Causeway Coast & Glens Borough Council

Title of Report:	**Civic Building Room Hire Charges**
Committee Report Submitted To:	**Corporate Policy and Resources Committee**
Date of Meeting:	**Tuesday 27th February 2024**
For Decision or For Information	**For Decision**
To be discussed In Committee YES/NO	**No**

Linkage to Council Strategy (2021-25)	
Strategic Theme	Council has agreed policies and procedures and decision making is consistent with them
Outcome	Revised Charging Structure
Lead Officer	Head of Performance

Budgetary Considerations	
Cost of Proposal	
Included in Current Year Estimates	**No**
Capital/Revenue	
Code	
Staffing Costs	

Legal Considerations	
Input of Legal Services Required	**NO**
Legal Opinion Obtained	**NO**

Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	N/A	Date:
	EQIA Required and Completed:	No	Date:
Rural Needs Assessment (RNA)	Screening Completed	N/A	Date:
	RNA Required and Completed:	No	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	N/A	Date:
	DPIA Required and Completed:	Yes/No	Date:

1.0   Purpose of Report

1.1 The purpose of this report is to seek Elected Member approval to increase the room hire charges in relation to the Civic Buildings. Rooms are available for hire in Sheskburn House, Ballymoney Town Hall, Coleraine Town Hall, Portrush Town Hall and Kilrea Town Hall. Rooms are not available for hire at Cloonavin, Riada House and the Limavady Offices.

2.0   Background

2.1 The cost of operating Buildings has increased particularly in relation to Staffing and Energy. Post Covid the rooms in Sheskburn House and the Town Halls were popular with community groups for meetings as the rooms enabled social distancing. No room hire charge increases were applied in 2023/24 to support those requiring this additional safe space.

2.2 The income and expenditure relating to the buildings that have rooms available for hire is listed below and covers the financial year 2022/2023. Sheskburn House is primarily used as staff office accommodation and is also a designated site for Registration Services.

Facility	Expenditure 2022/2023	Income 2022/2023	Net Expenditure
Sheskburn House Ballycastle	170,604	(6,900)	163,703
Ballymoney Town Hall	96,208	(6,785)	89,423
Coleraine Town Hall	98,172	(3,846)	94,326
Portrush Town Hall	65,502	(19,563)	45,938
Kilrea Town Hall	26,188	(2,473)	23,715

2.3 It is the intention to bring back a report on the future use of the Civic Buildings to Council before the summer.

2.4 Elected Members are now asked to consider increasing the room hire charges in line with other Council facilities. The proposed increase is 8.5%. The impact of the proposed increase is detailed in Appendix 1.

3.0   <u>Recommendation</u>

It is recommended that the Council approve an increase of 8.5% on all room hire charges for Civic Buildings for 2024/25 as set out in Appendix 1.

Appendix 1. Civic Building Room Hire Charges

Civic Building	Room name	Current Charge per hour	Proposed Charge Per Hour
Ballymoney	McArthur Room	£11.50	£12.50
	Cramsie Room	£12.50	£13.50
	George Shiels Room	£15.00	£16.30
	Auditorium	£26.00	£28.20
	Kitchen	8.00 per booking	£8.70
Coleraine	Committee Room	£5.50	£6.00
	Mayor's Parlour	£5.50	£6.00
	Main Hall	£12.50	£13.50
	Kitchen	£8.00 per booking	£8.70
Kilrea	Ken Wood's Room	£5.50	£6.00
	Function Room	£11.50	£12.50
	Committee Room	£5.50	£6.00
	Kitchen	£8.00 per booking	£8.70
Portrush	Meeting Room	£5.50	£6.00
	Girvan Room	£5.50	£6.00
	Main Hall	£12.50	£13.50
	Kitchen	£8.00 per booking	£8.70
Sheskburn House	The Chamber	£12.50	£13.50
	Mayor's Parlour	£12.50	£13.50
	Seaview Suite	£12.50	£13.50