

<b>Title of Report:</b>	<b>Town Hall Usage</b>
<b>Committee Report Submitted To:</b>	<b>Corporate Policy and Resources Committee</b>
<b>Date of Meeting:</b>	<b>Tuesday 28 May 2024</b>
<b>For Decision or For Information</b>	<b>For Information</b>
<b>To be discussed In Committee YES/NO</b>	<b>No</b>

<b>Linkage to Council Strategy (2021-25)</b>	
Strategic Theme	Citizens will have access to a range of leisure, recreational, green and play environments which support better physical and mental health and wellbeing
Outcome	Improved Health and Well-Being of Citizens
Lead Officer	Head of Performance

<b>Budgetary Considerations</b>	
Cost of Proposal	0
Included in Current Year Estimates	<b>N/A</b>
Capital/Revenue	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:	No	Date:
	EQIA Required and Completed:	No	Date:
Rural Needs Assessment (RNA)	Screening Completed	No	Date:
	RNA Required and Completed:	No	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	No	Date:
	DPIA Required and Completed:	No	Date:

## 1.0 Purpose of Report

1.1 This report is written in response to Elected Member feedback at the April Corporate Policy and Resources meeting in relation to usage figures and marketing of the Town Hall.

## 2.0 Background

2.1 Causeway Coast and Glens Borough manages 4 Town Halls. They are Portrush TH, Ballymoney TH, Coleraine TH and Kilrea TH. The usage figures are detailed below:

### Ballymoney Town Hall January 2022 – Dec 2023

<b>ROOM</b>	<b>Auditorium Meetings - Numbers</b>	<b>Cramsie Room Meetings - Numbers</b>	<b>Shiels Room Meetings - Numbers</b>	<b>McArthur Room Meetings - Numbers</b>
<b>JAN</b>	1 - 70	3 - 70	12 - 183	6 - 120
<b>FEB</b>	6 - 529	5 - 108	20 - 324	5 - 100
<b>MAR</b>	11 - 1857	11 - 315	18 - 611	7 - 115
<b>April</b>	4 - 250	3 - 80	5 - 98	5 - 105
<b>May</b>	2 - 320	4 - 80	1 - 120	6 - 105
<b>June</b>	6 - 420	0 - 0	3 - 100	5 - 86
<b>July</b>	4 - 700	2 - 25	1 - 4	8 - 400
<b>Aug</b>	4 - 320	1 - 15	2 - 35	13 - 160
<b>Sept</b>	6 - 750	8 - 120	7 - 155	8 - 166
<b>Oct</b>	12 - 660	8 - 96	11 - 205	8 - 130
<b>Nov</b>	3 - 300	8 - 150	8 - 140	7 - 110
<b>Dec</b>	1 - 30	3 - 35	4 - 135	5 - 77
<b>TOTAL</b>	<b>60 - 6197</b>	<b>56 - 1093</b>	<b>92 - 2100</b>	<b>83 - 1674</b>

<b>Total Meetings for the Year</b>	<b>Total Footfall for the Year</b>
291	11064

### Portrush Town Hall January 2022 – Dec 2023

<b>ROOM</b>	<b>Main Hall</b> Meetings - Numbers	<b>Girvan Room</b> Meetings - Numbers	<b>Meeting Room</b> Meetings - Numbers
<b>JAN</b>	27 - 4855	24 - 310	21 - 630
<b>FEB</b>	7 - 140	17 - 340	10 - 95
<b>MAR</b>	18 - 650	20 - 400	13 - 110
<b>April</b>	20 - 1300	15 - 325	8 - 180
<b>May</b>	10 - 2590	14 - 280	6 - 170
<b>June</b>	14 - 1130	14 - 280	13 - 150
<b>July</b>	27 - 1200	15 - 300	10 - 200
<b>Aug</b>	25 - 2000	14 - 280	13 - 180
<b>Sept</b>	17 - 850	19 - 380	18 - 150
<b>Oct</b>	19 - 1980	16 - 620	19 - 190
<b>Nov</b>	14 - 740	14 - 300	22 - 440
<b>Dec</b>	16 - 2600	15 - 550	13 - 140
<b>TOTAL</b>	<b>214 - 20035</b>	<b>197 - 4365</b>	<b>166 - 2635</b>

<b>Total Meetings for the Year</b>	<b>Total Footfall for the Year</b>
577	27035

### Kilrea Town Hall January 2022 – Dec 2023

<b>ROOM</b>	<b>Ken Woods Room</b> Meetings - Numbers	<b>Function Room</b> Meetings - Numbers	<b>Committee Room</b> Meetings - Numbers
<b>JAN</b>	7 - 180	0 - 0	2 - 30
<b>FEB</b>	7 - 200	1 - 25	2 - 30
<b>MAR</b>	5 - 150	0 - 0	1 - 15
<b>April</b>	5 - 160	1 - 40	2 - 30
<b>May</b>	4 - 120	0 - 0	3 - 45
<b>June</b>	6 - 180	1 - 35	2 - 30
<b>July</b>	4 - 120	0 - 0	1 - 15
<b>Aug</b>	5 - 150	0 - 0	1 - 15
<b>Sept</b>	6 - 160	0 - 0	0 - 0
<b>Oct</b>	16 - 495	3 - 160	2 - 30
<b>Nov</b>	17 - 330	2 - 90	4 - 60
<b>Dec</b>	14 - 450	2 - 210	2 - 70
<b>TOTAL</b>	<b>64 - 2695</b>	<b>10 - 540</b>	<b>22 - 370</b>

<b>Total Meetings for the Year</b>	<b>Total Footfall for the Year</b>
96	3605

## Coleraine Town Hall January 2022 – Dec 2023

<b>ROOM</b>	<b>Council Chamber</b> Meetings - Numbers	<b>Mayors Parlour</b> Meetings - Numbers	<b>Committee Room</b> Meetings - Numbers	<b>Main Hall</b> Meetings - Numbers
<b>JAN</b>	VIC	4 - 85	0 - 0	2 - 350
<b>FEB</b>	VIC	9 - 230	0 - 0	8 - 830
<b>MAR</b>	VIC	8 - 80	0 - 0	10 - 1430
<b>April</b>	VIC	14 - 600	0 - 0	10 - 1400
<b>May</b>	VIC	12 - 430	0 - 0	28 - 2000
<b>June</b>	1 - 25	13 - 190	1 - 5	22 - 660
<b>July</b>	1 25	7 - 190	0 - 0	24 - 720
<b>Aug</b>	1 - 20	6 - 150	1 - 5	23 - 690
<b>Sept</b>	11 - 330	6 - 180	0 - 0	3 - 220
<b>Oct</b>	16 - 480	8 - 210	1 - 5	4 - 250
<b>Nov</b>	22 - 660	12 - 150	0 - 0	0 - 0
<b>Dec</b>	16 - 480	2 - 40	2 - 10	4 - 400
<b>Total</b>	<b>68 - 2020</b>	<b>101 - 2535</b>	<b>5 - 25</b>	<b>138 - 8260</b>

<b>Total Meetings for the Year</b>	<b>Total Footfall for the Year</b>
312	12840

2.2 Elected Members also referred to the opportunity to increase marketing of the Town Halls. Over the last two years the Town Halls have been staffed to reflect usage as opposed to full time posts and a substantial amount of staff costs are absorbed via cover by rotation of the caretakers in Cloonavin. While there is an opportunity to expand the marketing of the Town Halls and potentially increase usage, any substantial increase in bookings will require an extended staffing structure and this could result in additional annual operational cost. The Buildings Facility Manager has undertaken to look at this with a view to initially optimising bookings within current staffing arrangements.

2.3 In response to an Elected Member query, all bookings are charged on the basis of single hour usage up to 5.00pm daily.

### **3.0 Recommendation**

**It is recommended** that the Corporate Policy and Resources Committee recommends to Council that the information in this report be noted.