

REPORT TO ASSETS AND OPERATIONS COMMITTEE COUNCIL OFFICES ROOM CHARGING POLICY



Report Reference A-23-10
Meeting Date 13th November
Agenda Item 7
Prepared by Town Clerk

1.0 BACKGROUND

The Town Council has controlled rooms available for third party use since c. 2013. Whilst the building was owned by Cheshire East Council, the arrangement was that the Town Council would only permit community/public service uses and not charge users. This arrangement has not been reviewed since the building transferred in April 2022.

2.0 ROOM CHARGING POLICY

2.1 USER TYPES

There are three main user group types at present:

- Public service provision e.g. youth justice service meeting with clients
- Community organisation 'business' use e.g. committee meetings of Friends of the Heath
- Community organisation 'function' use e.g. sub-groups of the U3A

The committee should consider whether it wishes to distinguish between community uses for business vs function purposes. Subject to the outcome of this item, the council would permit non-community/public service uses on a fee-paying basis.

2.2 DRAFT POLICY PRINCIPLES

The following is suggested as a policy for council office room usage:

- Hourly charges for rooms will be as follows: Lower Chamber (£15), Committee Room, Moor Room or Heath Room (£10)
- Charges will not be levied for use of rooms by Knutsford community organisations/charities
- Charges will not usually be levied for use of rooms by other public authorities
- Tea/Coffee/Biscuits will be made available for an additional fee of £1.50 per person
- Trusted bodies may be provided with keys to facilitate access outside office hours, otherwise charges may be levied to facilitate use of rooms outside office hours
- The Town Clerk may waive charges, a record of any charges waived shall be kept

3.0 DECISION REQUIRED

The committee should consider the suggested policy for charging for the use of rooms at the Council Offices.