



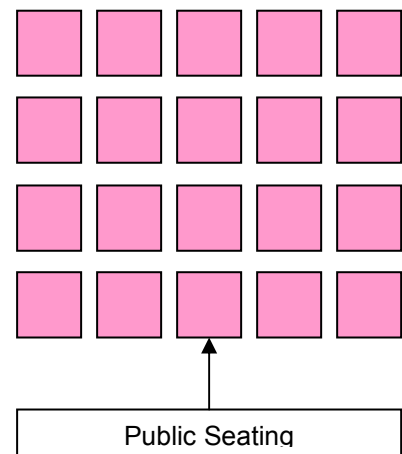
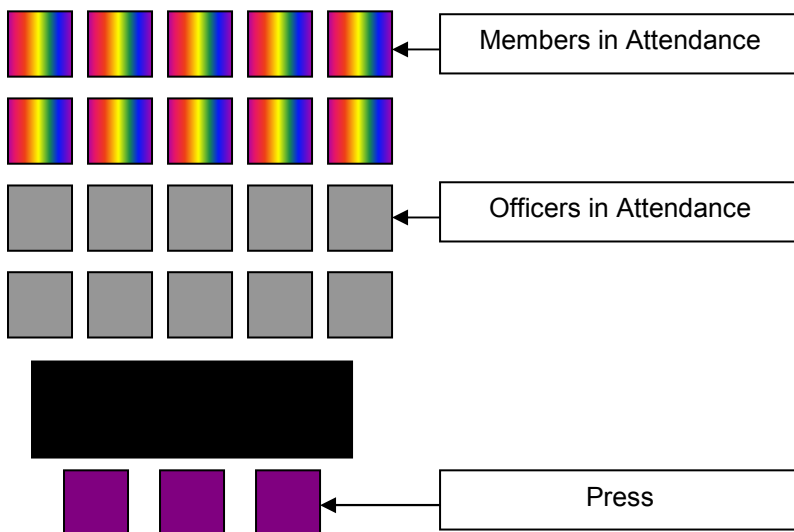
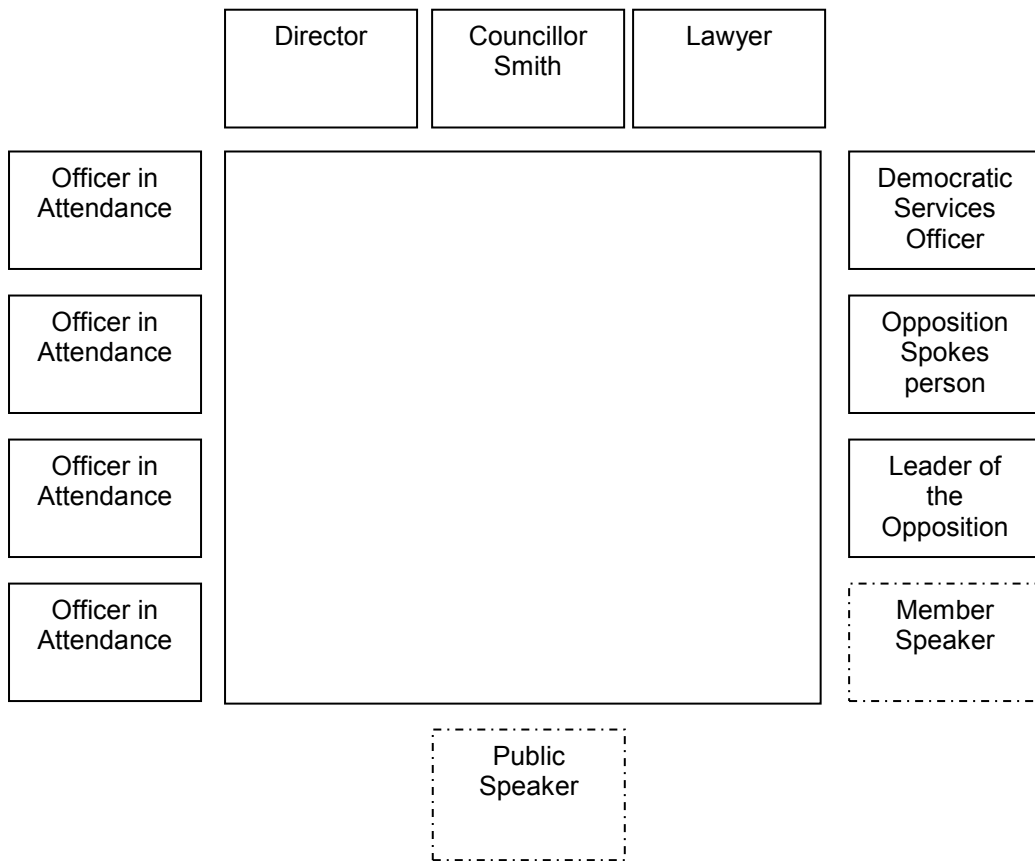
**Brighton & Hove
City Council**

Cabinet Member Meeting

Title:	Culture, Recreation & Tourism Cabinet Member Meeting
Date:	9 December 2008
Time:	4.00pm
Venue	Committee Room 1, Hove Town Hall
Members:	Councillor: Smith (Cabinet Member)
Contact:	Caroline De Marco Democratic Services Officer 01273 291063 caroline.demarco@brighton-hove.gov.uk

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Democratic Services: Meeting Layout



AGENDA

44. PROCEDURAL BUSINESS

- (a) Declarations of Interest by all Members present of any personal interests in matters on the agenda, the nature of any interest and whether the Members regard the interest as prejudicial under the terms of the Code of Conduct.
- (b) Exclusion of Press and Public - To consider whether, in view of the nature of the business to be transacted, or the nature of the proceedings, the press and public should be excluded from the meeting when any of the following items are under consideration.

NOTE: Any item appearing in Part 2 of the Agenda states in its heading either that it is confidential or the category under which the information disclosed in the report is exempt from disclosure and therefore not available to the public.

A list and description of the categories of exempt information is available for public inspection at Brighton and Hove Town Halls.

45. MINUTES OF THE PREVIOUS MEETING

1 - 8

Minutes of the Meeting held on 28 October 2008 (copy attached).

46. CABINET MEMBER'S COMMUNICATIONS

47. ITEMS RESERVED FOR DISCUSSION

- (a) Items reserved by the Cabinet Member
- (b) Items reserved by the Opposition Spokesperson
- (c) Items reserved by Members, with the agreement of the Cabinet Member.

NOTE: Public Questions, Written Questions from Councillors, Petitions, Deputations, Letters from Councillors and Notices of Motion will be reserved automatically.

48. PETITIONS

No petitions have been received by the date of publication.

49. PUBLIC QUESTIONS

(The closing date for receipt of public questions is 12 noon on 2

CULTURE, RECREATION & TOURISM CABINET MEMBER MEETING

December 2008)

No public questions have been received by the date of publication.

50. DEPUTATIONS

(The closing date for receipt of deputations is 12 noon on 2 December 2008)

No deputations have been received by the date of publication.

51. LETTERS FROM COUNCILLORS

No letters have been received.

52. WRITTEN QUESTIONS FROM COUNCILLORS

No written questions have been received.

53. NOTICES OF MOTIONS

No Notices of Motion have been received by the date of publication.

54. REVIEW OF FEES AND CHARGES 2009/10 - VENUES

9 - 16

Report of Director of Cultural Services (copy attached).

Contact Officer: David Fleming

Tel: 01273 292700

Ward Affected: All Wards

55. FEES AND CHARGES (ROYAL PAVILION & MUSEUMS)

17 - 24

Report of Director of Cultural Services (copy attached).

Contact Officer: Janita Bagshawe

Tel: 29-2840

Ward Affected: All Wards

56. LIBRARIES FEES AND CHARGES

25 - 36

Report of Director of Cultural Services (copy attached).

Contact Officer: Sally McMahon

Tel: 29-6963

Ward Affected: All Wards

57. APPLICATION FOR MEMBERSHIP OF EUROCITIES

37 - 40

Report of Director of Cultural Services (copy attached).

Contact Officer: Paula Murray

Tel: 29-2534

Ward Affected: All Wards

CULTURE, RECREATION & TOURISM CABINET MEMBER MEETING

The City Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public. Provision is also made on the agendas for public questions to committees and details of how questions can be raised can be found on the website and/or on agendas for the meetings.

The closing date for receipt of public questions and deputations for the next meeting is 12 noon on the fifth working day before the meeting.

Agendas and minutes are published on the council's website www.brighton-hove.gov.uk. Agendas are available to view five working days prior to the meeting date.

Meeting papers can be provided, on request, in large print, in Braille, on audio tape or on disc, or translated into any other language as requested.

For further details and general enquiries about this meeting contact Caroline De Marco, (01273 291063, email caroline.demarco@brighton-hove.gov.uk) or email democratic.services@brighton-hove.gov.uk

Date of Publication - Monday, 1 December 2008

CULTURE, RECREATION & TOURISM CABINET MEMBER MEETING

Agenda Item 45

Brighton & Hove City Council

BRIGHTON & HOVE CITY COUNCIL

CULTURE, RECREATION & TOURISM CABINET MEMBER MEETING

4.00pm 28 OCTOBER 2008

COMMITTEE ROOM 3, HOVE TOWN HALL

MINUTES

Present: Councillor Smith (Cabinet Member)

Also in attendance: Councillor Davis (Opposition Spokesperson)

Other Members present: Councillors McCaffery and Randall.

PART ONE

31. PROCEDURAL BUSINESS

31a Declarations of Interests

There were none

31b Exclusion of Press and Public

31.2 In accordance with section 100A of the Local Government Act 1972 (the Act), the Cabinet Member for Culture, Recreation and Tourism considered whether the press and public should be excluded from the meeting during an item of business on the grounds that it was likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press or public were present during that item, there would be disclosure to them of confidential information (as defined in section 100A(3) of the Act) or exempt information (as defined in section 100(I) of the Act).

31.3 **RESOLVED** - That the press and public be not excluded from the meeting.

32. MINUTES OF THE PREVIOUS MEETING

32.1 **RESOLVED** - That the minutes of the Culture, Recreation and Tourism Cabinet Member Meeting held on 16 September 2008 be agreed and signed by the Cabinet Member.

32.2 In answer to questions put by Councillor Davis, the Director of Cultural Services confirmed that negotiations were taking place with the Sea Cadets about the possibility of setting up a community development trust to manage the Foredown Tower. This

would be one of the options to be reported back to the Cabinet Member Meeting and the Culture Tourism and Enterprise Overview and Scrutiny Committee. The Director further reported that funding had not been obtained from SEEDA towards the Corporate Games. The organisers were happy to proceed with the games and the council would not be making a financial contribution. The council had now entered into a legal agreement with the organisers.

33. CABINET MEMBER'S COMMUNICATIONS

Young Writers Conference

- 33.1 The Cabinet Member reported that Young writers in Brighton & Hove would have an opportunity to win a year's mentoring and advice from published authors as a prize in a new competition. Sixty secondary school pupils would be invited to submit work for the *Write the Future!* scheme, being run by Jubilee Library and the property management company LS Trillium.
- 33.2 Twenty pupils each from Varndean, Dorothy Stringer and Patcham High schools would attend an all-day Young Writers Conference at Jubilee Library on 25 November. They would have a chance to read and assess each other's writing, with help from published authors. Their work would be submitted to a panel of judges who would select the three most promising writers for the Mentor Prizes.
- 33.3 Initial writing competitions to select the 60 participants were already underway in the three schools.
- 33.4 The best work would be published in an anthology in autumn 2009.
- 33.5 *Write the Future!* is part of the National Year of Reading initiative

Visit to Liverpool

- 33.6 The Cabinet Member reported that he attended the Museums Association Conference in Liverpool at the beginning of October. He attended a number of key note speeches including ones given by Andy Burnham, Secretary of State, Department of Culture, Media and sport, Phil Redmond, Creative Director of Liverpool 2008 Capital of Culture and Sir Christopher Frayling Chairman of the Arts Council. The Cabinet Member also attended a number of seminar sessions including one on how museums support the delivery of local authority priorities. He was fortunate to be given a tour of the BT Convention Centre by the General Manager and make visits to a number of museums including the Tate, Liverpool and Merseyside Maritime Museum.

Brighton & Hove City Sports Awards

- 33.7 The Cabinet Member reported that the first Brighton and Hove City Sports Awards, sponsored by DC Leisure, were held on 2 October 2008 and 120 people gathered at Brighton Racecourse to celebrate sporting successes from across Brighton & Hove from over the past 12 months. Linked to the City Sports Forum and the Sussex Sports Awards, this would become an annual event in the sporting calendar for the city.

33.8 Sports clubs, groups and individuals, were invited to nominate in five prestigious award categories and the winners for 2008 included:

- **Coach of the Year** – Charlotte Burton (Sussex Cricket Board)
- **Volunteer of the Year** – Marlene Oliver (Manor Road Gym)
- **Club of the Year** - Preston Park Youth Cycling Club
- **Sports Personality of the Year** – Ben Quilter (Judo Paralympian)
- **Special Contribution** – John Tolhurst (Brighton & Hove Schools Rugby)

33.9 The Cabinet Member suggested that with an increased number of categories planned for 2009, people should keep an eye out for how to nominate someone who deserves to be recognised or contact the Sports Development Team for more information.

White Night 2008

33.10 The Cabinet Member reported that the initial headline evaluation figures were as follows:

- Initial estimates from the volume through the information point indicate that more than 10,000 people experienced the White Night festival.
- From 10.30pm till midnight all participating venues were at capacity and with patient queues outside.
- 1,115 took part in the late night swimming at the Prince Regent.
- 150 took part in the Journey On treasure hunt on bikes.
- White Night included 13 venues, 7 tours and trails, 2 art exhibitions, 11 light installations and a specially commissioned dance performance. Of these 32 events and activities 30 were free.
- Age ranges at all venues ranged from 2 to late 70s and feedback from all age groups has been overwhelmingly positive.
- Carluccios had their most successful evening ever in terms of turnover.
- The Tourist Information Centre reported significant numbers of visitors had come specifically for the White Night.
- The city felt noticeably safer until late into the night.

33.11 The Cabinet Member reported that he had thoroughly enjoyed the evening. He expressed appreciation to the staff that had been involved in organising the event.

34. ITEMS RESERVED FOR DISCUSSION

34.1 **RESOLVED** – All items were reserved for discussion.

35. PUBLIC QUESTIONS

35.1 There were none.

36. WRITTEN QUESTIONS FROM COUNCILLORS

36.1 There were none.

37. DEPUTATIONS

37.1 There were none.

38. PETITIONS**Request for an increase in the book stocks and opening hours of the City's libraries**

38.1 The Cabinet Member had before him the following petition presented at Council on 9 October 2008 by Councillor Hamilton and signed by 129 people.

"We, the undersigned call upon the Council to plan for a meaningful increase in the book stocks and opening hours of our City's libraries as a matter of the first priority."

38.2 The Cabinet Member replied to explain that the Libraries bookfund increased every year in line with inflation. Just as important as the size as the bookfund, was the level of discounts and the costs of purchasing new stock. Earlier this year the council negotiated the bibliographic services contract to get greater levels of discounts so that the council were able to buy even more books with the existing bookfund, achieving an estimated £130,000 of extra buying power.

38.3 As part of the proposed Libraries Plan, the council would be implementing a phased programme of reviewing library opening hours and making adjustments to more effectively meet local needs. This process would include consultation with the local community and ward Members. Any proposed changes would need to be affordable in the context of the Council's overall priorities.

38.4 **RESOLVED** – That the petition and the Cabinet Member's response be noted.

Request to commemorate the 1910 residence of Katherine Mansfield in Rottingdean

38.5 The Cabinet Member had before him the following petition presented at Council on 9 October 2008 by Councillor Davis and signed by 131 people.

"We, the undersigned, urge the Council to commemorate the crucial, 1910 residence of Katherine Mansfield in Rottingdean."

38.6 The Cabinet Member replied to explain that Katherine Mansfield the famous short story writer stayed in Rottingdean during the time of Edward VII's coronation and reference is

made to her stay in a letter to her friend Sylvia Lynd in 1920, "I had an attack once - ten years ago - above a grocer's shop in Rottingdean". There was also a photograph of her taken by her friend Ida Baker during her visit to Rottindean in 1910. This could be seen on <http://www.katherinemansfield.com/>

- 38.7 There were no plans at present in the forthcoming public event programmes to commemorate Katherine Mansfield's stay in Rottingdean in 1910.
- 38.8 Her stay could be commemorated by a plaque and this could be done by nomination to the Commemorative Plaque Panel which was chaired by John Small of the Regency Society. Further information on this could be provided by the City Council's Head of Tourism, Adam Bates.
- 38.9 **RESOLVED** – That the petition and the Cabinet Member's response be noted.

Request to replace the bronze statue of Steve Ovett

- 38.10 The Cabinet Member had before him the following petition presented at Council on 9 October 2008 by Councillor McCaffery and signed by 131 people. Councillor McCaffery attended the meeting and read out the petition as follows.

"In September 2007 the bronze statue of Olympic gold medal winner Steve Ovett was stolen from Preston Park and, although retrieved, damaged beyond repair. We the undersigned think this is a loss to the City's sporting and cultural heritage, and therefore ask that Brighton & Hove Council replace the statue of this local hero."

- 38.11 Councillor McCaffery stressed that the residents were very concerned about the loss of the statue. She hoped that the replacement would take precedence over some of the other statues suggested for the city. Councillor McCaffery suggested that the Mill Road entrance to the city or the Seven Dials could be possible sites for a statue. A mechanism for funding that statue could be found in the planning process.
- 38.12 The Cabinet Member replied to explain that as Cllr McCaffrey was aware from the answers given on this question by his colleague Cllr Geoffrey Theobald, the council did not have a commissioning budget to replace the Steve Ovett statue taken from Preston Park. There was no council budget for statues, memorials or public art, and park's maintenance budgets would not stretch to the costs of this kind of item.
- 38.13 Items of this kind are funded in 3 ways;
- Through interest groups raising funding and undertaking the work commission, get consents and licences and any other necessary permissions - such as the AIDS Memorial project.
 - Through lottery or other external funding being raised.
 - Through the use of Section 106 funding for public art or public realm improvement.
- 38.14 The Cabinet Member was pleased to hear that there was so much public support for the replacement of the statue. Should there be Section 106 money forthcoming in a suitable location; the administration would prioritise it for replacing the statue. The

Cabinet Member stressed that it was good to know that the administration would be able to call on both Councillor McCaffery's support and that of the residents and interest groups she represented. The Cabinet Member would also be happy to work with any local/fundraising groups that might come forward.

38.15 The administration was delighted to celebrate the city's sporting success and have recently undertaken several exciting initiatives that do just that. The city's first Sports Awards were hosted earlier this month and have a programme of events and initiatives shaping up for the city, looking toward 2012. The Council raised the flag on the seafront this summer to celebrate the handover moment.

38.16 The Cabinet Member stressed that personally, he would really wish to see the statue replaced in Withdean Stadium, the city's home of athletics, at the point at which the council were able to refurbish and renovate it to be a fitting Athletics Stadium and as part of marking that change.

38.17 The Cabinet Member agreed to have a meeting with Councillor McCaffery to discuss this matter further.

38.18 **RESOLVED** - That the petition and the Cabinet Member's response be noted.

39. LETTERS FROM COUNCILLORS

39.1 There were none.

40. NOTICES OF MOTIONS REFERRED FROM COUNCIL

40.1 There were none.

41. MATTERS REFERRED FOR RECONSIDERATION

41.1 There were none.

42. REPORTS FROM OVERVIEW & SCRUTINY COMMITTEES

42.1 There were none.

43. LIBRARIES PLAN 2009-2012

43.1 The Cabinet Member considered a report of the Director of Cultural Services which presented the Libraries Plan 2009-2012. The plan set out the Council's vision for the service, building on the recent successes, and outlining the priorities and objectives for the next three years, in the context of the overall plans and ambitions for the city as a whole. The plan demonstrated how Libraries supported the Corporate Priorities and contributed to the key strategies for the city, including the Local Area Agreement and Corporate Plan (for copy see minute book). Seven priorities were identified for Libraries over the next three years. These were set out in paragraph 3 of the report. The plan had been developed with consultation with users, potential users and stakeholders. The consultation was summarised in Section 6 of the report. The plan had also benefited from the active involvement of members of the Culture, Tourism and Enterprise

Overview and Scrutiny Committee, through a workshop held in September 2008. Changes had been made to the plan to reflect this.

- 43.2 The Cabinet Member noted that the Libraries Plan was one of the key strategic documents that required full council approval.
- 43.3 Councillor Davis expressed some concern about the chronology and consultation process. She requested a longer consultation period. The Head of Libraries stressed that a great deal of consultation had already taken place. She explained that the plan would not be written in stone. The intention was to continually reflect the views of the local community and interest groups.
- 43.4 Councillor Davis stated that if the consultation could be extended she would like to see a review of increasing library-opening hours. She would also like to see more information about the provision of new books. Councillor Randall thought the plan to be a good piece of work but shared concerns about book stocks an opening hours. He requested that the report be presented to the Council meeting on 29 January 2009, rather than the meeting on 4th December 2008, in order to extend the consultation period.
- 43.5 **RESOLVED** - (1) That the Libraries Plan 2009-2012 be agreed and forwarded on to full Council for adoption.
- (2) That the Libraries Plan 2009-2011 be forwarded to the full council meeting on 29 January 2009, rather than the meeting to be held on 4 December 2008, in order to have a longer consultation period.

The meeting concluded at 4.37pm

Signed

Chair

Dated this

day of

to Wedding Receptions, Achievement Awards to Blood Donors and Middle Eastern Dance Festival to Cuban Music. In total, out of 265 events in 2007/08 (2006/07 – 199 events) held in the Great Hall and the Banqueting Suite, 67% were classified as local or community based events (2006/07 – 71%).

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 This report covers the room hire charges for commercial venues, current income targets for which are £0.417m for Brighton Centre and £0.236m for Hove Centre. Other income streams exist mainly for entertainment events, which are normally agreed by negotiation at the contract stage.

Overall the income targets (excluding civic free hire) of £1.989m for Brighton and £0.401m for Hove are expected to be achieved in 2008/09.

The raising of fees by an average of 4% is part of the proposed savings package of Cultural Services and is expected to raise £10,000.

With the recent change to VAT announced by the Government, it is to be noted that the charges in the appendices are unaffected. This is because Hove Centre hire fees are VAT exempt (Hove Centre being a civic building) while the charges quoted for the Brighton Centre are exclusive of VAT.

Finance Officer Consulted: Peter Francis

Date: 27/11/08

Legal Implications:

- 5.2 There are no direct legal implications arising from the contents of this report. The Council must take the Human Rights Act 1998 into account in respect of its actions, but it is not considered that any individual's Human Rights Act rights would be adversely affected by the recommendation or contents of this report.

Lawyer Consulted: Bob Bruce

Date: 28/11/08

Equalities Implications:

- 5.3 Concessionary rates for both weekday and weekend bookings apply at Hove Town Hall to registered charities, Brighton & Hove based non-profit making organisations and local community groups.

An Equalities Impact Assessment on Venues is currently being undertaken and fees & charges are being considered within that remit.

In August this year the council awarded a contract for the Bar & Catering Concession at the Hove Centre. However, due to the number of cultural events held requiring authentic ethnic catering, the council reserved to itself the right to permit organisers the use of the main kitchen at Hove Town Hall for ethnic catering and specialist vegetarian/vegan catering.

Sustainability Implications:

- 5.4 There are no sustainability implications arising from the proposals in this report.

Crime & Disorder Implications:

- 5.5 There are no crime & disorder implications arising from the proposals in this report.

Risk and Opportunity Management Implications:

- 5.6 There are no risk and opportunity management implications arising from the proposals in this report.

Corporate / Citywide Implications:

- 5.7 There are no corporate/citywide implications arising from the proposals in this report.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 None considered.

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 To meet income targets for 2009/10 by undertaking an annual review of Fees & Charges in line with the Corporate Fees & Charges Policy.

SUPPORTING DOCUMENTATION

Appendices:

1. Appendix A – proposed Fees & Charges for Brighton Centre 2009/10
2. Appendix B – proposed Fees & Charges for Hove Town Hall 2009/10
3. Appendix C - Fees & Charges Analysis

Documents In Members' Rooms

1. None

Background Documents

1. Corporate Fees & Charges Policy.

ROOM HIRE CHARGES (PER DAY) BRIGHTON CENTRE - APPENDIX A

Normal Working Day : 0800am – 1800pm

Location	1 April 2008 - 31 March 2009	VAT	1 April 2009 - 31 March 2010	% increase from 08/09 to 09/10
MAIN HALL				
* Open Days	£ 7,165.00	SR	£ 7,460.00	4.1
* Prep / Clearing Days	£ 4,750.00	SR	£ 4,940.00	4.0
Per hour charge after 1800pm				
* 1800pm - 0100am	£ 365.00	SR	£ 380.00	4.1
* 0100am - 0800pm	£ 460.00	SR	£ 480.00	4.3
HEWISON HALL				
* Open Days	£ 2,510.00	SR	£ 2,610.00	4.0
* Prep / Clearing Days	£ 1,700.00	SR	£ 1,770.00	4.1
Per hour charge after 1800pm				
* 1800pm - 0100am	£ 165.00	SR	£ 170.00	3.0
* 0100am - 0800pm	£ 200.00	SR	£ 210.00	5.0
EAST WING HALL A				
* Open Days	£ 1,700.00	SR	£ 1,770.00	4.1
* Prep / Clearing Days	£ 1,070.00	SR	£ 1,120.00	4.7
EAST WING HALL B				
* Open Days	£ 1,700.00	SR	£ 1,770.00	4.1
* Prep / Clearing Days	£ 1,070.00	SR	£ 1,120.00	4.7
MASS MEDIA AREA				
* Open Days	£ 1,335.00	SR	£ 1,390.00	4.1
* Prep / Clearing Days	£ 900.00	SR	£ 940.00	4.4
BC SUITE 3RD FLOOR				
BC 1	£ 205.00	SR	£ 215.00	4.9
BC 2	£ 135.00	SR	£ 140.00	3.7
BC 3	£ 205.00	SR	£ 215.00	4.9
Entire Suite				
* Per day upto 4 days	£ 490.00	SR	£ 510.00	4.1
* Per day for additional days	£ 245.00	SR	£ 255.00	4.1
EXECUTIVE SUITE				
Assembly Room	£ 565.00	SR	£ 590.00	4.4
VIP Room	£ 205.00	SR	£ 215.00	4.9
Board Room	£ 405.00	SR	£ 425.00	4.9
Entire Suite				
* Per day upto 4 days	£ 590.00	SR	£ 615.00	4.2
* Per day for additional days	£ 260.00	SR	£ 270.00	3.8
SUNRISE ROOM				
	£ 205.00	SR	£ 215.00	4.9
TEMP BANK				
	£ 170.00	SR	£ 180.00	5.9
THE GREEN ROOM				
	£ 200.00	SR	£ 210.00	5.0
RAINBOW ROOM				
* Open Days	£ 1,015.00	SR	£ 1,060.00	4.4
* Prep / Clearing Days	£ 695.00	SR	£ 730.00	5.0
SKYLINE RESTAURANT				
	£ 810.00	SR	£ 840.00	3.7
FOYER DISPLAY AREAS				
* Open Days per m2	£ 9.50	SR	£ 10.00	5.3
* Prep / Clearing per m2	£ 8.15	SR	£ 8.50	4.3
INTERPRETERS BOXES				
* Per Box	£ 105.00	SR	£ 110.00	4.8
MEZZANINE BARS				
	£ 485.00	SR	£ 510.00	5.1
BC SUITES 4-7 & STUDIO				
	£ 520.00	SR	£ 540.00	3.8
CRECHE				
	£ 205.00	SR	£ 215.00	4.9

ROOM HIRE CHARGES (PER DAY) HOVE TOWN HALL - APPENDIX B

Normal Working Day : 0800am – 1800pm

Location	1 April 2008 - 31 March 2009	VAT	1 April 2009 - 31 March 2010	% increase from 08/09 to 09/10
GREAT HALL (All Day)				
* Weekday	£ 1,060.00	XX	£ 1,110.00	4.7
* Saturday / Sunday	£ 1,190.00	XX	£ 1,240.00	4.2
Concession Weekday	£ 845.00	XX	£ 880.00	4.1
Concession Weekend	£ 950.00	XX	£ 990.00	4.2
BANQUETING SUITE (All Day)				
* Weekday	£ 815.00	XX	£ 850.00	4.3
* Saturday / Sunday	£ 925.00	XX	£ 965.00	4.3
Concession Weekday	£ 650.00	XX	£ 680.00	4.6
Concession Weekend	£ 740.00	XX	£ 770.00	4.1
BANQUETING ROOM (All Day)				
* Weekday	£ 735.00	XX	£ 765.00	4.1
* Saturday / Sunday	£ 880.00	XX	£ 920.00	4.5
Concession Weekday	£ 590.00	XX	£ 615.00	4.2
Concession Weekend	£ 705.00	XX	£ 735.00	4.3
RECEPTION ROOM (All Day)				
* Weekday	£ 250.00	XX	£ 260.00	4.0
* Saturday / Sunday	£ 250.00	XX	£ 260.00	4.0
Concession	£ 130.00	XX	£ 135.00	3.8
COUNCIL CHAMBER (Internal)				
* Weekday	£ 410.00	XX	£ 430.00	4.9
* Saturday / Sunday	£ 410.00	XX	£ 430.00	4.9
Concession	£ 410.00	XX	£ 430.00	4.9
IT ROOM				
* Weekday	£ 1,160.00	XX	£ 1,210.00	4.3
* Saturday / Sunday	£ 1,160.00	XX	£ 1,210.00	4.3
Concession	£ 1,160.00	XX	£ 1,210.00	4.3
COMMITTEE ROOMS (All Day)				
* Weekday	£ 130.00	XX	£ 135.00	3.8
* Saturday / Sunday	£ 166.00	XX	£ 170.00	2.4
Concession	£ 105.00	XX	£ 110.00	4.8
COMMITTEE ROOMS (per session)				
* Weekday 9-12 1-5 6-10	£ 65.00	XX	£ 68.00	4.6
* Saturday / Sunday	£ 83.00	XX	£ 86.00	3.6
Concession	£ 53.00	XX	£ 55.00	3.8
CLOAKROOM				
	£ 59.00	XX	£ 61.00	3.4
MERCHANDISE				
	£ 130.00	XX	£ 135.00	3.8
AFTER MIDNIGHT HOURLY - Great Hall only				
	£ 160.00	XX	£ 165.00	3.1
MAIN KITCHEN Domestic				
	£ 170.00	XX	£ 175.00	2.9
MAIN KITCHEN Commercial				
	£ 269.00	XX	£ 280.00	4.1
SERVERY				
	£ 55.00	XX	£ 57.00	3.6
BOX OFFICE SET UP FEE				
	£ 265.00	SR	£ 275.00	3.8
STEWARDING per hr + VAT				
	£ 6.25	XX	£ 7.70	4.8
STEWARDING - per hr + VAT Sundays/aftermidnight and Bank Holidays				
	£ 9.35	XX	£ 11.50	4.4
SECURITY - per hr + VAT				
	£ 14.50	XX	£ 15.10	4.1

APPENDIX C

Fees and Charges Analysis

Service Name	Venues
Budget Holder Name	Steve Piper
Description of Charge/Fee	Room Hire charges for the Brighton Centre and Hove Town Hall
Budgeted Value £000	Brighton Centre £417,000 Hove Town Hall £235,830
Is the charge set by statute?	No
When were the charges last reviewed?	November 2007 for the Financial Year 2008/09
When are the charges/fees planned to be reviewed next?	In 12 months time for the Financial Year 2010/11
Who approves changes to your charges?	Cabinet Member Meeting – Culture, Recreation & Tourism
What is the rationale for the levels of charge?	To meet income targets by undertaking an annual review of fees & charges in line with the Corporate Fees & Charge Policy.
When was the fee income last compared to the cost of providing / delivering the service?	Not recently
How sensitive is demand to changes in price?	With the current economic downturn it is difficult to predict trends
Please provide brief details of any concessions policy that you have.	There is a 20% discount on room hire rates at Hove Town Hall for Registered Charities, Brighton & Hove based non-profit making organisations and local community groups
How do you deal with the annual inflationary increase added to your income targets?	By annual review of fees & charges
Are there any services that are offered free where a charge could be made?	The fees & charges automatically include a base level of service
Are there any additional services that you could offer and levy a discretionary charge?	No

CULTURE, RECREATION & TOURISM CABINET MEMBER MEETING

Agenda Item 55

Brighton & Hove City Council

Subject: Fees & Charges (Royal Pavilion & Museums)
Date of Meeting: 9 December 2008
Report of: Director of Cultural Services, Scott Marshall
Contact Officer: Name: Janita Bagshawe **Tel:** 292840
E-mail: Janita.bagshawe@brighton-hove.gov.uk
Key Decision: No
Wards Affected: All

FOR GENERAL RELEASE/ EXEMPTIONS

1. SUMMARY AND POLICY CONTEXT:

- 1.1 To set out the proposed changes to fees and charges for commercial hire and admission charges to assist with business planning. Under the Corporate Fees & Charges Policy, we are required to carry out an annual review in line with policy.
- 1.2 To introduce a recommended donations policy for the non-charging venues within the Royal Pavilion & Museums.

2. RECOMMENDATIONS:

- 2.1 To approve the increases to charges for commercial hire of Royal Pavilion & Museum venues. Appendix A.
- 2.2 To approve minor changes to pricing structure for group rates. Appendix B.
- 2.3 To approve the introduction of a recommended level of voluntary donations in the Museums.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

3.1 Commercial Hire

- 3.1.1 The Royal Pavilion & Museums have an income target of £ 259,600 for 2009/10 for commercial hire. Each year prices are amended to take account of inflationary pressures and the commercial competitive market. Proposed revised hire charges for 2009/10 are shown in Appendix A.
- 3.1.2 The commercial hire income target is a departmental critical and is under close Value For Money monitoring. VFM commercial hire targets have been difficult to achieve.
- 3.1.3 The revised sales strategy for commercial hire has included the recent appointment of a sales manager. Prices shown in Appendix A may be subject to revision or negotiation

with clients as part of the drive to increase bookings, these may entail, for example, off season and off peak promotions or special rates for 'early bird' or multiple bookings.

3.2 Changes to pricing structure for Group Rates

- 3.2.1 In September 2007 the former Cultural, Recreation & Tourism committee agreed admission prices for the period 2008-2011 to assist with three year budget planning.
- 3.2.2 Following an assessment of current practice and discussions with other travel trade competitors and possible partners, small amendments to the standard group rates outlined in the September 2007 report are recommended.
- 3.2.3 We propose to (a) adopt the industry norm of a 10% discount to groups and (b) reduce group size for discounts from 20 to 15. This will enable more effective work with partners within the City and further a field who all operate a minimum group size policy of 15. Means joint offers can apply seamlessly across partner organisations.
- 3.2.4 In addition we propose the introduction of a child group rate. Recent data has revealed a drop off in language school visits. The language school market is extremely price sensitive so it is hoped that the establishment of a child group rate will enhance our offer and reverse this trend. Appendix B outlines revised group prices.
- 3.2.5 As Members will see in Appendix B, the amended pricing structure includes odd pence. This is not an issue, as groups pay by invoice or cheque. It should be noted individuals within a group rarely pay the advertised group rate because the group operator charges commission and includes other elements such as coach travel.

3.3 Recommended Donations

- 3.3.1 A recommendation of the VFM exercise undertaken within Cultural Services was to increase income from voluntary donations.
- 3.3.2 Consultation with other comparable regional museums shows that those with a recommended donation amount such as Sir John Soane Museum & The Lowry have a much higher return from donations than those where an amount is not specified.
- 3.3.3 It is therefore suggested recommended donation levels are specified on the Museums donation boxes – Brighton Museum & Art Gallery £2, Hove Museum & Art Gallery £1, Booth Museum of Natural History £1. It is predicted income from donations across these sites could rise from £4,300 pa to £23,000 pa.

4. CONSULTATION:

- 4.1 *Corporate Hire:* Jubilee Library, Hove Centre, Brighton Centre, Lighthouse, Sallis Benny, Historic Royal Palaces
- 4.2 *Group charges:* Consultation with Travel Trade providers – Sealife Centre (Merlin Group), Theatre Royal (Ambassadors Theatre Group), Tourism South East, Leeds Castle, Visit Brighton, I-Experience.
- 4.3 *Recommended Donations:* Consultation with comparable museums - Hampshire Museums Service; Haselmere Museum; Hertford Museum; The Fitzwilliam Museum, Cambridge; The Lowry, Salford; Pit Rivers Museum, Oxford; Oxford University Museums; Sir John Soane Museum, London.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 5.1 The target income for commercial hire of the Royal Pavilion and Museums in 2008/09 is £266,000 and the service is currently expected to fall short of this target by approx £30,000.

It is hoped that the proposed price increases, coupled with the recent appointment of a sales manager will enable the service to perform better in 2009/10, in line with the value for money review for Cultural Services.

In relation to admission charges, it is to be noted that a three-year programme of increases (for 2008/09 to 2010/11) was approved by the Cultural, Recreation & Tourism Committee in September 2007. In respect of the proposed changes in group rates of admission charges (shown in appendix B), and based on the proportion of child group visitors in 2007/08, the decrease in child group rates by 10% may lose up to £35,000, which would require approx 7,500 more child group visitors or a range of increases in other visitor categories to make good.

Finance Officer Consulted: Anne Silley

Date: 12/11/08

Legal Implications:

- 5.2 The recommendations in this report are considered to be reasonable and there are no adverse legal implications arising

Lawyer Consulted: Bob Bruce

Date:12/11/08

Equalities Implications:

- 5.3 As outlined in the Royal Pavilion & Museums Equalities Impact Assessment of June 2008 a number of concessions are made to ensure that whilst operating in a commercial environment the impact of charges on the six equality strands is minimal. There is considered no negative impact in terms of gender, race, belief or sexual orientation. Concessionary admission charges are available to Senior Citizens and people with a disability.

Concessionary rates also apply to other low-income groups, such as students and registered unemployed. In addition, a charity group rate is offered. There is an annual free day. Resident adults are offered half price admission and resident children don't pay admission. Brighton and Hove schools don't pay admission.

Sustainability Implications:

- 5.4 Many services need to generate income in order to contribute towards the costs of the provision. If Royal Pavilion & Museums are not run and marketed in the same way as comparable visitor attractions, and are unable to generate reasonable amounts of income, the service to the public is placed at risk.

Crime & Disorder Implications:

- 5.5 None

Risk & Opportunity Management Implications:

- 5.6 Failure to increase charges and adopt a recommended donation policy will have an impact on the service's ability to meet income targets and efficiency savings.

Corporate / Citywide Implications:

- 5.7 The Royal Pavilion & Museums play a vital role in the cultural, learning and economic life of the city, and its visitor offer.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

- 6.1 Action is required to meet income targets.

7. REASONS FOR REPORT RECOMMENDATIONS

- 7.1 **Corporate Hire.** To meet income targets for 2009/10.
- 7.2 **Group rates.** As expressed in the 2007 report the advance setting improves budget planning and marketing to the Travel Trade. In the high season group visits represent up to 50% of admissions. Many agents make bookings and agree packages with clients 18 months – two years in advance and any unexpected price increases are usually borne within the agent's profit margins. Clear communication and advanced notification of annual price changes is vitally important for good customer relations and means that we can maximise coverage in the industry press, and provide correct information at trade fairs to help secure bookings.
- 7.3 **Recommended Donation.** To contribute to efficiency saving targets for 2009/10.

SUPPORTING DOCUMENTATION

Appendices:

1. Appendix A: Proposed 2009/10 Corporate Hire Rates
2. Appendix B: Proposed Revised Group Rates

Documents in Members' Rooms

- 1.
- 2.

Background Documents

1. Culture, Recreation & Tourism Committee, Admission Charges for the Royal Pavilion & Preston Manor, 12 September 2007

Proposed 2009/10 Corporate Hire Rates

NB. Concessionary rate and BHCC internal hiring 20% discount applies

Venue / Room	2008/9 Rate	Proposed 2009/10 Rate	% increase
Royal Pavilion			
Great Kitchen	£2,100	£2,200	5%
Great Kitchen and Banqueting Room	£3,100	£3,255	5%
Music Room	£2,100	£2,200	5%
Music Room, Banqueting Room and Great Kitchen	£4,250	£4,750	5%
William IV Room			
4 hour booking - corporate	£930	£980	5%
4 hour booking – wedding reception	£930	£1,020	10%
all day rate (8am-6pm)	£1,350	£1,350	0%
Red Drawing Room			
evening hire	£930	£980	5%
all day rate (8am-6pm)	£1,350	£1,350	0%
civil wedding ceremony (high season May-Sept)	£530	£560	6%
civil wedding ceremony (low season Oct-April)	£490	£510	4%
William IV and Red Drawing Room - wedding ceremony and reception package (high season May-Sept)	£1,340	£1,480	10%
William IV and Red Drawing Room - wedding ceremony and reception package (low season Oct-April)	£1,270	£1,430	13%
William 1V and Red Drawing Room Day Conference package	£1,600	£1,600	0%
Evening guided tour - charge per person - min charge for 25	£3.95	£4.15	5%
Small Adelaide			
per 2 hour booking	<i>New</i>	£100	<i>New</i>
Gardens (half day)	£680	£700	3%
Preston Manor			
House	£920	£900	0%
Lawns	£1,330	£1,400	5%
Meeting Room - New facility			
4 hour booking	<i>New</i>	£50	<i>New</i>
all day rate (9am-5pm)	<i>New</i>	£100	<i>New</i>
NB. Stewarding for meeting room charged separately			
Brighton Museum & Art Gallery			
Entire Museum	£2,100	£2,200	5%

Ground floor	£1,350	£1,420	5%
Education Pavilion - New Facility			
4 hour booking	<i>New</i>	£65	<i>New</i>
all day rate (9am - 5pm)	<i>New</i>	£130	<i>New</i>
NB. Stewarding for Education Pavilion charged separately			
Seminar Room - New facility			
4 hour booking	<i>New</i>	£45	<i>New</i>
all day rate (9am - 5pm)	<i>New</i>	£90	<i>New</i>
NB. Stewarding for Seminar Room charged separately			
Courthouse lecture theatre			
half day rate / evening lecture	£500	£525	5%
all day rate (8am-6pm)	£950	£1,000	5%

Proposed Revised Group Rates

Charges not previously agreed shown in bold.

	Current	Original Proposed 2009/10	Revised 2009/10	Original Proposed 2010/11	Revised 2010/11
Royal Pavilion					
Adult	£8.50	£9.00	£9.00	£9.50	£9.50
Child	£5.00	£5.20	£5.20	£5.40	£5.40
Concession	£6.50	£7.00	£7.00	£7.50	£7.50
Adult Groups	£7.50	£8.00	£8.10	£8.50	£8.55
Child Groups	N/A	N/A	£4.68	N/A	£4.86
Concession Groups	£6.00	£6.50	£6.30	£7.00	£6.75
B&H Schools	Free	Free	Free	Free	Free
Resident Adult	£4.25	£4.50	£4.50	£4.75	£4.75
Resident Child	Free	Free	Free	Free	Free
Preston Manor					
Adult	£4.50	£4.70	£4.70	£5.00	£5.00
Child	£2.50	£2.70	£2.50	£3.00	£3.00
Concession	£3.50	£3.70	£3.70	£4.00	£4.00
Adult Groups	£4.00	£4.20	£4.23	£4.50	£4.50
Child Groups	N/A	N/A	£2.25	N/A	£2.70
Concession Groups	£3.00	£3.20	£3.33	£3.50	£3.60
B&H Schools	Free	Free	Free	Free	Free
Resident Adult	£2.25	£2.35	£2.35	£2.50	£2.50
Resident Child	Free	Free	Free	Free	Free

CULTURE, RECREATION & TOURISM CABINET MEMBER MEETING

Agenda Item 56

Brighton & Hove City Council

Subject:	Libraries Fees and Charges		
Date of Meeting:	9 December 2008		
Report of:	Director of Cultural Services		
Contact Officer:	Name:	Sally McMahon	Tel: 29-6963
	E-mail:	sally.mcmahon@brighton-hove.gov.uk	
Key Decision:	No		
Wards Affected:	All		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 Purpose of the report is to review the impact of the Libraries fees and charges introduced last year, and to agree the fees and charges for 2009-10
- 1.2 When they approved the fees and charges for this year, Members of the Culture, Recreation and Tourism Committee asked for a review of the impact of those changes after six months of implementation. Under the Corporate Fees and Charges Policy, we are required to carry out an annual review in line with the policy.

2. RECOMMENDATIONS:

- 2.1 (1) To agree the Libraries Fees and Charges proposals for 2009-10.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 The current fees and charges were approved by the Culture, Recreation and Tourism Committee on 12 September 2007. Quite a number of changes were made, and the purpose behind the changes was to implement a balanced overall package delivered by:
 - Removing the charging of fines to children
 - Small reduction in fines to adults to utilise coin-op facility
 - Raising prices on audio visual material hire in the light of the current market
 - Introducing a new audio visual discount subscription card for older people (people 60 years and over)
 - Reintroducing a charge for reserving books
 - Maximising the use of our assets such as the Jubilee Library conference rooms
 - Simplifying and rationalising concessions on charges
 - Maximising income generation opportunities to support the delivery of library services

3.2 Review of the impact of the changes implemented April 2008

Members asked that we review the impact of a number of the changes made this year:

(1) Reservation charges:

The introduction of a 50p charge for reserving an item in Brighton & Hove Libraries stock (there is already a charge of £2.50 for obtaining an item from outside the authority) has not yet been introduced as we wish to ensure that the reservation system is working at its best capacity before introducing the charge. The charge will be implemented in time for the beginning of the new financial year. Free reservations will be maintained for children and on print and audio books for exempt card holders with concessionary members paying a reduced rate of half price.

All but four other authorities in the SE region make a charge for reserving their own stock, with charges ranging from 30p to £1.00. All authorities charge for external interlibrary loans, ranging from 40p to £3.00 with most around £2.00. The cost of dealing with reservations is an estimated to be 70p per internal reservation and £14 for items from another authority.

(2) Audio-visual charges:

Borrowers continue to hire DVDs and CDs though income levels have dropped slightly. This is a general trend across public libraries, and we are fairing better than many other authorities. We are planning an improved marketing campaign to boost audio-visual hire next year, as our prices compare favourably with other high street outlets, where prices are around £3.50 - £4.00 for a loan period of only a day or two, as opposed to the cheaper priced one week loan on offer by Libraries. Music CD hire is a unique service offered by public libraries, as there are no other places where people can hire music CDs.

(3) Room hire charges:

Significant increases in room hire rates at Jubilee Library were made in line with market trends to maximise income from this developed service. Whilst there has been a 31% decrease in the total number of hires from April-September 2008 to the equivalent period in 2007 income has held steady with a small increase of 2%. There has been a complete change of staff managing these facilities which has delayed the introduction of our plans for developing the service. Some investment has been made in service improvement and a marketing campaign is being planned to increase use and income.

(4) Baby Boogie charge:

The Pre-School Music and Rhyme project of which Baby Boogie is an integral part has been developed largely through external grant funding over the last five years. This has delivered regular structured pre-school music singing and rhyme sessions in 10 libraries and a range of pre-school settings; a free pre-school loan service of instruments available to individuals, families and groups and related CDs and books for loan as well as updated written support material on a range of skills from singing with a baby to how to run a music and rhyme session. These services are

widely promoted at community festivals and play-days in the park, and training also delivered to pre-school workers.

To help continue to deliver and develop this very valued service it was agreed to introduce a charge of £1 per buggy at Baby Boogie sessions regardless of the number of children if further external funding could not be secured. This being the case the charge was implemented from September 2008.

This charge engendered a large amount of public concern and complaint and due to the strength of feeling and range of concerns it was decided to suspend these charges from October 16. It is now proposed that Baby Boogie sessions remain free and a review of alternative opportunities are investigated to help resource this service.

(5) Concessions and Exemptions:

A standard half price charge for CDs and DVD hire to people on low income or with disabilities was introduced to simplify and rationalise the previously complex and confusing system. The original intention of free audio-visual hire was to give free access to books in other formats to people who cannot use standard print and this was maintained.

All 750 previously exempt borrowers who had used the library over the past 18 months were written to prior to the introduction of the change, explaining how this would affect them and asking for questions/response. There have been approximately 20 responses/comments about the changes and some discussion with individuals and organisations. From this feedback and discussion it became very clear that there were particular issues for people with learning difficulties in terms of combining disability, vulnerability and low income as well as often needing to utilise music and DVD hire as the principal need of their library use.

As a result, identified people with learning difficulties have been temporarily exempted from all hire charges. It is therefore proposed that a new Learning Disability category be implemented that gives free hire of music and DVDs as well as audio books and that there be further discussion with Learning Disability groups, individuals and advocates as to how this be clearly, appropriately and sensitively administered

(6) Discount card for older people:

A new discount card for people 60 or over was introduced giving them free music loans and half price DVD hire. Since April 2008, 750 people over 60 have taken advantage of the discount subscription card for audio-visual loans.

3.3 Proposals for 2009-2010

As most Library Service charges are only a few pence, it is not possible to increase them annually by inflation. Instead, most prices are left unchanged for a number of years until an increase in real prices can be adopted. A range of increases above the rate of inflation were introduced this year, which

makes it unnecessary to make further changes for next year. This approach will enable us to support those facing difficulties in the current economic climate, by not increasing any of our Libraries fees and charges.

There are only two changes to the Libraries fees and charges proposed for 2009-2010:

- (1) To introduce a new category of membership for people with learning difficulties, that will enable them to access most services free of charge, including free audio-visual hire and reservations, and they will not incur overdue charges. Charges would still be payable for any lost items and hire of language course.
- (2) To confirm that charges for Baby Boogie have been withdrawn, subject to a full review of the service to take place next year.

3.4 Income targets for next year will increase by inflation, bringing the total target for Libraries Services to £441,700. We are confident that we will achieve this target as:

- We are beginning a new marketing campaign which will highlight our unique music hire service, and value for money of our DVD hire
- We are also developing and more effectively marketing the room hire and retail offer.
- We will be introducing the reservation charge which was delayed from this year.
- We are seeking to recover more of the outstanding money owed by library users.
- We are currently set to achieve all but £27,000 of this year's income target, the shortfall is mainly due to the delayed reservation charge implementation.

4. CONSULTATION

4.1 Consultation over the creation of a new membership category for people with learning difficulties is taking place with individuals, learning disability groups, advocates and social services. We are seeking the most sensitive and effective way of identifying people with learning difficulties in order to make sure they receive the right level of service to meet their needs.

4.2 Market research comparing our charges with other library authorities or other similar service providers has taken place.

5. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

5.1 To The 2008/09 budget target for libraries customer income is £420k, and the service is expected to fall short by £27k. This shortfall, though, will be met by underspends elsewhere in the service.

Whilst the fees and charges detailed in appendix 1 are proposed to remain at the same level, with some charges being decreased, it is to be noted that

conversely the income target for libraries is expected to increase in line with inflation for 2009/10 (to £430k) and 2010/11 (£441k).

Therefore the use of marketing, improved debt recovery and the delayed introduction of the reservation charges – as outlined in section 3.4 of the report – will be an important factor in the achievement of next year's income target.

It is noted that income charges are analysed annually by the library service, with the fees and charges report documenting the results of their review

Finance Officer Consulted: Peter Francis

Date: 18/11/08

Legal Implications:

- 5.2 There are no direct legal implications or adverse Human Rights Act implications arising from this report and the overall approach to fees and charges is reasonable and in accordance with the council priorities and policies

Layer Consulted:

Bob Bruce

Date: 11/11/08

Equalities Implications:

- 5.3 The removal of audio-visual charges for people with learning difficulties through the introduction of a special membership card will benefit a group of people who are particularly disadvantaged in our society.

Sustainability Implications:

- 5.4 *Sustainable Consumption and Production* : No implications.
Climate Change and Energy: No implications.
Natural Resource Protection and Environmental Enhancement: No implications.
Sustainable Communities: The holding of all Libraries fees and charges at the current level and the removal of audio-visual charges for people with learning difficulties will enable more people to make use of Libraries facilities and services, and so contribute to the development of more sustainable communities.

Crime & Disorder Implications:

- 5.5 There are no crime and disorder implications.

Risk and Opportunity Management Implications:

- 5.6 There is a risk that the income targets for next year will not be met. This is mitigated by the plans set in place to stimulate more income through existing sources. There is an opportunity to encourage more families on low income, and more people with learning difficulties to make use of Libraries services.

Corporate / Citywide Implications:

The proposals support the corporate priority to ‘**Reducing inequality by increasing opportunity**’. The holding of all Libraries fees and charges at the current level and the removal of audio-visual charges for people with learning difficulties will enable more people, especially those most disadvantaged, to make use of Libraries services, as we are one of the few leisure and learning services that can be used at low cost or for free. Overall, the fees and charges support children and young people through the provision of mainly free services to children (no overdue charges, free special services such as Baby Boogie, Homework clubs, etc). Provision of concessionary rates for disabled people and those on low incomes, special provision for people with learning difficulties, and discount cards for people aged 60 and over, all target support for the most vulnerable in our society.

6. EVALUATION OF ANY ALTERNATIVE OPTION(S):

6.1 None considered

7. REASONS FOR REPORT RECOMMENDATIONS

7.1 To set appropriate fees and charges for Libraries services by holding them at their current rates and recognising the special needs of people with learning difficulties by removing all audio-visual hire charges for these users.

SUPPORTING DOCUMENTATION

Appendices:

1. Libraries Fees and Charges

Documents In Members’ Rooms

1. None

Background Documents

1. None

Appendix 1

LIBRARY SERVICE PROPOSED FEES AND CHARGES 2009-2010

SUMMARY OF CHARGES:	Current	Date last changed	Proposed
RESERVATION CHARGES			
Items in stock in Brighton & Hove	50p	2008	50p
Inter-library loans from outside Brighton & Hove	£2.50	2008	£2.50
Print Disabled Card Holders – print and talking books	Free	Pre 1997	Free
Print Disabled Card Holders – all other materials incl AV	Half price	2008	Half price
People with Learning Difficulties – All materials	Half price	2008	Free
Concessionary Card Holders	Half price	Pre 1997	Half price
LOST ITEMS - CHARGES			
Books and other resources (all members)	Replacement cost	Pre 1997	Replacement cost
Computer ticket replacement (all members)	£1.00	Pre 2000	£1.00
TALKING BOOKS CHARGES			
Spoken word recordings (abridged editions) Single Issue Fee per 3 week loan	80p	Pre 2000	80p
Spoken word recordings (unabridged editions) Single Issue Fee per 3 week loan	£1.50	Pre 2000	£1.50
Spoken word loans to Print Disabled card holders	Free	Pre 1997	Free
Spoken word loans to people with learning disabilities	Free	Pre 1997	Free
Spoken word loans to concessionary card holders	Half price	Pre 1997	Half price
Language courses per 3 weeks (all members)	£2.00	Pre 2000	£2.00
AUDIO VISUAL AND MUSIC CHARGES			
Annual Subscription (enabling free CD loan and half price DVDs)	£30.00	2008	£30.00
Quarterly subscription (enabling free CD loan and half price DVDs)	£10.00	2008	£10.00
Music recordings Single Issue Fee for one week loan	£1.00	2008	£1.00
Scores per set – per month	£5.00	2002	£5.00

Appendix 1

Video loans to adults per week	£1.00	2008	£1.00
Videos loans to children per week	£1.00	2008	£1.00
DVD loans to adults – Hire charge per week	£3.00	2008	£3.00
DVD loans to children – Hire charge per week	£1.50	2008	£1.50
All audio-visual loans to print disabled and concessionary card holders	Half price	2008	Half price
All audio-visual loans to people with learning disabilities	Half price	2008	Free
OVERDUE CHARGES	Current		Proposed
Books on loan to adults - overdue charge per book per day with maximum charge of £6 per loan	15p	2008	15p
Books on loan to children - overdue charge per day	No charge	2008	No charge
Videos on loan to adults and children - overdue charge per video per day	20p	2001	20p
Music CDs on loan to adults - overdue charge per CD per day – (all members)	20p	2008	20p
Toys - overdue charge per day	No charge	2008	No charge
DVDs on loan to adults – overdue charge per day – (all members)	60p	2008	60p
DVDs on loan to children – overdue charge per day	30p	2005	30p
Books and talking books on loan to print disabled card holders – overdue charges	Free	Pre 1997	Free
All loans, including loans of audio-visual material, to people with learning difficulties	Some charges	2008	Free
PRINTING, COPYING AND SENDING FAXES			
All charges apply to all library users:			
Printing from IT equipment (charge per sheet)-black	10p	2002	10p
Printing from IT equipment (charge per sheet)-colour	50p	2000	50p
Photocopier charges A4 black and white	10p	2000	10p
A3 black and white	15p	2000	15p
A4 colour	£1.00	2000	£1.00
A3 colour	£1.50	2000	£1.50
Reader printer (Jubilee and Hove Libraries) per A4 sheet	50p	2000	50p
Reader printer (Brighton History Centre) per A4 sheet	80p	2006	80p
Fax – sending - per page	£1.00	2001	£1.00
Fax – receiving - per page	10p	2008	10p
	plus £2		plus £2

Appendix 1

	handling charge		handling charge
SUMMARY OF FEES FOR ADDITIONAL SERVICES:			
RESEARCH FEES			
Research carried out by Library staff for private individual - flat rate fee per hour, plus any online fees, copying or printing costs.	£10	Pre 2000	£10
Research carried out by Library staff for business/commercial user - flat rate fee per hour, plus any online fees, copying or printing costs.	£20	2006	£20
Reader printers - extended use for researchers (per ½ day)	No charge	2008	No charge
EXHIBITIONS			
Jubilee Library – commercial hire – fee per week	£100	2008	£100
Jubilee Library – community/council hire - fee per week	£50	2008	£50
Hove Library – fee per week	£20	2008	£20
Hove Library - Hire of display cabinets – fee per week per cabinet	£10	2008	£10
Above costs are within core library opening hours. Additional Facilities Management costs apply if access required outside these hours.			
HIRE OF LIBRARY PREMISES			
- Charge per Session (other than Jubilee Library)			
Commercial hire			
Morning	£60	2008	£60
Afternoon	£60	2008	£60
Evening	£60	2008	£60
Community/council use			
Morning	£25	2008	£25
Afternoon	£25	2008	£25
Evening	£25	2008	£25
Suitable premises are Hangleton training room, Patcham ICT training room, Coldean ICT room, and Libraries on closed days.			
Hire cost includes use of all facilities including IT at no extra cost.			
Library reserves right to pass on any additional costs incurred as a result of use, e.g. cleaning.			

Appendix 1

HIRE OF JUBILEE LIBRARY CONFERENCE ROOMS AND LEARNING CENTRE			
Commercial hire – double room - full day	£575	2008	£575
Commercial hire – double room - half day	£380	2008	£380
Commercial hire – large room - full day	£320	2008	£320
Commercial hire – large room - half day	£220	2008	£220
Commercial hire - small room and learning centre - full day	£290	2008	£290
Commercial hire - small room and learning centre - half day	£180	2008	£180
Community/council use double room - full day	£400	2008	£400
Community/council use double room - half day	£290	2008	£290
Community/council use large room - full day	£220	2008	£220
Community/council use large room - half day	£140	2008	£140
Community/council use small room and learning centre - full day	£180	2008	£180
Community/council use small room and learning centre - half day	£110	2008	£110
Evening supplement for all hires per hour	£20	2008	£20
Activity space in children's library – hire per hour	£25	2008	£25
Library main hall – available for hire	POA		POA
Hire costs (exclusive of V.A.T.) includes use of all facilities including presentation and IT equipment at no extra cost.			
Above costs are within core library opening hours. Additional Facilities Management costs apply outside these hours.			
MISCELLANEOUS			
Events and activities – while many are provided free to library users, sometimes a small charge is made to help cover costs.	Variable		Variable
Tours of Jubilee Library – (except for Brighton & Hove residents, other library authorities, and some professional colleagues, who will not be charged)	£25	2008	£25
Baby Boogie – charge per buggy regardless of number of Children	£1	2008	Free
IMAGE REQUESTS – SERVICE FEES	See separate list	2006	See separate list
REPRODUCTION CHARGES	See separate list	2006	See separate list

Appendix 1

SUMMARY OF CONCESSIONS AND EXEMPTIONS	
CONCESSIONARY CARD HOLDERS	
Concessionary cards are for people on low income or for people with disabilities . Suitable proof of entitlement is required. (See list of accepted proofs)	
Card holder entitlement:	
Audio-visual materials, talking books, - hire charges	Half price
Reservations – all materials	Half price
All overdue charges	Full price
Language courses – hire charges and overdue charges	Full price
All other fees and charges	Full price
SENIOR CITIZENS DISCOUNT SUBSCRIPTION CARD	
People aged 60 or over can purchase an audio-visual discount card that will entitle them to half price audio-visual loans. Suitable proof of entitlement is required. (See list of accepted proofs)	
Annual or quarterly subscription card entitles holder to: Free CD loans Half price DVD loans (maximum 4 items at any one time)	Half price
PRINT DISABLED CARD HOLDERS	
Print disabled cards are only available for people who cannot use standard print – e.g. people with visual impairment, or people with dyslexia, or those with a physical disability that prevents them holding a book. Suitable proof of entitlement is required. (See list of accepted proofs)	
Card holder entitlement:	
Talking books – issues and overdue charges	Free
Reservations – print and talking books	Free
Reservations – all other materials	Half price
Audio-visual materials – hire	Half price
Audio-visual materials – overdue charges	Full price
Language courses – hire charges and overdue charges	Full price
All other fees and charges	Full price
PEOPLE WITH LEARNING DISABILITIES	
People with learning disabilities should apply for a special membership card that will entitle them to more services for free. Suitable proof of entitlement is required. (See list of accepted proofs) Membership application may take up to two weeks to process.	
Card holder entitlement:	
Overdue charges - all materials	Free
Reservations – all materials	Free

Appendix 1

Talking books – issues	Free
Audio-visual materials - hire	Free
Language courses – hire charges and overdue charges	Full price
All other fees and charges	Full price

CULTURE, RECREATION & TOURISM CABINET MEMBER MEETING

Agenda Item 57

Brighton & Hove City Council

Subject:	Application for Membership of Eurocities		
Date of Meeting:	9 December 2008		
Report of:	Director of Cultural Services		
Contact Officer:	Name:	Paula Murray	Tel: 29-2534
	E-mail:	Paula.murray@brighton-hove.gov.uk	
Key Decision:	No		
Wards Affected:	All		

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 This report is to ask for approval to apply to join the EUROCITIES network as a full member from 2009. Within the European & International Strategy for Brighton & Hove City Council 2007-2013, one of the four strategic priorities is 'networking and forging European & International partnerships. EUROCITIES is the main network in Europe aimed at cities of 250,000 populations and above.

2. RECOMMENDATIONS:

- 2.1 It is recommended that the Meeting approve the proposal to join EUROCITIES.

3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:

- 3.1 Brighton & Hove has been a member of Eurotowns since 1997. Eurotowns is a network of medium –sized cities with population ranging from 30,000 to 250,000. It was the town of Brighton that originally joined Eurotowns. There are currently 19 members of Eurotowns. Brighton & Hove City Council is leaving Eurotowns network from the end of 2008 as it is considered too small, and has too few appropriate partners of similar size. Only Vigo is similar in population size to Brighton & Hove in having a population over 250,000 and it is not an active member of the Eurotowns network. Many of the members are under 100,000 in population and have few common challenges to Brighton & Hove.
- 3.2 An options analysis was written by the European manager suggesting approaching the EUROCITIES network to join from 2009. EUROCITIES is a network which brings together the local authorities of over 130 large cities from over 30 countries from around Europe. The mission statement of EUROCITIES is as follows: "EUROCITIES is committed to work towards a common vision of a sustainable future in which all citizens can enjoy a good

quality of life.”

- 3.3 The network is active across a wide range of policy areas, including economic development and cohesion policy, provision of public services, environment, transport and mobility, employment and social affairs, culture, education, information and knowledge society, governance and international co-operation. The network has around 30 specialist staff to support the forums and working groups in these areas.
- 3.4 Membership would raise Brighton & Hove to the top tier of city representation in Europe with direct links to the Commission to influence on policy, legislation and funding programmes which affect larger urban areas.
- 3.5 EUROCITIES contains Belfast, Birmingham, Bradford, Bristol, Cardiff, Hull, Leeds, Liverpool, London, Manchester, Newcastle, Nottingham, Sheffield, Southampton and Sunderland. Whilst these are all potential partners they are all potential rivals economically within the UK so parity of information and influence and visibility on a European and International stage is crucial.
- 3.6 By contrast the only other UK member of Eurotowns is West Lothian (Livingston) with Telford and Wrekin also having withdrawn from the network in 2008.
- 3.7 Aalborg who are leading on the successful CIVITAS bid which Brighton & Hove is partner in, is also a member. Membership of the transport forum should enable more efficient use of these European funds in the implementation of the project.

4. CONSULTATION

- 4.1 The Councillors European Meeting on 19 May 2008 involving Cllr Lynda Hyde, Former President of Eurotowns and David Smith, Lead Councillor for International Affairs, Paula Murray, Head of Arts, International & Voluntary Sector Teams and Rachel Williams, European Manager came to the decision to leave Eurotowns with the preferred option of joining Eurocities in 2009.

5. FINANCIAL & OTHER IMPLICATIONS:

5.1 Financial Implications:

The membership fee of Eurocities is 15,433 Euros in 2009, this would be found from existing budget through the funding saved from the Eurotowns subscription and the rationalisation of other membership fees.

Membership of Eurocities will give opportunities for staff and Councillors to attend forums be involved in policy development and exchange of ideas such costs and resource implications will need to be met from the appropriate Directorate budgets.

Finance Officer Consulted: Name Anne Silley

Date: 25/11/08

5.2 Legal Implications:

There are no adverse legal implications arising from this report and membership will assist the council in terms of meeting its priorities.

Lawyer Consulted:

Name Bob Bruce

Date: 21.11.08

5.3 Equalities Implications:

An Equalities Impact Assessment has not been carried out. This is not a change in policy or a new policy but rather membership of a network of local authorities.

5.4 Sustainability Implications:

The Brighton & Hove City Council European & International Strategy was developed to help deliver the Brighton & Hove sustainable community strategy. In particular it is seen as helping support activity in the following eight priority thematic areas:

- Promoting enterprise and learning
- Reducing crime and improving safety
- Improving health and well-being
- Strengthening communities and involving people
- Improving housing and affordability
- Promoting resource energy and enhancing the environment
- Promoting sustainable transport
- Providing quality services

Membership of this network will provide Brighton & Hove with access to more best practice examples around Europe in these areas along with the opportunity to take part in forums and potential new projects with other EUROCITIES members.

5.5 Crime & Disorder Implications:

There are no implications on crime and disorder in joining this network.

5.6 Risk and Opportunity Management Implications:

Joining the EUROCITIES network bring extra resources of the network to bear to improve the service offered and the benefits that can accrue from International networking and partnerships towards supporting the delivery of the council's strategic objectives. The subscription for 2009 can be covered through the European & International team budget, subject to review on a yearly basis.

The wide range of fora which the council can join should enable all parts of the council to take full part in EUROCITIES membership and potentially encourage contributions towards costs from other directorates in future years.

5.7 Corporate / Citywide Implications:

It is envisaged that membership of Eurocities will contribute to four of the five Council priorities. Protect the environment whilst growing the economy. Better use of public money, Reduce inequality whilst increasing opportunity and open and effective city leadership. The mission statement of EUROCITIES is as follows: "EUROCITIES is committed to work towards a common vision of a sustainable future in which all citizens can enjoy a good quality of life." Membership of EUROCITIES will raise Brighton & Hove's profile internationally.

6. **EVALUATION OF ANY ALTERNATIVE OPTION(S):**

- 6.1 In the options analysis the only advantage of leaving Eurotowns and not joining EUROCITIES was perceived to be the cost saving of membership but this would be outweighed by the reduction in funding coming into the city.
- 6.2 Unlike many other cities Brighton & Hove has always used networks for European work and does not engage in city twinning and so has no obvious European partners to work with. With the movement of structural funds to Eastern Europe, many of the major funding streams which Brighton & Hove is eligible to access require other partners from across the EU.

7. **REASONS FOR REPORT RECOMMENDATIONS**

- 7.1 Brighton & Hove City Council needs membership of a network which can provide support from Brussels to help meet local priorities and potential partners of a similar size with similar problems and challenges to work jointly with. EUROCITIES is the main network for large cities which can offer this.

SUPPORTING DOCUMENTATION

Appendices:

1. NONE

Documents In Members' Rooms

1. NONE

Background Documents

1. NONE