



<b>Title of Report:</b>	<b>Civic Building and Town Hall Room Hire Charges</b>
<b>Committee Report Submitted To:</b>	<b>Corporate Policy and Resources Committee</b>
<b>Date of Meeting:</b>	<b>Tuesday 23 April 2024</b>
<b>For Decision or For Information</b>	<b>For Decision</b>
<b>To be discussed In Committee YES/NO</b>	<b>No</b>

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

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

<b>Legal Considerations</b>	
Input of Legal Services Required	<b>NO</b>
Legal Opinion Obtained	<b>NO</b>

<b>Screening Requirements</b>	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 in any of the other Civic Buildings.

## 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 Sheskburn House and the Town Halls is listed below and covers the financial year 2023/2024. 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	(6,908)	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 potential future use of the Civic Buildings to Council in September 2024. Some Elected Members will recall that a workshop was held some years back in relation to the Civic Buildings and it is intended to revisit this.

2.4 Elected Members are now asked to consider increasing the room hire charges for 2024/2025. The proposed increase is 5%. The impact of the proposed price increase is detailed in Appendix 1.

2.5 It is proposed to freeze the price of the George Sheils Room in Ballymoney Town Hall for the medium term to enable rationalisation of pricing. This would have been

addressed at an earlier stage but as highlighted previously, the pricing structure was not reviewed over the Covid period in support of community group safe space.

2.6 The Town Halls and Sheskburn House are staffed when in use between 9.00am and 5.00pm. Bookings requested outside these hours require a caretaker to open up and be in attendance in addition to their normal working hours and there is a minimal two hour booking required. There is also a 20% discount applied for 10 or more bookings.

### **3.0 Recommendation**

**It is recommended** that the Corporate Policy and Resources Committee freeze the room hire charge for the Shiels room in Ballymoney Town Hall and approve an increase of 5% on all other room hire charges for Sheskburn House and the Town Halls for 2024/25 as set out in Appendix 1.

## Appendix 1. Civic Building / Town Hall Room Hire Charges

Civic Building	Room name	Current Charge per hour	Proposed Charge Per Hour
Ballymoney	McArthur Room	£11.50	£12.00
	Cramsie Room	£12.50	£13.12
	George Shiels Room	£15.00	£15.00
	Auditorium	£26.00	£27.30
	Kitchen	8.00 per booking	£8.40
Coleraine	Committee Room	£5.50	£5.70
	Mayor's Parlour	£5.50	£5.70
	Main Hall	£12.50	£13.12
	Kitchen	£8.00 per booking	£8.40
Kilrea	Ken Wood's Room	£5.50	£5.70
	Function Room	£11.50	£12.00
	Committee Room	£5.50	£5.70
	Kitchen	£8.00 per booking	£8.40
Portrush	Meeting Room	£5.50	£5.70
	Girvan Room	£5.50	£5.70
	Main Hall	£12.50	£13.12
	Kitchen	£8.00 per booking	£8.40
Sheskburn House	The Chamber	£12.50	£13.12
	Mayor's Parlour	£12.50	£13.12
	Seaview Suite	£12.50	£13.12