346 christopher.oakes@chesterfield.gov.uk	Exempt 3 Information relating to financial or business affairs	
Key Decision 375	Proposed Restructure of the Personal Assistants	Joint Cabinet and Employment & General Committee	Cabinet Member - Governance	3 Nov 2015	Report of the Support Services Manager	David Wallace	Exempt 1	Special Urgency Exception Notice Completed
Non-Key Non-Key 376	Building Cleaning Staffing	Joint Cabinet and Employment & General Committee	Cabinet Member - Health and Wellbeing	1 Dec 2015	Report of Waste & Street Cleaning Manager	Dave Bennett Tel: 01246 345122 dave.bennett@chesterfield.gov.uk	Exempt 1 Information relating to Individuals	

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision Non Key 377	Application for Business Rates Relief	Cabinet	Leader & Cabinet Member for Regeneration	17 Nov 2015	Report of the Head of Finance	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Exempt 3	Special Urgency Exception Notice Completed
Non Key Decisions								
Non-Key 41	Public Private Partnerships (PPP) Update To note performance and ongoing work.	Cabinet	Cabinet Member - Business Transformation	Not before 17th Nov 2015	Report of Executive Director	James Drury james.drury@chesterfield.gov.uk	Public	
Non-Key 46 Page 26	Calculation of Tax Base 2016/17	Employment and General Committee		25 Jan 2016	Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	
Key Decision 47	Approval of Business Rates Estimates 2015/16	Employment and General Committee		25 Jan 2016	Report of Chief Finance Officer	Barry Dawson Tel: 01246 345451 barry.dawson@chesterfield.gov.uk	Public	

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 48	Framework for responding to speakers promoting messages of hate and intolerance at Chesterfield Borough Council owned venues and within the Borough	Cabinet	Cabinet Member - Governance	Not before 15th Dec 2015	Report of the Policy Manager	Donna Reddish Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	

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FOR PUBLICATION

PPP PERFORMANCE FOR THE PERIOD OCTOBER 2014 TO SEPTEMBER 2015

MEETING: 1. CABINET
 2. OVERVIEW AND PERFORMANCE
 SCRUTINY FORUM

DATE: 1. 17 NOVEMBER
 2. 10 NOVEMBER 2015

REPORT BY: CLIENT OFFICER

WARD: ALL

COMMUNITY ALL
FORUM:

KEY DECISION
REFERENCE (IF NON KEY 41
APPLICABLE):

BACKGROUND PAPERS FOR PUBLIC REPORTS:

TITLE: LOCATION:

1.0 PURPOSE OF REPORT

1.1 To provide an update on the performance of the PPP contract with arvato and Kier between October 2014 and September 2015.

2.0 RECOMMENDATIONS

2.1 To consider the performance and activities undertaken during the period October 2014 to September 2015, and provide any comment.

3.0 BACKGROUND

3.1 The PPP contract began in October 2010 and is intended to last for ten years. We are, therefore, halfway through this ten-year period.

3.2 Scrutiny has received annual performance update reports since the start of the PPP contract.

3.3 In line with the contractual requirements, a strong governance structure is in place, including:

- Monthly operational board which deals with the delivery and operation of the partnership.
- Weekly partnership meetings to discuss day-to-day issues.
- Fortnightly meetings with HR and ICT, and other service area meetings held as and when required.

Please note that the quarterly strategic boards were paused during the second half of the reporting period whilst their purpose is reconsidered.

3.4 This report was considered by Overview and Performance Scrutiny Forum at its meeting on 10 November, 2015

4.0 SERVICE IMPROVEMENTS AND UPDATES

4.1 The following service improvements were achieved during the period. The following information is not an exhaustive list, but covers the main areas of work and highlights.

Revenues and benefits

- The number of council tenants paying their rent by direct debit continued to increase in small increments with 27.36% of council tenants now using this method to pay, compared with 24.28% at the start of the reporting period.
- Council tax collection at the end of September 2015 was 57.5%. In cash terms, £24,783,815 of council tax was collected as at the end of September 2015, compared with £23,854,966 at the same point

in 2014, an increase of £928,849.

- Welfare reform funding is agreed until the end of December 2015. A paper has been prepared for FPG to consider future funding.
- Benefits processing performance for the year to September was 13 days, compared to the annual target of 16 days.

HR

- A new HR manager joined arvato in March 2015 and started the process of reviewing the council's key policies.
- HR led the Investors in People process in June 2015, and the council was awarded bronze level.
- The workforce strategy has been reviewed and updated, with a draft submitted to scrutiny chairs in August 2015.
- Papers on holiday pay and the living wage were prepared and submitted to the council's senior leadership team and these are currently being considered.
- HR is working with the council to develop more accessible HR content and toolkits for the new intranet, as well as considering ways of delivering corporate training in a more efficient and cost-effective way.
- HR is playing a developing and increasingly important role in the consideration of health and safety policies and procedures across the council.
- The member development working group was re-established to support the 18 newly elected members and all existing members. A programme of training is being developed.

Payroll

- In December 2014, payroll made the non-consolidated payments under the pay award. Further work took place in January with the

implementation of the pay award and the non-consolidated payments for zero hours' staff.

- The council transferred its bank accounts from The Co-operative Bank to Lloyds. The first submissions for payroll and accounts payable to Lloyds were successfully completed in July 2015.

ICT

- A flexible working technology solution was presented to the council in December 2014. It was rolled out during 2015, with some 100 flexible working laptops now being used across all service areas. Members of staff are now able to connect to the network, quickly and securely, from remote locations.
- PSN compliance was obtained in July 2015. The results of the council's IT health check in December 2014 showed that significant work was required to achieve compliance. Work has continued throughout 2015 to ensure that the council's ICT estate is ready for the next PSN submission in May 2016, including the decommissioning or upgrading of 40 x 2003 servers and their applications.
- The new virtual infrastructure was expanded, and legacy or unsupported software is being decommissioned where possible. COINS, the new system for housing repairs, went live in July 2015. This includes 65 mobile workers using tablets to increase their efficiency.
- New audio-visual equipment for presentations was installed in the committee rooms.
- Since the responsibility for GIS moved to arvato, the service has seen great improvements. The Authorities 'Address Improvement Schedule' moved from bronze to silver in 2014, and from silver to gold in March 2015.

Customer services

- In customer services, arvato achieved the Customer Service Excellence Accreditation in October 2014 and the team is working towards accreditation in 2015.

Kier

- Town centre retail occupancy levels regularly remain above the national average and buck the national trend. Occupancy was 96.39% in September.
- Business occupancy rates also continue to buck the national trend. At the end of the reporting period, occupancy levels remained significantly above the 87% target at 93.81%.

5.0 PERFORMANCE EXCEPTIONS

5.1 In summary, just one of the collectable KPI target measures fell below target or was not subject to a relief event during the reporting period, which was due to a staff member's accident. A relief event has been requested to cover this, and is likely to be approved. The following relief events were agreed during the reporting period:

- CS03–CS11 (excluding CS09) call centre measures (% of calls answered and % of calls answered in 20 seconds) continued to be subject to a relief event as a result of the increase in the number and complexity of calls as a result of welfare reform.
- ICT01 (service desk calls answered within 20 seconds) was subject to a relief event between June 2015 and September 2015. The relief event enabled ICT service desk staff to be freed up to implement the desktop refresh in order to achieve PSN compliance. Despite the relief event, the service desk only dipped below the KPI during July.

5.2 Full month-by-month results for all PPP contract measures have been provided.

6.0 RISK MANAGEMENT

Description of the risk	Impact	Likelihood	Mitigating action
1. The partnership is not monitored in a robust fashion	High	Low	<p>Appropriate resource is allocated to manage the performance and relationship</p> <p>Keep existing governance structure with a recommendation to strengthen the client role</p>
2. KPIs are not met	High	Low/ Medium	<p>Regular communication and governance</p> <p>Accelerate the service improvement plans</p> <p>Ensure the council strictly enforces the financial penalties</p>
3. Arvato and Kier do not focus on council work as a priority	High	Low/ Medium	<p>Any drop in performance will be penalised financially</p> <p>Discussions to be held relating to the impact of growth/external work</p>
4. Resource within arvato and Kier is not responsive enough to cope with complex and competing	High	Medium	<p>Project planning and a corporate overview of resource demands is critical to ensure all partners are able to resource project work appropriately</p>

council projects			
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7.0 LOOKING AHEAD: NEXT SIX MONTHS

- 7.1 The Town Hall restack project is underway as part of the Great Place, Great Service programme. Kier has been contracted to lead the project with the support of the council's business transformation team. The arvato ICT team will be heavily involved, supporting decision-making and implementation related to the specification of network infrastructure, office moves and telephony.
- 7.2 In early January 2016, the new Queen's Park Sports Centre opens. Teams from Kier and arvato have already been involved in the project considering network infrastructure and connectivity, facilities maintenance and security. It is expected that this involvement will increase as the launch date approaches.
- 7.3 The council accepted a proposal from arvato to develop a replacement corporate website. The initial development work is almost complete and the website shell is due to be handed over to Chesterfield for content migration and further web development to begin.
- 7.4 Work will continue throughout the next six months to ensure that the council achieves PSN compliance in 2016. The main focus of work will be to decommission the council's 2003 servers. The next IT health check will be commissioned in January 2016 and the results of this will drive the other PSN compliance work.
- 7.5 Discussions will soon start with HR about implementation of a package of reforms on holiday pay and the living wage. This is expected to be a significant piece of work in addition to business as usual.

- 7.6 The council has started to engage with arvato's customer service lead about the development of the council's customer service strategy.
- 7.7 Work is being planned with arvato to improve the processes relating to council housing rent collection, which will improve collection rates.

8.0 SUMMARY

- 8.1 The PPP continues to deliver the services as established in the contract. A good working relationship exists between the council, arvato and Kier, which will be critical as the council rolls out its transformation programme and continues to operate in an increasingly fluid and financially restricted context.
- 8.2 Arvato and Kier continue to increase the amount of work they deliver for other local authorities and potentially putting this work into Chesterfield Borough Council to support the business plan and generate jobs within the borough. The council welcomes this but must ensure that this is not to the detriment of the services provided to the council and its customers.

9.0 RECOMMENDATION

- 9.1 To consider the performance and activities undertaken during the period October 2014 to September 2015, and provide any comment.

For further information, please contact Justine Kouppari (Tel: 345726).

FOR PUBLICATION
CULTURAL VENUES FEES AND CHARGES 2016
(T240)

MEETING:	1. CABINET 2. CABINET MEMBER FOR TOWN CENTRE AND VISITOR ECONOMY
DATE:	1. 17 NOVEMBER 2015 2. 9 NOVEMBER 2015
REPORT BY:	ARTS & VENUES MANAGER
COMMUNITY ASSEMBLY:	ALL
KEY DECISION NUMBER:	541

FOR PUBLICATION

1.0 **PURPOSE OF REPORT**

- 1.1 To review the scale of charges for lettings at the Pomegranate Theatre, the Winding Wheel, the Assembly Rooms in the Market Hall and Hasland Village Hall for 2016.
- 1.2 The report will not deal with any proposed changes to ticket prices, as these are negotiated with the visiting production companies throughout the year when productions are booked.
- 1.3 The report will not deal with any proposed increase in bar and refreshment prices. These prices are normally reviewed twice a year, and are set by the cost of the purchases, bar performance, VAT and what increases, if any, it is felt that the market can sustain. Bar prices

were, however, reviewed in January 2015 to take account of the increase in supplier prices.

2.0 **RECOMMENDATIONS**

- 2.1 That there should be no increase to the building hire charges for the Pomegranate Theatre as shown in **Appendix A**.
- 2.2 That there should be no increase to the room hire charges at the Winding Wheel as shown in **Appendix B**.
- 2.3 That an average increase of 4% be levied on all equipment hire charges at the Winding Wheel from 1 April 2016, as shown in **Appendix B**.
- 2.4 That there should be no increase to the building hire changes for professional companies and commercial use at the Winding Wheel as shown in **Appendix C**.
- 2.5 That an average increase of 3% be levied on all room hire charges at the Assembly Rooms in the Market Hall from 1 April 2016, as shown in **Appendix D**.
- 2.6 That an average increase of 3 % be levied on all current room hire charges at Hasland Village Hall from 1 April 2016, as shown in **Appendix E**.
- 2.7 That the Arts and Venues Manager be authorised to negotiate rates for bookings more than a year in advance, including the level of required deposits and payment terms, and pricing packages.

3.0 **BACKGROUND**

- 3.1 In 2014/15 the Pomegranate Theatre operated at a deficit of £164,938 (net controllable costs). The theatre earned £875,319 in income in 2014/5, the majority of which, £608,932, came from gross ticket sales, £111,758 from bar and other front of house sales and £87,529 through the hire of the theatre.
- 3.2 In the same financial year, the Winding Wheel operated at a deficit of £342,916 (net controllable costs). It earned a total of £650,155 in income in 2014/5 of which £329,682 came from gross ticket sales,

£156,531 from bar and other front of house sales and £92,396 from room lettings, and associated equipment hire.

- 3.3 In the same financial year, Hasland Village Hall operated at a deficit of £26,439 (net controllable costs). It earned a total of £35,151 in income in 2014/15 of which £24,034 came from room lettings.
- 3.4 In the same financial year, the Assembly Rooms, in the Market Hall, operated at a deficit of £52,211 (net controllable costs). It earned a total of £21,423 in income in 2014/15 of which £15,130 came from room lettings.
- 3.5 The Council implemented an improvement programme for the venues, following a review in 2011, the key aims of which were to integrate the operation of the venues, improve the arts and cultural offer of the two theatres and reduce the overall subsidy to the Council tax payer. A report was presented to Cabinet on 13 December 2011, which identified that the existing community hire rates at both venues did not adequately cover running costs. It was estimated that community hire rates were approximately 25% too low at the Pomegranate Theatre and 12% too low at the Winding Wheel, to enable the costs of hire to be recovered. Therefore, it was agreed to review and change the hire rates to reflect the actual costs incurred and to introduce new charges on a phased basis over the next three years – 2012/13, 2013/14 and 2014/15.
- 3.6 This process was completed, and has contributed in part to the reductions in subsidy over the last three years, in 2012/3, 2013/4 and 2014/5. Savings in net controllable costs of £180,000 have been achieved compared to the 2011/12 outturn.
- 3.7 During 2015/16 the net controllable costs of the service are budgeted to decrease by approximately £42,000 compared to the 2014/15 outturn.
- 3.8 A report was presented to Cabinet on 22 September 2015 on the VAT treatment of venue hire. It was agreed that, as required by HM Revenue and Customs, VAT should be charged on all hires of the Winding Wheel and the Pomegranate for all new hires as from 1 October 2015.
- 3.9 Following advice from the Council's legal services, it was agreed that all existing hire agreements at the rates agreed were to be honoured. It was also agreed that the small number of regular hirers at the Winding Wheel, who have a rolling hire agreement with the Council,

were to be written to with details of the necessary changes to VAT treatment of the hire of theatres, and that VAT would be charged on future bookings from 1 April 2016, on the renewal of their agreement.

- 3.10 It was also agreed that, because the majority of room bookings at Hasland Village Hall do not require any additional services to be provided, room hire charges would continue to be classified as VAT exempt. In addition VAT would continue to be charged on all hires of the Assembly Rooms.

4.0 **PROPOSED CHARGES FOR 2016**

4.1 **Hire Fees – Pomegranate**

When hiring the Pomegranate Theatre there are three different price categories, which are as follows:

Group A Charities, amateur musical, drama societies and educational establishments.

Group B Dancing schools.

Group C Professional companies and commercial use.

There is no proposal to change the classification of hirers at the Pomegranate Theatre.

- 4.2 It is proposed that following the introduction of charging VAT on 100% of building hire fees on 1 October 2015 that no further increase is made to the charges on 1 April 2016. This is shown in **Appendix A**.

- 4.3 Very few of the hirers of the Pomegranate Theatre are registered for VAT. Currently only three of the twenty one hirers are registered for VAT, and this is approximately 14% of hirers. The change in the charging of VAT on theatre/room hire is equivalent to approximately 7% increase on rates for those hiring the Pomegranate Theatre.

4.4 **Hire Fees – Winding Wheel**

The Winding Wheel has two main categories of hire fees. Community charges, which apply to social gatherings and non-profit making organisations, and commercial charges, which are levied on profit making events and organisations. There is no proposal to change the classification of hirers at the Winding Wheel.

- 4.5 It is proposed that following the introduction of charging VAT on 100% of building hire fees on ^t October 2015 that no further increase is made to these charges on 1 April 2016. This is shown in **Appendix B and C**.
- 4.6 Although some of the hirers at the Winding Wheel are registered for VAT, currently eleven of the twenty six hirers are not registered, and this is approximately 42% of the hirers. The change in charging VAT for those who are not registered is equivalent to a 20% increase on room hire rates at the Winding Wheel.
- 4.7 The hirers at the Winding Wheel are also charged for additional equipment they may require, including seating, piano, staging, etc. These charges have always been subject to VAT. Therefore, it is proposed to increase these equipment charges by 4%. These proposed new charges are shown also in **Appendix B**.
- 4.8 **Hire Fees – Assembly Rooms, Market Hall**
The Assembly Rooms has two main categories of hire fees. Community charges, which apply to social gatherings and non-profit making organisations and commercial charges, which are levied on profit making events and organisations. There is no proposal to change the classification of hirers.
- 4.9 The hirers at the Assembly Rooms have always been charged VAT and the new ruling on the treatment of VAT on hire charges did not impact on the Assembly Rooms. It is, therefore, proposed that the existing rates paid are increased by 3% as from 1 April 2016. The proposed new hire rates for the Assembly Rooms are contained in **Appendix D**.
- 4.10 **Hire Fees – Hasland Village Hall**
The Hasland Village Hall has three main categories of hire fees. Community charges, which apply to social gatherings and non-profit making organisations, community concessionary charges, which applies to children and senior citizen groups not receiving any other grant or concession and commercial charges, which are levied on profit making events and organisations. There is no proposal to change the classification of hirers.
- 4.11 It is proposed that the rates paid are increased by 3% as from 1 April 2016 in accordance with **Appendix E**.

- 4.12 It should be noted that Scrutiny are currently carrying out a corporate review on the Council's approach to concessions and the outcome may impact on future fees and charges for the venue

5.0 **OTHER PROPOSALS**

- 5.1 Customers wanting to book the venues for weddings or other major events have requested that, in line with other commercial venues, they are able to have an agreed price at the time of booking, which can be up to 2 years in advance. It is proposed that the Arts and Venues Manager is able to negotiate an increased rate for such bookings more than a year in advance.
- 5.2 Currently customers secure a booking by paying a deposit of £100 or 10% of the booking, with the balance payable one month before the booking. It is proposed that the current terms and conditions of booking are changed to enable the taking of larger deposits for bookings, where it is considered financially prudent to do so, for example up to 50% of the booking, and also to be able to request the payment of the balance up to three months before the event date, if deemed necessary.
- 5.3 Many customers have complained how complicated the prices are for the venues particularly for events such as weddings, parties and conferences, which might include different elements such as room hire, staffing costs, equipment hire and catering. Over recent years we have introduced a number of fixed price packages for certain events such as weddings, and this has been easier to communicate to customers rather than having to prepare a detailed quotation for each prospective event in advance. It is therefore proposed that the Arts and Venues Manager is able to design and promote various packaged all inclusive prices for different events and then effectively advertise these to customers separately from the standard fees and charges.

6.0 **FINANCIAL IMPLICATIONS**

- 6.1 In 2014/5 the income from hire fees for the Pomegranate Theatre was £87,529. The original budget for 2015/6 is £94,920. As it is being proposed that charges do not increase, the budget for 2016/17 will be at a similar level.
- 6.2 In 2014/15 the income from hire fees for the Winding Wheel was £86,051. The original budget for 2015/16 from hire fees for the Winding Wheel is £83,950. Although hire fee income is above budget

after six months trading as at the end of September, we have not projected that actual income for the full year will exceed budget. First, during the period of October 2015 to March 2016, we estimate that the Council will have to absorb approximately £6,500 of notional VAT not passed onto those hirers, who had contracts in place prior to the change in charging VAT on hires at the Winding Wheel as from 1st October 2015. Secondly, current bookings for the second half of the year currently are less than originally budgeted. Whilst we will continue to work hard to improve bookings, at this stage it is considered prudent to maintain the original budget figure. As it is being proposed that charges do not increase, the budget for 2016/17 will be at a similar level.

- 6.3 In 2014/15 the income from equipment hire at the Winding Wheel was £6,345. The target income for 2015/16 from equipment hire for the Winding Wheel is £8,530. The revised forecast for the year is £7,030.
- 6.4 In 2014/15 the income from hire fees for Hasland Village Hall was approximately £24,034. The original budget for 2015/16 is £20,800, and after six months trading as at the end of September, £12,659 income had been received. The forecast for the year is £20,800.
- 6.5 In 2014/15 the income from hire fees for Assembly Rooms in the Market Hall was £15,130. The original budget for 2015/16 is £14,560, after six months trading as at the end of September, £8,517 income had been received. The forecast for the year is £14,560.

7.0 **RISK MANAGEMENT**

- 7.1 In the current economic climate, the entertainment, leisure and business markets are under pressure. There is also increasing local competition in this area from other modern venues and hotels. It is, therefore, inevitable that the risks in attaining the income targets are increasing.

Description of the Risk	Impact	Likelihood	Mitigating Action
Decreased number of community group hirers	Medium	Medium	Offer alternative venues to these hirers
Increased competition	High	Medium	Improved marketing capacity and

			activity. Use of packages.
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8.0 **EQUALITIES IMPACT ASSESSMENT (EIA)**

8.1 The Council has agreed both a Venues Programming Policy and an Arts and Culture Strategy. These documents identify, in more detail, the impact that these proposed price increases will have on the various equalities groups and an action plan to militate against any negative impact will be developed. The Equality Impact Assessments are available from the Policy Service.

9.0 **ALTERNATIVE OPTIONS TO BE CONSIDERED**

- 9.1 An alternative option would be to introduce a significantly greater hire charges than those increases proposed for the Pomegranate Theatre, the Winding Wheel, Hasland Village Hall and the Assembly Rooms. However, this would risk putting off potential hirers, especially charities and local amateur and community groups.
- 9.2 Given the increasing competition and current economic situation, an alternative option would be not to increase hire charges at Hasland Village Hall and the Assembly Rooms. However, all venues operate at a considerable deficit and in order to develop a sustainable business plan, charges for these services have to increase.

10.0 **RECOMMENDATIONS**

- 10.1 That there should be no increase to the building hire charges for the Pomegranate Theatre as shown in **Appendix A**.
- 10.2 That there should be no increase to the room hire charges at the Winding Wheel as shown in **Appendix B**.
- 10.3 that an average increase of 4% be levied on all equipment hire charges at the Winding Wheel from 1 April 2016, as shown in **Appendix B**.
- 10.4 That there should be no increase to the building hire changes for professional companies and commercial use at the Winding Wheel as shown in **Appendix C**.
- 10.5 That an average increase of 3% be levied on all room hire charges at the Assembly Rooms in the Market Hall from 1 April 2016, as shown in **Appendix D**.
- 10.6 That an average increase of 3 % be levied on all current room hire charges at Hasland Village Hall from ^t April 2016, as shown in **Appendix E**.
- 10.7 That the Arts and Venues Manager be authorised to negotiate rates for bookings more than a year in advance, the level of required deposits and payment terms, and pricing packages.

11.0 **REASONS FOR RECOMMENDATIONS**

11.1 To make further progress towards a sustainable financial position for the venues.

You can get more information about this report from Anthony Radford
(Tel: 01246 345339)

Officer recommendation supported.

Signed

A handwritten signature in blue ink that reads "A Surjeant". The signature is written in a cursive style with a large initial 'A'.

Cabinet Member

Date: 9 November, 2015

Assistant Cabinet Member/Support Member comments
(if applicable)/declaration of interests

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CHESTERFIELD THEATRES

Pomegranate Theatre Hire Charges 1 October 2015

Charities, Amateur Musical, Drama Societies and Educational Establishments	Core hours	Charge for up to eight hours	VAT	Total Charge for up to eight hours including VAT	For each extra hour or part thereof
Rehearsals					
Monday	9am-10pm	£440.00	£88.00	£528.00	£55.00
Tuesday	9am-10pm	£440.00	£88.00	£528.00	£55.00
Wednesday	9am-10pm	£440.00	£88.00	£528.00	£55.00
Thursday	9am-10pm	£440.00	£88.00	£528.00	£55.00
Friday	9am-10pm	£600.00	£120.00	£720.00	£75.00
Saturday	9am-10pm	£600.00	£120.00	£720.00	£75.00
Sunday	9.30am-5.30pm	£740.00	£148.00	£888.00	
Bank Holiday	9.30am-5.30pm	£740.00	£148.00	£888.00	
Performances					
Monday	9am-10pm	£880.00	£176.00	£1,056.00	£110.00
Tuesday	9am-10pm	£880.00	£176.00	£1,056.00	£110.00
Wednesday	9am-10pm	£880.00	£176.00	£1,056.00	£110.00
Thursday	9am-10pm	£1,200.00	£240.00	£1,440.00	£150.00
Friday	9am-10pm	£1,200.00	£240.00	£1,440.00	£150.00
Saturday	9am-10pm	£1,200.00	£240.00	£1,440.00	£150.00
Sunday	9.30am-10pm	£1,480.00	£296.00	£1,776.00	£185.00
Bank Holiday	9.30am-10pm	£1,480.00	£296.00	£1,776.00	£185.00

Terms The Hirer shall pay the minimum hire fee as calculated from these charges or 25% of Box Office taking whichever is the greater plus VAT (N.B. 100% of all building hire charges are subject to VAT).

VAT is charged at the prevailing rate as applicable.

Dance Schools	Core hours	Charge for up to eight hours	VAT	Total Charge for up to eight hours including VAT	For each extra hour or part thereof
Rehearsals					
Monday	9am-10pm	£470.00	£94.00	£564.00	£58.75
Tuesday	9am-10pm	£470.00	£94.00	£564.00	£58.75
Wednesday	9am-10pm	£470.00	£94.00	£564.00	£58.75
Thursday	9am-10pm	£470.00	£94.00	£564.00	£58.75
Friday	9am-10pm	£640.00	£128.00	£768.00	£80.00
Saturday	9am-10pm	£640.00	£128.00	£768.00	£80.00
Sunday	9.30am-5.30pm	£790.00	£158.00	£948.00	
Bank Holiday	9.30am-5.30pm	£790.00	£158.00	£948.00	
Performances					

Monday	9am-10pm	£940.00	£188.00	£1,128.00	£117.50
Tuesday	9am-10pm	£940.00	£188.00	£1,128.00	£117.50
Wednesday	9am-10pm	£940.00	£188.00	£1,128.00	£117.50
Thursday	9am-10pm	£1,280.00	£256.00	£1,536.00	£160.00
Friday	9am-10pm	£1,280.00	£256.00	£1,536.00	£160.00
Saturday	9am-10pm	£1,280.00	£256.00	£1,536.00	£160.00
Sunday	9.30am-10pm	£1,550.00	£310.00	£1,860.00	£193.75
Bank Holiday	9.30am-10pm	£1,550.00	£310.00	£1,860.00	£193.75

Terms The Hirer shall pay the minimum performance hire fee as calculated from these charges or 25% of Box greater plus VAT. The rehearsal fee will be charged separately plus VAT. (N.B. 100% of all building hire charge charged at the prevailing rate as applicable.

CHESTERFIELD THEATRES
Pomegranate Theatre Hire Charges 1 October 2015

Professional Companies and Commercial Use	Core hours	Charge for up to eight hours	VAT	Total Charge for up to eight hours including VAT	For each extra hour or part thereof
Rehearsals					
Monday	9am-10pm	£720.00	£144.00	£864.00	£90.00
Tuesday	9am-10pm	£720.00	£144.00	£864.00	£90.00
Wednesday	9am-10pm	£720.00	£144.00	£864.00	£90.00
Thursday	9am-10pm	£1,050.00	£210.00	£1,260.00	£131.25
Friday	9am-10pm	£1,050.00	£210.00	£1,260.00	£131.25
Saturday	9am-10pm	£1,450.00	£290.00	£1,740.00	£181.25
Sunday	9.30am-5.30pm	£1,450.00	£290.00	£1,740.00	
Bank Holiday	9.30am-5.30pm	£1,450.00	£290.00	£1,740.00	
Performances					
Monday	9am-10pm	£1,450.00	£290.00	£1,740.00	£181.25
Tuesday	9am-10pm	£1,450.00	£290.00	£1,740.00	£181.25
Wednesday	9am-10pm	£1,450.00	£290.00	£1,740.00	£181.25
Thursday	9am-10pm	£2,100.00	£420.00	£2,520.00	£262.50
Friday	9am-10pm	£2,100.00	£420.00	£2,520.00	£262.50
Saturday	9am-10pm	£2,900.00	£580.00	£3,480.00	£362.50
Sunday	9.30am-10pm	£2,900.00	£580.00	£3,480.00	£362.50
Bank Holiday	9.30am-10pm	£2,900.00	£580.00	£3,480.00	£362.50

Terms 100% of all building hire charges are subject to VAT. VAT is charged at the prevailing rate as applicable
Any additional hours and any additional technical requirements to be mutually agreed and recharged to the Vis



VAT	Total for each extra hour or part thereof including VAT	Hours before or after core hours	VAT	Total for Hours before or after core hours including VAT	Additional Performance	VAT	Total for each Additional Performance including VAT
£11.00	£66.00	£82.50	£16.50	£99.00			
£11.00	£66.00	£82.50	£16.50	£99.00			
£11.00	£66.00	£82.50	£16.50	£99.00			
£11.00	£66.00	£82.50	£16.50	£99.00			
£15.00	£90.00	£112.50	£22.50	£135.00			
£15.00	£90.00	£112.50	£22.50	£135.00			
		£185.00	£37.00	£222.00			
		£185.00	£37.00	£222.00			
£22.00	£132.00	£165.00	£33.00	£198.00	£192.00	£38.40	£230.40
£22.00	£132.00	£165.00	£33.00	£198.00	£192.00	£38.40	£230.40
£22.00	£132.00	£165.00	£33.00	£198.00	£192.00	£38.40	£230.40
£30.00	£180.00	£225.00	£45.00	£270.00	£192.00	£38.40	£230.40
£30.00	£180.00	£225.00	£45.00	£270.00	£192.00	£38.40	£230.40
£30.00	£180.00	£225.00	£45.00	£270.00	£255.00	£51.00	£306.00
£37.00	£222.00	£370.00	£74.00	£444.00	£255.00	£51.00	£306.00
£37.00	£222.00	£370.00	£74.00	£444.00	£255.00	£51.00	£306.00

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VAT	Total for each extra hour or part thereof including VAT	Hours before or after core hours	VAT	Total for Hours before or after core hours including VAT	Additional Performance	VAT	Total for each Additional Performance including VAT
£11.75	£70.50	£88.00	£17.60	£105.60		£0.00	£0.00
£11.75	£70.50	£88.00	£17.60	£105.60		£0.00	£0.00
£11.75	£70.50	£88.00	£17.60	£105.60		£0.00	£0.00
£11.75	£70.50	£88.00	£17.60	£105.60		£0.00	£0.00
£16.00	£96.00	£120.00	£24.00	£144.00		£0.00	£0.00
£16.00	£96.00	£120.00	£24.00	£144.00		£0.00	£0.00
		£197.50	£39.50	£237.00		£0.00	£0.00
		£197.50	£39.50	£237.00		£0.00	£0.00

£23.50	£141.00	£176.25	£35.25	£211.50	£204.00	£40.80	£244.80
£23.50	£141.00	£176.25	£35.25	£211.50	£204.00	£40.80	£244.80
£23.50	£141.00	£176.25	£35.25	£211.50	£204.00	£40.80	£244.80
£32.00	£192.00	£240.00	£48.00	£288.00	£204.00	£40.80	£244.80
£32.00	£192.00	£240.00	£48.00	£288.00	£204.00	£40.80	£244.80
£32.00	£192.00	£240.00	£48.00	£288.00	£272.00	£54.40	£326.40
£38.75	£232.50	£387.50	£77.50	£465.00	£272.00	£54.40	£326.40
£38.75	£232.50	£387.50	£77.50	£465.00	£272.00	£54.40	£326.40

Office takings whichever is the
 (as are subject to VAT). VAT is

VAT	Total for each extra hour or part thereof including VAT	Hours before or after core hours	VAT	Total for Hours before or after core hours including VAT	Additional Performance	VAT	Total for each Additional Performance including VAT
£18.00	£108.00	£135.00	£27.00	£162.00			
£18.00	£108.00	£135.00	£27.00	£162.00			
£18.00	£108.00	£135.00	£27.00	£162.00			
£26.25	£157.50	£197.00	£39.40	£236.40			
£26.25	£157.50	£197.00	£39.40	£236.40			
£36.25	£217.50	£272.00	£54.40	£326.40			
		£362.50	£72.50	£435.00			
		£362.50	£72.50	£435.00			
£36.25	£217.50	£272.00	£54.40	£326.40	£262.00	£52.40	£314.40
£36.25	£217.50	£272.00	£54.40	£326.40	£262.00	£52.40	£314.40
£36.25	£217.50	£272.00	£54.40	£326.40	£262.00	£52.40	£314.40
£52.50	£315.00	£394.00	£78.80	£472.80	£330.00	£66.00	£396.00
£52.50	£315.00	£394.00	£78.80	£472.80	£330.00	£66.00	£396.00
£72.50	£435.00	£544.00	£108.80	£652.80	£395.00	£79.00	£474.00
£72.50	£435.00	£544.00	£108.80	£652.80	£395.00	£79.00	£474.00
£72.50	£435.00	£544.00	£108.80	£652.80	£395.00	£79.00	£474.00

ing Manager.

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WINDING WHEEL - AUDITORIUM	Current	New	% Increase
COMMUNITY CHARGE			
Mon-Thurs Per hr	Pre 5pm £ 46.80	£ 46.80	0.00%
	After 5pm £ 76.80	£ 76.80	0.00%
Friday - Saturday	Pre 5pm £ 64.80	£ 64.80	0.00%
	After 5pm £ 96.00	£ 96.00	0.00%
Balcony (min 3hrs)	Hourly rate: £ 15.60	£ 15.60	0.00%
Kitchen per hour	£ 7.56	£ 7.56	0.00%
Servery per function	£ 14.40	£ 14.40	0.00%
AUDITORIUM COMMUNITY BLOCK BOOKING DISCOUNT			
Monday - Friday	Pre 5pm £ 37.20	£ 37.20	0.00%
	After 5pm £ 61.20	£ 61.20	0.00%
Kitchen per hour	£ 6.00	£ 6.00	0.00%
Servery per function	£ 12.00	£ 12.00	0.00%
AUDITORIUM COMMERCIAL CHARGE			
Mon-Thurs Per hr	Pre 5pm £ 96.00	£ 96.00	0.00%
	After 5pm £ 156.00	£ 156.00	0.00%
Friday - Saturday	Pre 5pm £ 132.00	£ 132.00	0.00%
	After 5pm £ 192.00	£ 192.00	0.00%
Balcony (min 3hrs)	Hourly rate: £ 31.20	£ 31.20	0.00%
Kitchen per hour	£ 12.00	£ 12.00	0.00%
Servery per function	£ 19.20	£ 19.20	0.00%
AUDITORIUM COMMERCIAL BLOCK BOOKING DISCOUNT			
Mon-Thurs Per hr	Pre 5pm £ 76.80	£ 76.80	0.00%
	After 5pm £ 124.80	£ 124.80	0.00%
Fri - Sat (min 3hrs)	Pre 5pm £ 105.60	£ 105.60	0.00%
	After 5pm £ 153.60	£ 153.60	0.00%
Kitchen per hour	£ 9.60	£ 9.60	0.00%
Servery per function	£ 16.80	£ 16.80	0.00%
BALLROOM COMMUNITY CHARGE			
Mon-Thurs Per hr	Pre 5pm £ 36.00	£ 36.00	0.00%
	After 5pm £ 42.00	£ 42.00	0.00%
Friday - Saturday	Pre 5pm £ 52.80	£ 52.80	0.00%
	After 5pm £ 60.00	£ 60.00	0.00%
Kitchen per hour	£ 7.56	£ 7.56	0.00%
Servery per function	£ 14.40	£ 14.40	0.00%

BALLROOM COMMUNITY BLOCK BOOKING DISCOUNT	£	-	£	-	
Monday - Friday	Pre 5pm	£ 28.80	£ 28.80		0.00%
	After 5pm	£ 33.60	£ 33.60		0.00%
Kitchen per hour		£ 6.00	£ 6.00		0.00%
Servery per function		£ 12.00	£ 12.00		0.00%
		£ -	£ -		
BALLROOM COMMERCIAL		£ -	£ -		
Mon-Thurs Per hr	Pre 5pm	£ 72.00	£ 72.00		0.00%
	After 5pm	£ 84.00	£ 84.00		0.00%
Friday - Saturday	Pre 5pm	£ 108.00	£ 108.00		0.00%
	After 5pm	£ 120.00	£ 120.00		0.00%
Kitchen per hour		£ 12.00	£ 12.00		0.00%
Servery per function		£ 19.20	£ 19.20		0.00%
COMMERCIAL BLOCK BOOKING DISCOUNT		£ -	£ -		
Mon- Thurs	Pre 5pm	£ 57.60	£ 57.60		0.00%
	After 5pm	£ 67.20	£ 67.20		0.00%
Friday - Saturday	Pre 5pm	£ 86.40	£ 86.40		0.00%
	After 5pm	£ 96.00	£ 96.00		0.00%
FUNCTION ROOM COMMUNITY CHARGE		£ -	£ -		
Monday - Thursday	Pre 5pm	£ 25.20	£ 25.20		0.00%
	After 5pm	£ 36.00	£ 36.00		0.00%
Friday - Saturday	Pre 5pm	£ 43.20	£ 43.20		0.00%
	After 5pm	£ 48.00	£ 48.00		0.00%
COMMUNITY BLOCK BOOKING DISCOUNT		£ -	£ -		
Monday - Friday	Pre 5pm	£ 20.40	£ 20.40		0.00%
	After 5pm	£ 28.80	£ 28.80		0.00%
COMMERCIAL		£ -	£ -		
Monday - Thursday	Pre 5pm	£ 51.60	£ 51.60		0.00%
	After 5pm	£ 69.60	£ 69.60		0.00%
Friday - Saturday	Pre 5pm	£ 86.40	£ 86.40		0.00%
	After 5pm	£ 102.00	£ 102.00		0.00%
COMMERCIAL BLOCK BOOKING DISCOUNT		£ -	£ -		
Monday - Thursday	Pre 5pm	£ 40.80	£ 40.80		0.00%
	After 5pm	£ 55.20	£ 55.20		0.00%
Friday - Saturday	Pre 5pm	£ 68.40	£ 68.40		0.00%
	After 5pm	£ 82.80	£ 82.80		0.00%
Sunday Rates as per weekend rates plus £40 + VAT per letting					
Bank Holiday by negotiation at double rates					0%
Large event discount for a booking of all rooms					
at the Winding Wheel for more than one day on consecutive days					20% No change

	Current	New	
EQUIPMENT			
Staging 8' x 4' (per unit)	£ 7.00	£ 7.25	3.57%
Tiered Staging (per unit)	£ 50.00	£ 52.00	4.00%

PA system in-house or portable	£ 22.00	£ 23.00	4.55%
PA system in-house with radio mike	£ 32.00	£ 33.00	3.13%
Additional microphone	£ 10.00	£ 10.50	5.00%
Overhead Projector	£ 16.00	£ 16.50	3.13%
Laptop	£ 24.00	£ 25.00	4.17%
Multimedia Projector and Screen	£ 55.00	£ 57.50	4.55%
Multimedia Projector, Screen and Laptop	£ 70.00	£ 73.00	4.29%
Slide Projector	£ 18.00	£ 18.50	2.78%
Screens - 6ft	£ 17.00	£ 17.50	2.94%
Screens - 10ft	£ 52.00	£ 54.00	3.85%
Screen - 8ft rear projection	£ 43.00	£ 45.00	4.65%
Lectern	£ 7.00	£ 7.25	3.57%
Flip Chart and Pad	£ 7.00	£ 7.25	3.57%
Additional Set Lighting	£ 32.00	£ 33.00	3.13%
Conditional hire of lighting/sound system	£ 150.00	£ 155.00	3.33%
Technician - per hour	£ 24.00	£ 24.00	0.00%
Duty Manager - per hour	£ 18.00	£ 18.00	0.00%
Caretaker - per hour	£ 14.40	£ 14.40	0.00%
Security Staff - per hour	£ 18.00	£ 18.00	0.00%
Front of House Staff - per hour	£ 12.00	£ 12.00	0.00%
Piano - Upright	£ 17.00	£ 17.50	2.94%
Grand Piano	£ 250.00	£ 250.00	0.00%
Seating over 200	£ 35.00	£ 36.00	2.86%
Seating over 300	£ 50.00	£ 52.00	4.00%
Seating over 400	£ 100.00	£ 103.00	3.00%
Tiered Seating	£ 100.00	£ 103.00	3.00%
Carpet for Staging/Catwalk	£ 17.00	£ 17.50	2.94%
Ticket Printing	£ 50.00	£ 52.00	4.00%
Licence Extension	£ 25.00	£ 25.00	0.00%
Round Tables - New Charge	£ 45.00	£ 47.00	4.44%
Cup and Saucers - 1-50	£ 11.00	£ 11.50	4.55%
Cup and Saucers - 51-100	£ 17.00	£ 17.50	2.94%
Cup and Saucers - 101-150	£ 25.00	£ 26.00	4.00%
Cup and Saucers - 151-300	£ 32.00	£ 33.00	3.13%
Tea and Coffee (per cup)	£ 1.30	£ 1.40	7.69%
Tea and Coffee (per mug)	£ 1.50	£ 1.60	6.67%
Tea/Coffee and Biscuits (per cup)	£ 1.60	£ 1.70	6.25%
Tea/Coffee and Biscuits (per mug)	£ 1.90	£ 2.00	5.26%
CORKAGE (including use of glasses)	£ 9.00	£ 9.00	0.00%
Refundable Deposit	£ 100.00	£ 120.00	20.00%

3.62%

Resources Block Booking Discount
(10 or more bookings per annum)

20% No change

COMMUNITY ACTIVITIES

Lecture Programme

Full Rate	£	6.50	£	6.80	4.62%
Concessionary	£	4.95	£	5.20	5.05%

Tuesday Evening Dance

	£	4.85	£	5.00	3.09%
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Average 3.66%

Venues FEES & CHARGES

Winding Wheel Fees & Charges

***All bookings are subject to a minimum of three hours booking (excluding kitchens)
or £150 + VAT in hire charges whichever is the greater***

All rates include VAT at the prevailing rate unless stated

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CHESTERFIELD VENUE HIRE

Winding Wheel Hire Charges 1 October 2015

Professional Companies and Commercial Use	Core hours	Charge for up to eight hours	VAT	Total Charge for up to eight hours including VAT
	Performance			
Monday	9am-11pm	£2,000	£400.00	£2,400.00
Tuesday	9am-11pm	£2,000	£400.00	£2,400.00
Wednesday	9am-11pm	£2,000	£400.00	£2,400.00
Thursday	9am-11pm	£2,100	£420.00	£2,520.00
Friday	9am-11pm	£2,100	£420.00	£2,520.00
Saturday	9am-11pm	£2,100	£420.00	£2,520.00
Sunday	9.30am-11pm	£2,800	£560.00	£3,360.00
Bank Holiday	9.30am-11pm	£2,800	£560.00	£3,360.00

~~TERMS 100% of all building hire charges are subject to VAT. VAT is charged at the prevailing rate as ap~~
 Any additional hours and any additional technical requirements to be mutually agreed and recharged to

For each extra hour or part thereof	VAT	Total for each extra hour or part thereof including VAT	Hours before or after core hours	VAT	Total for Hours before or after core hours including VAT	Additional Performance	VAT	Total for each Additional Performance including VAT
£250.00	£50.00	£300.00	£375.00	£75.00	£450.00	£1,000	£200.00	£1,200.00
£250.00	£50.00	£300.00	£375.00	£75.00	£450.00	£1,000	£200.00	£1,200.00
£250.00	£50.00	£300.00	£375.00	£75.00	£450.00	£1,000	£200.00	£1,200.00
£262.50	£52.50	£315.00	£393.75	£78.75	£472.50	£1,050	£210.00	£1,260.00
£262.50	£52.50	£315.00	£393.75	£78.75	£472.50	£1,050	£210.00	£1,260.00
£262.50	£52.50	£315.00	£393.75	£78.75	£472.50	£1,000	£200.00	£1,200.00
£350.00	£70.00	£420.00	£525.00	£105.00	£630.00	£1,400	£280.00	£1,680.00
£350.00	£70.00	£420.00	£525.00	£105.00	£630.00	£1,400	£280.00	£1,680.00

applicable.
 the Visiting Manager.

**MARKET HALL ASSEMBLY ROOMS
COMMUNITY CHARGE**

Hourly charge

	Current	New	% Increase
	£	£	
COMMUNITY			
MAIN HALL			
Monday - Thursday (min 3hrs) Pre 5pm	24.00	24.50	2.08%
Monday - Thursday (min 3hrs) After 5pm	29.00	30.00	3.45%
Fri- Sun (min 3hrs) Pre 5pm	33.00	34.00	3.03%
Fri - Sun (min 3hrs) After 5pm	41.00	42.00	2.44%
Kitchen (per hour)	6.00	6.20	3.33%
ROOM 1			
Monday - Thursday (min 2hrs) pre 5pm	6.30	6.50	3.17%
Monday - Thursday (min 3hrs) post 5pm	16.00	16.50	3.13%
Fri (min 2 hrs) pre 5pm	8.80	9.00	2.27%
Fri (min 3hrs) post 5pm	21.00	22.00	4.76%
Sat and Sun (min 3 hrs)	NA	NA	
ROOM 2			
Monday - Thursday (min 2hrs) pre 5pm	4.70	4.90	4.26%
Monday - Thursday (min 3hrs) post 5pm	15.00	15.50	3.33%
Fri (min 2 hrs) pre 5pm	8.40	8.70	3.57%
Fri (min 3hrs) post 5pm	20.00	21.00	5.00%
Sat and Sun (min 3 hrs)	NA	NA	
COMMUNITY BLOCK BOOKING DISCOUNT			
MAIN HALL			
Monday - Thursday (min 3hrs) Pre 5pm	19.20	20.00	4.17%
Monday - Thursday (min 3hrs) After 5pm	23.20	24.00	3.45%
Kitchen (per hour)	5.00	5.10	2.00%
ROOM 1			
Monday - Thursday (min 2hrs) before 5pm	5.20	5.30	1.92%
ROOM 2			
Monday - Thursday (min 2hrs) before 5pm	4.20	4.30	2.38%

COMMERCIAL**MAIN HALL**

Monday - Thursday (min 3hrs) Pre 5pm	36.00	37.00	2.78%
Monday - Thursday (min 3hrs) After 5pm	43.00	44.00	2.33%
Fri- Sun (min 3hrs) Pre 5pm	48.00	49.00	2.08%
Fri - Sun (min 3hrs) After 5pm	59.50	61.00	2.52%
Kitchen (per hour)	10.00	10.30	3.00%

ROOM 1

Monday - Thursday (min 2hrs) pre 5pm	10.00	10.30	3.00%
Monday - Thursday (min 3hrs) post 5pm	24.00	24.80	3.33%
Fri (min 2 hrs) pre 5pm	15.00	15.50	3.33%
Fri (min 3hrs) post 5pm	31.50	33.00	4.76%
Sat and Sun (min 3 hrs)	31.50	33.00	4.76%

ROOM 2

Monday - Thursday (min 2hrs)	7.00	7.25	3.57%
Monday - Thursday (min 3hrs) post 5pm	23.00	24.00	4.35%
Fri (min 2 hrs) pre 5pm	12.00	12.50	4.17%
Fri (min 3hrs) post 5pm	30.00	31.00	3.33%
Sat and Sun (min 3 hrs)	30.00	31.00	3.33%

COMMERCIAL BLOCK BOOKING DISCOUNT**MAIN HALL**

Monday - Thursday (min 3hrs) Pre 5pm	32.00	33.00	3.13%
Monday - Thursday (min 3hrs) After 5pm	38.00	39.00	2.63%
Fri- Sun (min 3hrs) Pre 5pm	42.50	44.00	3.53%
Fri - Sun (min 3hrs) After 5pm	52.50	54.00	2.86%
Kitchen (per hour)	7.50	7.80	4.00%

ROOM 1

Monday - Thursday (min 2hrs) pre 5pm	9.00	9.30	3.33%
Fri- Sun (min 2 hrs)	NA	NA	

ROOM 2

Monday - Thursday (min 2hrs) Pre 5pm	6.30	6.50	3.17%
Fri- Sun (min 2 hrs)	NA	NA	

Average 3.28%

Sunday Rates as per weekend rates plus £20

Bank Holiday by negotiation at double rates

All rates include VAT at the prevailing rate unless stated

Venues FEES & CHARGES**HASLAND VILLAGE HALL****Hourly charge**

	Current	New	% increase
MAIN HALL COMMUNITY CHARGE			
Monday - Friday (min 3 hrs)	13.60	14.00	2.94%
Saturday (min 3hrs)	15.70	16.20	3.18%
Kitchen/Bar per function	6.80	7.00	2.94%
COMMUNITY BLOCK BOOKING DISCOUNT			
MAIN HALL			
Monday - Friday (min 3 hrs)	11.00	11.30	2.73%
Kitchen/Bar per function	6.30	6.50	3.17%
COMMUNITY CONCESSIONARY CHARGE (childrens groups / senior citizens groups)			
MAIN HALL			
Monday - Friday (min 3hrs)	10.50	10.80	2.86%
Saturday	12.00	12.40	3.33%
Kitchen/Bar per function	6.30	6.50	3.17%
COMMUNITY CONCESSIONARY BLOCK BOOKING DISCOUNT			
MAIN HALL			
Monday - Friday (min 3hrs)	7.80	8.00	2.56%
Kitchen/Bar per function	5.70	5.80	1.75%
COMMERCIAL			
Monday - Friday (min 3hrs)	28.00	29.00	3.57%
Saturday (min 3hrs)	31.50	32.50	3.17%
Kitchen/Bar per function	15.20	15.50	1.97%
COMMERCIAL BLOCK BOOKING DISCOUNT			
Monday - Friday (min 3hrs)	22.50	23.00	2.22%
Saturday (min 3 hrs)	25.70	26.00	1.17%
Kitchen/Bar per function	12.00	12.50	4.17%
COMMUNITY CHARGE			
ANCILLARY ROOM			
Monday - Friday (min 3 hrs)	5.20	5.30	1.92%
Saturday (min 3 hrs)	5.20	5.30	1.92%
Kitchen/Bar per function	6.80	7.00	2.94%
COMMUNITY BLOCK BOOKING DISCOUNT			
ANCILLARY ROOM			
Monday - Friday (min 3hrs)	4.70	4.80	2.13%
COMMERCIAL CHARGE			
ANCILLARY ROOM			
Monday - Friday (min 3hrs)	9.90	10.20	3.03%
Saturday (min 3hrs)	9.90	10.20	3.03%
COMMERCIAL BLOCK BOOKING DISCOUNT			
ANCILLARY ROOM			
Monday - Thursday (min 3hrs)	7.80	8.00	2.56%
Saturday (min 3hrs)	7.80	8.00	2.56%
Sunday Rates as per weekend rates plus £20	Average		2.71%
Bank Holiday by negotiation at double rates			

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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