



## Minutes of the Fees & Charges Working Group held via Zoom 21 July 2020 at 10:30 am hosted from the Costessey Centre, Longwater Lane, NR8 5AH

**Present:** Cllrs P O'Connor (Chairman), J Amis, G Blundell, G Dole, (voting substitute for T Laidlaw) J Flowerdew (voting substitute for F Carter), G Jones, C Mahn; D Bowles (Buildings Officer/Clerk's Assistant) & N Bailey (Deputy Clerk)

### To elect a chairman

**FC001/20:** Cllr P O'Connor continued as Chairman following the last meeting in September 2019.

### To receive apologies for absence

**FC002/20:** Cllrs Carter, Laidlaw and Hannant (other commitments)

### To confirm substitutes

**FC003/20:** Cllr Dole for Cllr Laidlaw and Cllr Flowerdew for Cllr Carter

### To receive declarations of interest

**FC004/20:** None declared.

### To consider operational hall hire management and support arrangements:

**FC005/20:** Buildings were still closed to the public. A few hirers were making enquires to come back as soon as a date was set. The Health & Safety Advisor was finalising Risk Assessments, and the halls would require a deep clean before hirers return. One Heritage employee would transfer to CTC, with negotiations on a start date being finalised. A User Guide for hirers would be developed and needed to be in place for hirers to agree, with hirers providing evidence of the Covid precautions they were taking. Some regular hirers might require additional time and were concerned that membership might be affected. A larger room at the same price might be a common request.

**Football arrangements:** currently training only, with no facilities. Younger groups do not use the changing rooms - only the seniors. Measures would be put in place for when football matches returned in September. The new Chairman of Costessey Sports would introduce himself to the Property & Environment Committee via zoom. Cllr Flowerdew to forward Sports Park rules covering Covid guidelines. Courts of Justice seeking temporary venues called Nightingale Courts and could be a possible avenue to explore – Deputy Clerk has sent an enquiry to the Courts.

**RECOMMENDATION TO FULL COUNCIL: Complementary return session for community groups if requested**

### To receive an update on the loss of hall hire income because of Covid

**FC006/20:** The Government had announced that they were to help principle authorities with loss of income, and in turn this could be passed onto Parish & Town Councils. Deputy Clerk is working on possible rebates for water and the music licences. The Finance, Budgets and Staffing Committee we are being kept informed, and forecasts had been made. **ACTION: Deputy Clerk.**

### To consider hall hire fees in relation to costs associated with caretaker cover

**FC007/20:** Costs of hires varied for different categories corporate, private, and regular/community group/charity. One area identified was parties and the possibility of a full day rate. After much discussion, a suggestion was made to let local Costessey residents (already contributing to CTC via Council Tax Precept) to hire at the same rate as regular hirers. In addition, more flexibility was required for bookings and an hourly rate was workable using the new bookings software. It was noted in the report that the costs associated with caretaker cover at the Costessey Centre meant some hires cost more to facilitate than the income generated. CTC cleaners/caretakers could undertake other types of work in these circumstances.

**RECOMMENDATION TO FULL COUNCIL: Costessey residents to benefit from rates equivalent to regular hirers/community groups.**

**To discuss ideas around a marketing plan:**

**FC008/20:** Ideas discussed: A brochure to promote wedding and weekend hire; 360-degree tour of the halls; drone footage of the grounds; promotional banners on fence. Further professional advice was needed over the licence for the Costessey Centre field. Contact other venues locally & compare costs for hall hires. **ACTION: Buildings Officer**

**FC009/20:** Date of next meeting in September to be confirmed.

**FC010/19:** The meeting finished at 12:08pm

**Chairman:**

**Date:**