

BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK

RECORD OF DECISION TAKEN BY OFFICERS UNDER DELEGATED POWERS

This is a record of a decision taken by an officers under delegated powers and where necessary taken in consultation with members and officers.

REPORT TITLE:	Fairstead and South Lynn Community Centres - Variation in Hire Charges
OPEN/EXEMPT	Open
LEAD OFFICER	Lorraine Gore, Chief Executive
IS DECISION SUBJECT TO CALL IN?:	Yes
DATE DECISION ADVERTISED:	21 st November 2023
DATE OF DECISION:	28 th November 2023
DEADLINE FOR CALL IN:	5 th December 2023
PRE-SCREENING EQUALITY IMPACT ASSESSMENT COMPLETED:	Yes

Delegated Power

Financial Regulations - Section 7.10

Scales of fees and charges within the Council's control must be reviewed at least annually. The Council has delegated authority to the Executive Director of the appropriate services (in consultation with the Chief Finance Officer, the relevant portfolio holder and the Leader) to vary the charges having regard to market conditions and the Council's policy framework.

Decision Taken

To vary the hire charges for South Lynn and Fairstead Community Centres for private hire from residents of the South and West Lynn Ward for South Lynn Community Centre and Fairstead Ward for the Fairstead Community Centre.

The discount will be 50% of the full rate as detailed below. Revised terms of hire would include a refundable deposit to ensure the centres are left in a clean condition. There are also arrangements for the collection and return of the key to the premises which have been agreed with the Council's insurance company.

The discounted rate will apply to private hire for events including birthday parties, wedding receptions, wakes and other private events and will be applied subject to documentary evidence eg council tax or utility bill.

The discounted rate will also be extended to non-profit making community events which directly benefit the residents of the relevant wards, for example youth club, social events for residents etc..

The discounted rate will not apply to commercial bookings, to those private hire bookings from people who live outside the relevant ward areas or to non-profit making events which do not directly benefit the residents of the relevant wards.

The variation in hire charges can be introduced immediately and applied to existing relevant future bookings. We will promote via directed social media channels to the relevant areas.

Main Hall Charges 2023/2024

Off Peak per hour	£21.80	Discounted off peak rate per hour	£10.90
Peak per hour	£29.00	Discounted peak rate per hour	£14.50

Reasons for the Decision

It has been highlighted that although these facilities are community centres and are located at the centre of the relevant local areas, very little community use takes place. It is proposed that the hire charges be varied to encourage more community activity and use by the local community. We will promote via directed social media channels to the relevant areas. Additional usage will increase income and reduce the overall net cost of operating the facilities.

Details of alternative options, if any, considered and rejected.

Any declarations of interest and details of any dispensations granted in respect of interests (in relation to officers and any Members consulted).

List of Background papers

Authorisation

Post Held: Lorraine Gore, Chief Executive

Signature 

Date **16 November 2023**

Consultation with members/officers

If the decision is taken following consultation with the members/officers, please give details:

Name of Members/officers consulted:

Michelle Drewery, S151 Officer

Signed by Member/officer as consulted:

Date

Name of Members/officers consulted:

Cllr Terry Parish, Leader

Signed by Member/officer as consulted:

Date

Name of Members/officers consulted:

Cllr Bal Anota, Portfolio Holder for Property and Corporate Services

Signed by Member/officer as consulted:

Date

Pre-Screening Equality Impact Assessment

Borough Council of
**King's Lynn &
West Norfolk**



Name of policy/service/function		Fairstead and South Lynn Community Centres				
Is this a new or existing policy/ service/function?		Existing				
Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service rigidly constrained by statutory obligations		Variation in hire charges				
Question		Answer				
<p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups according to their different protected characteristic, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>			Positive	Negative	Neutral	Unsure
		Age			x	
		Disability			x	
		Gender			x	
		Gender Re-assignment			x	
		Marriage/civil partnership			x	
		Pregnancy & maternity			x	
		Race			x	
		Religion or belief			x	
		Sexual orientation			x	
Other (eg low income) Relevant to specific ward areas	x					
Question	Answer	Comments				
2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?	No					
3. Could this policy/service be perceived as impacting on communities differently?	No	The community facilities are at the centre of the relevant ward areas				
4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	No					
<p>5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section</p>	Yes / No	Actions:				
		Actions agreed by EWG member: Name				
Assessment completed by: Name Lorraine Gore						
Job title Chief Executive	Date 16 November 2023					
Please Note: If there are any positive or negative impacts identified in question 1, or there any 'yes' responses to questions 2 – 4 a full impact assessment will be required.						