

## CABINET MEMBER FOR CULTURE AND TOURISM

**Venue:** Town Hall, Moorgate  
Street, Rotherham. S60  
2TH

**Date:** Tuesday, 25th March, 2014

**Time:** 10.00 a.m.

### A G E N D A

1. To determine if the following matters are to be considered under the categories suggested in accordance with the Local Government Act 1972.
2. To determine any item which the Chairman is of the opinion should be considered as a matter of urgency.
3. Apologies for absence.
4. Declarations of Interest.
5. Minutes of the previous meeting held on 18th February, 2014. (Pages 1 - 5)
6. Tour de France - Communications Plan.
  - Officer to report.
7. Customer and Cultural Services - Fees and Charges 2014-2015. (Pages 6 - 19)

**The Cabinet Member authorised submission of the following report received after the deadline in order to progress the matters referred to: -**

8. Your Account - provision of additional services. (Pages 20 - 22)
9. Date and time of the next meeting: -
  - Tuesday 22<sup>nd</sup> April, 2014, to start at 10.00 a.m. in the Rotherham Town Hall.

**CABINET MEMBER FOR CULTURE AND TOURISM  
18th February, 2014**

Present:- Councillor Rushforth (in the Chair); Councillors Andrews and Dalton.

**F39.       DECLARATIONS OF INTEREST.**

No Declarations of Interest were recorded.

**F40.       MINUTES OF THE PREVIOUS MEETING HELD ON 14TH JANUARY, 2014.**

The minutes of the previous meeting of the Cabinet Member for Culture and Tourism held on 14<sup>th</sup> January, 2014, were considered.

Resolved: - That the minutes of the previous meeting be agreed as an accurate record.

**F41.       RECEIPT OF A PETITION.**

The Cabinet Member for Culture and Tourism noted receipt of the petition containing 400 signatures requesting that the play area on the site behind the Robin Hood Public House leading to Horsefair Park, Swinton, be reinstated.

The petition was formally referred to the Leisure and Green Spaces Manager (Streetpride, Environment and Development Services Directorate) to investigate and research the request and listen to the views of the local community. The Cabinet Member requested that a further report be prepared in relation to the issue.

Resolved: - (1) That the petition requesting that the play area on the site behind the Robin Hood Public House leading to Horsefair Park, Swinton, be reinstated, be received and formally noted.

(2) That the petition be referred to the relevant department in Environment and Development Services Directorate for investigation and a further report be presented to a future meeting of the Cabinet Member for Culture and Tourism.

**F42.       RENEWAL OF LIBRARY MANAGEMENT SYSTEM CONTRACT.**

Consideration was given to the report presented by the Customer and Cultural Services Manager (Planning and Regeneration, Environment and Development Services Directorate) that outlined a proposal to exempt Standing Order 48.2 in relation to the Library Management System Contract.

An existing contract was in place with Capita for the reporting requirements for Rotherham's libraries' day-to-day operations. The existing contract was due to end on 31<sup>st</sup> March, 2014, and an Exemption from the provision of Standing Order 48.2 (the requirement to invite between three and six written quotations for contracts valued between £50,000 - £500,000) was proposed as there were no alternative suppliers who could provide a compatible licence for the existing system in place in Rotherham. It was proposed that the new contract be signed for a three-year period from 1<sup>st</sup> April, 2014.

The cost of the contract with Capita and other contributions was considered in the submitted report.

Resolved: - That Exemption from Standing Order 48.2 (the requirement to invite between three and six written quotations for contracts valued between £50,000 - £500,000) be agreed, and the Library Management System contract be awarded to Capita for a three-year the period from 1<sup>st</sup> April, 2014, as set out in the submitted report.

#### **F43. COMMUNICATION UPDATE.**

The Head of Corporate Communications and Marketing (Environment and Development Services Directorate) provided an update on marketing the Borough and tourism. The information shared included: -

- Colleagues in the Communications and Marketing Team were collating a single plan to bring together all of the work underway across various Departments within the Council so that the Borough could benefit from the run-up and the Grand Depart of 2014's Tour de France. The single plan would include activities around health, sports and development and arts and culture;
- The work being undertaken by the Local Government Yorkshire and Humber to develop work on a Visitor Economy Strategy was to be chaired by Councillor R. Stone, Rotherham's Council Leader.

Discussion ensued and it was agreed that the single plan of activities and benefits relating to the Tour de France would be a useful resource for Rotherham.

Resolved: - (1) That the information shared be noted.

(2) That the Tour de France activity Communications plan be brought to the next meeting of the Cabinet Member for Culture and Tourism.

#### **F44. HERITAGE SERVICES - SERVICE OFFER 2014-2015.**

Consideration was given to the report presented by the Customer and Cultural Services Manager (Planning and Regeneration, Environment and Development Services Directorate) that outlined a review of the current

service delivery model of Heritage Services that was continuing whilst achieving budget savings proposals.

An initial review had identified two options that could be taken forward and they had been reached following consideration of the Service's statutory requirements, and alongside an assessment of local need (including visitor surveys, current usage and a report produced on behalf of the Service by Museum Development Yorkshire 'Understanding Potential Audiences'), a

variety of performance indicators and consideration of the impact of the recent

relocation of celebratory services to Clifton Park Museum. It had also taken into account the statutory requirements of the Service and the available resources.

The submitted report noted Heritage Service's continuing priorities, which included increasing income and visitor numbers, to continue to develop work with partner groups, continue to re-locate the York and Lancaster Regimental

Museum to Clifton Park Museum and make it available through the search room facility, and to continue to provide a useful presence to members of the public accessing the Museum through a variety of means.

Discussion ensued and the following points were raised: -

- Feedback from the members of the public who had married at Clifton Park Museum had been positive and the venue was becoming a 'venue of choice';
- Had full consideration been given to ensuring that the proposed days when the facilities would be closed would have the smallest impact on visitor numbers?

Resolved: - (1) That Option One be approved: -

- Reduce the opening hours at Clifton Park Museum by three hours a week on a seasonal basis between the months of October – March;
- And, reduce the opening hours of the Archives and Local Studies search room by four hours per week.

(2) That consultation with customers and stakeholders on the allocation of the Archives and Local Studies opening hours takes place to determine when the reduced hours should be applied, as outlined in Options One (a) and (b) of the submitted report.

#### **F45. ARTS SERVICE - FUTURE DELIVERY.**

Consideration was given to the report presented by the Theatre and Arts Manager (Customer and Cultural Services, Environment and Development Services Directorate) and the Customer and Cultural

Services Manager (Environment and Development Services Directorate). The report outlined the history of Arts Service and the current context of required budget savings.

The Council had published an Arts Strategy for the period 2012 -15 to provide a framework for development and promotion of the arts in Rotherham.

As a non-statutory service, and in order to release required efficiency savings

for the 2014-15 financial year, a proposal to cease funding for the Arts Service from 31st March, 2014, had been made. This would require effective managed withdrawal from appropriate projects alongside a period of formal consultation with affected employees would take place.

The impact of losing the well-regarded Service was considered, along with the impact this would have on the Borough. It was likely that the Arts Strategy would also cease as the resources to fulfil its aims would not be available.

Discussion ensued and the following points were made: -

- What would be the Council's interface for liaison with external bodies?;
- The risks and uncertainties to the Council and Borough including duplication of efforts, the loss of a joined-up approach and the loss of specialism;
- The loss of the Council's networking ability used to generate additional funding and negotiate match funding.

Resolved: - (1) That the Arts Service's funding cease from 31<sup>st</sup> March, 2014, and appropriate periods of formal consultation be undertaken.

(2) That any possible opportunities for mitigating the impact on the local community be utilised.

(3) That the potential risks and uncertainties of ceasing the Arts Service's funding to the Borough be noted.

#### **F46. USE OF THE CIVIC THEATRE.**

Consideration was given to the report presented by the Theatre and Arts Manager (Customer and Cultural Services, Environment and Development Services Directorate) that outlined a request that had been received on behalf of the Acorn to Oaks Drama Group for them to access subsidised use of the Civic Theatre.

Minute No. F40 (Use of the Civic Theatre) of the meeting of the Former Cabinet Member for Lifelong Learning and Culture held on 6<sup>th</sup> December, 2011, agreed a policy whereby charitable organisations could receive subsidised use of the Civic Theatre, from an agreed budget allocation.

Acorns to Oaks, a group based at the Oaks Day Centre in Wath-upon-Deerne for adults with learning difficulties and disabilities, currently had two dates booked for performances at the Civic Theatre in September 2014. The group had previously accessed one night's worth of subsidised funding for an earlier performance and the submitted request now requested funding on the same basis.

The proposed costs associated with this application were considered and could be met from the available budget allocation for 2014/2015.

Resolved: - That the application by Acorns to Oaks Drama Group for subsidised use of the Civic Theatre, as outlined in the submitted report, be approved.

**F47. DATE AND TIME OF THE NEXT MEETING: -**

Resolved: - That the next meeting of the Cabinet Member for Culture and Tourism take place on Tuesday 25<sup>th</sup> March, 2014, to start at 10.00 a.m. in the Rotherham Town Hall.

**ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS**

<b>1.</b>	<b>Meeting:</b>	<b>Cabinet Member for Culture and Tourism</b>
<b>2.</b>	<b>Date:</b>	<b>Tuesday, 25<sup>th</sup> March 2014</b>
<b>3.</b>	<b>Title:</b>	<b>Customer and Cultural Services Fees and Charges 2014-15</b>
<b>4.</b>	<b>Directorate:</b>	<b>Environment and Development Services</b>

**5. Summary**

The report outlines proposals arising from the annual review of fees and charges for services within Customer and Cultural Services.

**6. Recommendations**

**6.1: That the fees and charges set out in Appendix A are approved**

## 7. Proposals and Details

The annual review of fees and charges for Customer and Cultural Services has recently taken place. Where appropriate, proposed charges have been increased by at least the rate of inflation. Where charges have been increased by less than the inflation rate or remain the same, this is either because increasing a price would incur additional costs (i.e. use of photocopying machines) or because managers feel that a unit price increase would reduce overall income due to its impact on levels of business (i.e. hire of meeting rooms). It should be noted that several core services still remain essentially free of charge - public library service, archives and local studies and museum service. Where there is a charge there is often a concessionary rate.

### 7.1 New or change to charges

Appendix A includes details of charges from 2013 -14 and proposed charges for 2014-15. All changes are highlighted in red.

**Customer Services** - Blue Badge Charges have been increased to bring into line with other authority charges and reduction of the current level of subsidy (*last year the service processed 5630 Blue Badges across the 6 Customer & Library Service Centres and online*).

**Heritage Services** - School Sessions new minimum charge of £80 (excluding kitchen range activity) and £100 (including kitchen range activity ) The introduction of new fees and increased charges relating to schools and outreach sessions have been devised following specialist advice and guidance in order to make this area of work more sustainable in the future. Part of this work was to calculate actual costs for sessions incurred by the service and amendments were made following this.

Heritage activity sessions/Reminiscence /talks and tours - Extra costs over and above the minimum charge will be incurred to cover additional research, resource preparations and travelling cost for outreach work

Museum Marriage Ceremony Room charge of £30 is for allowing photographs to be taken inside the room and a maintenance charge. This cost is already included in the marriage fees (with the exception of the basic £45 marriage fee)

Gallery room hire charges have also been brought into line with other services within the Directorate (i.e. Green Spaces meeting room hire)

**Theatres** – the booking fee has been removed from all debit card transactions. The fee for credit card transactions has been increased to £1.00 which is in line with other authority transaction charges.

Civic Theatre night retainer – this is a new charge of £200 to cover loss of income by being unable to programme in a show due to costumes and set being stored for shows starting on the following night.



In most cases the proposed charges would take effect on 1<sup>st</sup> April 2014. However, as indicated in Appendix A, proposed changes to the charges for the Civic Theatre would take effect from 1<sup>st</sup> September 2014 and remain in place until 31<sup>st</sup> August 2015.

## **8. Finance**

The proposed increases are expected to generate the levels of income required to operate services within available budgets. The impact of the charges will be closely monitored to ensure that income targets are being reached and that prices are reviewed throughout the year as demand dictates.

## **9. Risks and Uncertainties**

Any cost increase can have an adverse impact on levels of business and this can make it difficult to meet income targets. Service Managers will continue to monitor usage and act on customer feedback where appropriate

## **10. Policy and Performance Agenda Implications**

Sustainability: The proposals outlined will make a contribution to the financial sustainability of the service.

Corporate priorities: The services provide meet the priorities of:

- Stimulating the local economy and helping local people into work
- We will focus on lifelong learning to improve the qualifications, skills and economic wellbeing of children, young people and their families
- Helping people to improve their health and well being and reducing inequalities within the Borough

## **11. Background Papers and Consultation**

The charges have been developed in consultation with Service Managers across Customer and Cultural Services.

Appendix A: Customer and Cultural Services Fees & Charges 2014-15

### **Contact Name:**

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**ROTHERHAM METROPOLITAN BOROUGH COUNCIL**

**CUSTOMER AND CULTURAL SERVICES**

**SCHEDULE OF FEES AND CHARGES**

**APRIL 2014 – MARCH 2015**

Charges are for non-profit making bodies based in Rotherham Metropolitan Borough only. Organisations may apply for concessionary use subject to completion of an application form which includes details of the criteria that are used in considering such applications.

Commercial fees and charges where stated on application.

All charges will be rounded up to the full hour (except where stated).

All charges are exclusive of VAT except where **indicated (\*)** where price includes VAT.

All charges are subject to any changes in VAT Regulations.

Individuals eligible for the concessionary rate are as follows:

Individuals who are holders of Rothercard (for individual services – e.g. tickets, equipment hire, etc., not on behalf of an organisation), juniors (under 16 years of age), persons aged 60 years and above.

Carers/Personal Assistants accompanying people with special needs to sports facilities/activities will be entitled to free admission (check with facility for details of eligibility). Carers/Personal Assistants acting on behalf of a Rothercard holder (who produce both the Rothercard and the Rothercard holder's library ticket) are also eligible for the concessionary rate in Libraries and Information Services. Carers/Personal Assistants will also be entitled to concessionary rates at Rotherham Theatres.

<b>LIBRARIES AND INFORMATION SERVICES</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2014/15</b>
	<b>FULL PRICE</b>	<b>CONC/ROTH ERCARD</b>	<b>FULL PRICE</b>	<b>CONC/ROTHER CARD</b>
			<b>changes in red</b>	<b>changes in red</b>
<b>Books (non-VAT)</b>				
Overdue Charges per day open (Under 18s and over 60s exempt)	£0.15	£0.15	£0.15	£0.15
Overdue Charges maximum (Under 18s and over 60s exempt)	£6.00	£6.00	£6.00	£6.00
<b>Talking Books (non-VAT)</b>				
Hire Charges per week or part	Free	Free	Free	Free
Overdue Charges per day per title (Under 18s and over 60s exempt)	£0.15	£0.15	£0.15	£0.15
Overdue Charges maximum (Under 18s and over 60s exempt)	£6.00	£6.00	£6.00	£6.00
<b>Compact Discs*</b>				
Hire Charges per week or part	£1.00	£0.75	£1.20	£0.90
Overdue Charges per day open	£0.75	£0.75	£0.90	£0.90
Overdue Charges maximum	£7.50	£7.50	£7.50	£7.50
<b>Video &amp; DVDs:*</b>				
Feature Films hire per 2 days	£2.30	£1.50	£2.50	£1.80
Feature Films Overdue per day	£1.30	£0.75	£1.50	£1.00
Overdue Charges maximum	£15.00	£15.00	£15.00	£15.00
Riverside Library Intermediate Band hire per week	£1.20	£0.75	£1.50	£1.00
Community Lib. Intermediate Band hire per week	£1.20	£0.75	£1.50	£1.00
Intermediate Band Overdue per day	£0.55	£0.55	£0.65	£0.65
Overdue Charges maximum	£12.00	£12.00		
<b>Overdue Notices (under 18s &amp; over 60s exempt): (non-VAT)</b>				
Riverside and Community Library Services	£0.55	£0.55	£0.55	£0.55

<b>Reservations (non-VAT)</b>				
Book per item (in stock within Rotherham Libraries)	£0.00	£0.00	£0.00	£0.00
Non-books per item	£0.50	£0.50	£0.60	£0.60
Inter-Library Loans	£7.00	£6.00	£7.00	£6.00
<b>Lost &amp; Irreparably Damaged Books, etc.: (non-VAT)</b>				
Lost books/non-books - a suitable replacement copy provided by the borrower may be accepted as a replacement				
If no replacement following charges apply				
Adult Fiction Paperback	£6.00	£5.00	£6.00	£5.00
Adult Fiction Hardback	£10.00	£8.00	£10.00	£8.00
Adult Non-Fiction	£10.00	£8.00	£10.00	£8.00
Children's Fiction	£4.00	£3.00	£4.00	£3.00
Children's Non-Fiction	£6.00	£5.00	£6.00	£5.00
<b>Lost/Irreparably Damaged Talking Books (non-VAT)</b>				
Abridged Version	£6.00	£5.00	£6.00	£5.00
Unabridged Version	£20.00	£18.00	£20.00	£18.00
<b>Lost/Irreparably Damaged CD-Roms &amp; Compact Discs:</b>				
Compact Discs	£6.00	£5.00	£6.00	£5.00
DVDs	£12.00	£10.00	£12.00	£10.00
<b>Lost Library Tickets: (non-VAT)</b>				
	£1.50	£1.50	£1.50	£1.50
<b>Discarded Library Books/CDs/Videos (non-VAT) (recommended charges but staff may use their discretion)</b>				
Children's	£0.50	£0.50	£0.50	£0.50
AF hardback	£0.65	£0.65	£0.65	£0.65
ANF	£1.05	£1.05	£1.05	£1.05
or % original price whichever is greatest	15%	15%	15%	15%
Paperbacks	£0.30	£0.30	£0.30	£0.30
Discarded Compact Discs	£2.10	£2.10	£2.10	£2.10
Discarded Videos	£3.15	£3.15	£3.15	£3.15
<b>Canvas Book Bags*</b>				
	£2.00	£2.00	£2.00	£2.00
<b>Photocopying:*</b>				
A4	£0.10	£0.10	£0.10	£0.10
A3	£0.80	£0.80	£0.80	£0.80
<b>Photocopying Colour:*</b>				
A4	£0.50	£0.50	£0.50	£0.50
A3	£2.00	£2.00	£2.00	£2.00

<b>Hire of Rooms (Greasbrough, Maltby, Mowbray, Swinton, Wath) (non-VAT):</b>				
In opening hours per hour	£8.50	£8.50	£8.50	£8.50
Outside opening hours per hour	£8.50 + £14 caretaking	£8.50 + £14 caretaking	£8.50 + £14 caretaking	£8.50 + £14 caretaking
Promotional Displays per month (insurance)	£11.60	£11.60	£11.60	£11.60
Promotional Displays per week	£3.00	£3.00	£3.00	£3.00
Commercial	Negotiable	Negotiable	Negotiable	Negotiable
<b>IT Facilities:*</b>				
Printing Black & White per copy A4	£0.10	£0.10	£0.10	£0.10
Printing Colour per copy A4	£0.50	£0.50	£0.50	£0.50
Printing Black & White per copy A3 (RVH)	£0.80	£0.80	£0.80	£0.80
Printing Colour per copy A3 (RVH)	£2.00	£2.00	£2.00	£2.00
Internet user per hour/half hour	Free	Free	Free	Free
IT support material	N/A	N/A	N/A	N/A
<b>Use of ICT Centres*:</b>				
Band A (libraries that can accommodate 12+ learners)	£24.50 per session	n/a	£24.50 per session	n/a
Band B (libraries that can accommodate 6-11 learners)	£12.50 per session	n/a	£12.50 per session	n/a
Band C libraries that can accommodate up to 6 learners)	£6.50 per session	n/a	£6.50 per session	n/a
<b>Commission on sales</b>	Variable	Variable	20%	20%
<b>Workshops/Holiday Activities (other than Summer Reading Challenge)</b>	Variable to at least cover costs + 10%	Variable to at least cover costs + 10%	Variable to at least cover costs + 10%	Variable to at least cover costs + 10%
<b>Riverside House Library, Heritage and Arts Space</b>				
Gallery Hire (minimum 3 week hire for approved exhibitions)	£250.00	£250.00	£250.00	£250.00
Publicity & Promotion of Booked Events at request of hirer per advert minimum (inc. design, advert space)	£53.10	£53.10	£53.10	£53.10
Projector	Negotiable	Negotiable	Negotiable	Negotiable
Display cases	Negotiable	Negotiable	Negotiable	Negotiable
Hire of Steinway piano (on site)	Negotiable	Negotiable	Negotiable	Negotiable
Commission on sales	20%	20%	20%	20%

<b>THEATRE (current 1st September 2012-31st August 2013)</b>				
	<b>Full price 1st Sept 2013/ 31st Aug14</b>	<b>Conc. Rothercard 1st Sept 2013/31st Aug14</b>	<b>Full price 1st Sept 2014/ 31st Aug15</b>	<b>Conc. Rothercard 1st Sept 2014/31st Aug15</b>
<b>CIVIC THEATRE HIRE (non-VAT)</b>			changes in red	changes in red
Commercial hire Theatre Hire per night (10% discount on week's hire) 6 pm-10.30 pm Mon-Sat (2 crew, 1 duty manager, 1 box office)	negotiable £560.00	negotiable £443.00	£580.00	£460.00
Theatre Hire per night 6pm-10.30 pm Sunday (2 crew, 1 duty manager, 1 box office)	£818.00	£610.00	£818.00	£610.00
Additional Matinee or other day hire	£434.00	£333.00	£461.00	£350.00
Blank night Retainer			£200.00	£200.00
Theatre hire per night 6-10pm for rehearsals (2 crew only)	£442.00	£327.00	£451.00	£334.00
Non-performance hire of theatre space (minimum charge 3 hrs Monday-Friday 9-5)	£190.00	£190.00	£200.00	£200.00
Non-performance hire additional hours or part thereof each room (double rate on Sundays)	£76.00	£76.00	£78.00	£78.00
Hire of meeting space (bar) at Civic Theatre per hour (Mon-Fri 9-5)	£15.00	£15.00	£15.00	£15.00
<b>ANNEXE SPACES April 2013/Sept 2014</b>				
Commercial hire Main Hall	Negotiable	Negotiable	Negotiable	Negotiable
Community hire Main Hall (per Hour)	£14.00	£14.00	£15.00	£15.00
Community hire Main Hall (Per 4 hour session)	£45.00	£45.00	£49.00	£49.00
Commercial hire Blue Room	Negotiable	Negotiable	Negotiable	Negotiable
Community Hire Blue Room (2 hours)	£18.00	£18.00	£18.00	£18.00
Community Hire Blue Room per hour or part of (all the above spaces are subject to availability - cost includes no staff on site)	£11.00	£11.00	£11.00	£11.00
<b>STAFFING COSTS</b>				
Additional support staff (casual staff at this rate only) per hour	£11.50	£11.20	£11.60	£11.60
Charge per hour or part hour made to all Societies for Sunday use, get in and rehearsal (2 members of staff only, additional staff extra) for first 8 hours for any hour thereafter	£50.60 £71.75	£50.60 £71.75	£51.70 £73.20	£51.70 £73.20
Charge per hour or part hour made to all Societies for weekday use, get in and rehearsal (Mon-Fri 9 am-6 pm) (2 members of staff only, additional staff extra)	£51.20	£51.20	£51.70	£51.70
<b>Staff FOH, stage manager, technician, etc., per person per hour</b>	£19.80	£19.80	£20.20	£20.20
Specialist staff as speakers/enablers (staff going out) (non Vatable) per hour plus expenses	£41.00	£41.00	£45.00	£45.00
<b>DEPOSITS/CANCELLATIONS</b>				
Deposit for Hirers	20%	20%	20%	20%
Cancellation Fee:				
In Week of Event	100%	100%	100%	100%
Within a Month	80%	80%	80%	80%
<b>EQUIPMENT</b>				
Hire of flip chart (Theatre) per session	£8.30	£8.30	£8.50	£8.50
Hire of Epsom projector /screen (per 3 hr session)	£38.00	£38.00	£38.00	£38.00
Hire of Epsom projector /screen rigged for upto 1 weeks use during performances	£76.00	£76.00	£77.60	£77.60
Hire of Mitsubishi projector/screen per single performance	£51.00	£51.00	£52.10	£52.10
Hire of Mitsubishi projector/screen rigged for upto 1 weeks use during performances	£92.00	£92.00	£94.00	£94.00
Hire of intelligent lighting system	price on application	price on application	price on application	price on application
Hire of Yamaha Piano	£32.00	£32.00	£34.00	£34.00
Piano Tuning	At cost + 20%	At cost + 20%	At cost +20%	At cost + 20%
Mirror Ball per week	£19.40	£14.00	£19.80	£14.30
U.V. Lamps per week	£17.80	£17.80	£18.20	£18.20
Strobe per week	£17.80	£12.50	£18.20	£12.80
Hire of Fancy Drapes per week	£43.20	£43.20	£44.20	£44.20
Repair of Drapes	Variable to include cost of replacement	Variable to include cost of replacement	Variable to include cost of replacement	Variable to include Cost of replacement
Replacement of drapes if damaged beyond repair	cost of replacement	cost of replacement	cost of replacement	Cost of replacement
Fibre Optic Star Cloth	£14.00 per day £42.70 per week	£14.00 per day £42.70 per week	£15.00 per day £43.60 per week	£15.00 per day £43.60 per week
Smoke Machine per day	£16.25	£10.60	£16.60	£16.85

Smoke or Haze Machine Fluid as required	At cost + 20%	At cost + 20%	At cost +20%	At cost + 20%
Smoke Machine per week	£50.25	£33.80	£51.30	£51.30
Haze Machine per day	£18.60	£13.10	£19.00	£13.50
Haze Machine per week	£53.45	£38.30	£54.55	£55.35
Radio Microphone per session (per mic)	£18.45	£12.10	£18.85	£19.10
Gaffer Tape per roll	£6.45	£6.45	£6.65	£6.65
Pyrotechnic Detonator System per week	£32.00	£32.00	£35.00	£35.00
Orchestra Pit Hire	£46.00	£46.00	£50.00	£50.00
<b>BOX OFFICE/MARKETING</b>				
Publicity & Promotion of Booked Events at request of hirer per advert minimum (inc. design, advert space)	£53.10	£53.10	£58.00	£58.00
Booking fee for debit card transactions * from 1st April 14	£0.50	£0.50	£0.00	£0.00
Booking fee for credit card transactions * from 1st April 14	£0.50	£0.50	£1.00	£1.00
Ticket Printing per ticket	n/a	£0.20	£0.28	£0.22
Posting Tickets (from April 2013 to Sept 2014)	£0.70	£0.70	£0.70	£0.70
Ticket commission	17%	7%	17%	7%
Ticket commission where theatre sells all tickets	10%	£0.46 per ticket	10%	£0.48 per ticket
<b>MISCELLANEOUS</b>				
PAT Test per item	£4.10	£4.10	£4.50	£4.50
Performing Rights Society Licence (where RMBC makes returns)	On application charged quarterly in arrears	On application charged quarterly in arrears	On application charged quarterly in arrears	On application charged quarterly in arrears
Theatre Tours (Schools and specialist groups)	£73.80	£49.20	£78.00	£52.00
Workshops/Holiday Activities/Masterclasses	Variable to at least cover costs + 20%	Variable to at least cover costs + 20%	Variable to at least cover costs + 20%	Variable to at least cover costs + 20%
Shops - Mark up	Variable	Variable	Variable	Variable
Merchandising	Plus 15-20% or set fee negotiable on request	Plus 15-20% or set fee negotiable on request	Plus 15-20% or set fee negotiable on request	Plus 15-20% or set fee negotiable on request

HERITAGE SERVICES FEES AND CHARGES 2014/15	2013/14	2013/14	2014/15	2014/15
	Full price	Conc/Rothercar ard	Full price	Conc/Rothercar ard
			changes in red	changes in red
HERITAGE SERVICES - Clifton Park Museum, York and Lancaster Regimental Museum, Boston Castle, Archives and Local Studies	changes in red			
Hire of Museum (Special Conditions apply)	On application	On application	On application	On application
Gallery Hire during normal Museum public opening hours (Mon-Fri) per hour	£25.60	£16.65	£26.00	£26.00
Gallery Hire during normal Museum public opening hours (Mon-Fri) per hour over 6 hours	£25.60 + caretaking cost	£16.65 + caretaking cost	£23.00	£23.00
Ceremony Room for ceremonies to include photos in the room and maintenance	£25.60 + caretaking cost	£16.65 + caretaking cost	£30.00	£30.00
Gallery Hire Saturday and Sunday	£30.25 + caretaking cost	£30.25 + caretaking cost	on application	on application
Caretaking cost per hour	£14.35	£14.35	£14.00	£14.00
Use of Gallery in Museum for background wedding/ceremony photos	£47.50	£47.50	£48.00	£48.00
Hire of Boston Castle (Special Conditions apply)	On application	On application	On application	On application
Boston Castle Earl's Room during normal opening hours	£25.60	£16.65	*£26.00	£16.90
Boston Castle Earl's Room Saturday and Sunday and outside normal opening hours	£30.25 + caretaking cost	£30.25 + caretaking cost	£31.00	£20.15
Caretaking cost per hour	£14.35	£14.35	£14.00	£14.00
Use of Gallery/roof at Boston Castle for background wedding/ceremony photos	£47.50	£47.50	£48.00	£48.00
Note room hire/photography outside normal opening hours incur a caretaking charge on top of rates listed above - per hour				
<b>Cancellation of Room Bookings at Clifton Park Museum or Boston Castle:</b>				
Charge for room booking cancelled on day	100%	100%	100%	100%
Charge for room booking cancelled within the week	80%	80%	80%	80%
Charge for room booking cancelled within the month	50%	50%	50%	50%
Hospitality/Refreshments	On application	On application	On application	On application
Licensing applications	Cost plus 20%	Cost plus 20%	Cost plus 20%	Cost plus 20%
Overhead Projector per hour	£5.45	£5.45	£5.60	£5.60
Overhead Projector full day (9 a.m.-5 p.m.)	£12.80	£12.80	£13.10	£13.10
Flip Chart Stand (including pad) per session	£8.25	£8.25	£8.45	£8.45
Powerpoint Projector per hour	£6.25	£6.25	£8.00	£8.00
Powerpoint Projector full day 9 am - 5 pm	£17.75	£17.75	£18.20	£18.20
Laptop per hour	£6.25	£6.25	£8.00	£8.00
Laptop full day 9 am - 5 pm	£17.75	£17.75	£18.20	£18.20
Display Cases	Price by negotiation	Price by negotiation	Price by negotiation	Price by negotiation
Transport of Display Cases	to at least cover costs	to at least cover costs	to at least cover costs	to at least cover costs
Installation of Display Cases	to at least cover costs	to at least cover costs	to at least cover costs	to at least cover costs
Display Boards	Price on application	Price on application	£10 per day	£10 per day
<b>School/Learning Sessions/Workshops/Adult Sessions/Tours/Talks</b>				
<b>**Schools - non Vat if Rotherham LEA, Vatable for schools outside Rotherham LEA</b>				
<b>** Each session is a maximum of 2 hours. The maximum class size is 30. Bookings for more than 1 group per visit will receive a reduction of 25p per child.</b>				
<b>Prices are the same for all schools, with VAT being charged for schools outside Rotherham LEA and academies</b>				
**School Sessions delivered at the Heritage Service venue to include the Yorkshire Range (this includes all materials and resources)	£4.00 per child	£4.00 per child	£4.50 per child	£4.50 per child
**School Sessions delivered at the Heritage Service venue excluding the Yorkshire Range (this includes all materials and resources)	£3.00 per child	£3.00 per child	£3.50 per child	£3.50 per child
**School based sessions inclusive of travel expenses	£3.75 per child	£3.75 per child	£4.00 per child	£4.00 per child
Activities - non VAT if educational				
Minimum charge for school session at Heritage Service venues excluding the Kitchen Range			£80.00	£80.00
Minimum charge for school session at Heritage Service venues including the Kitchen Range			£100.00	£100.00
Minimum charge for school in School/Outreach venue			£100.00	£100.00



Special Education Needs sessions (max of 10 pupils)			Minimum charge of £50	Minimum charge of £50
Workshops/Holiday Activities/Tours/Master classes	Variable to at least cover costs + 10%	Variable to at least cover costs + 10%	Variable to at least cover costs + 10%	Variable to at least cover costs + 10%
Adult Reminiscence Sessions (outreach venues)			£50 minimum charge	£50 minimum charge
Adult Care Home sessions (max of 10 adults)			£50.00	£50.00
Gallery/Museum Tours (minimum of 10 adults)			£4 per adult	£4 per adult
Talk by staff/Guided Tours (non-VAT) (up to 2 hours including preparation) at Heritage Service Venue	Minimum of £40	Minimum of £40	Minimum of £45	Minimum of £45
Talk by staff/Guided Tours (non-VAT) (up to 2 hours including preparation) at outreach Venue			Minimum of £55	Minimum of £55
<b>Object Identification/Research Enquiries*:</b>				
In person up to 1 hour	Free	Free	Free	Free
Over 1 hour in person	£26.40	£26.40	£27.00	£27.00
Research enquiries by post, e-mail or fax up to half an hour	£14.45	£14.45	£14.80	£14.80
Research enquiries by post, e-mail or fax per hour or part thereof	£26.40	£26.40	£27.00	£27.00
<b>Archives &amp; Local Studies Research Enquiries including York &amp; Lancs*:</b>				
Basic research (up to 15 minutes)	£7.25	£7.25	£7.45	£7.45
Research up to half an hour	£14.45	£14.45	£14.80	£14.80
Research per hour or part hour thereafter	£26.40	£26.40	£27.00	£27.00
Handling charge - e-mail, fax, postal and telephone orders (1-5 copies)	£3.40	£3.40	£3.50	£3.50
Handling charge - e-mail, fax, postal and telephone orders (6-10 copies)	£5.60	£5.69	£5.75	£5.75
Handling charge - e-mail, fax, postal and telephone orders (11-20 copies)	£8.35	£8.35	£8.55	£8.55
Handling charge - e-mail, fax, postal and telephone orders (21-30 copies)	£11.05	£11.05	£11.30	£11.30
Handling charge - e-mail, fax, postal and telephone orders (Over 31 copies)	£14.45	£14.45	£14.80	£14.80
<b>Postage*</b>				
A4 1-10 copies up to 100 grams	£0.75	£0.75	£0.75	£0.75
A4 11-30 copies up to 200 grams	£1.15	£1.15	£1.15	£1.15
A4 larger orders to be calculated according to weight of package	Costed on request	Costed on request	Costed on request	Costed on request
A3 1-5 copies up to 100 grams	£0.75	£0.75	£0.75	£0.75
A3 6-15 copies up to 200 grams	£1.15	£1.15	£1.15	£1.15
Larger orders (UK) to be calculated according to weight of package	Costed on request	Costed on request	Costed on request	Costed on request
<b>Overseas orders mark as airmail small packet (Europe):</b>				
A4 1-10 copies up to 100g	£1.70	£1.70	£1.70	£1.70
A3 1-5 copies up to 100g	£1.70	£1.70	£1.70	£1.70
A3 6-10 copies up to 200g	£2.35	£2.35	£2.35	£2.35
Larger orders (Europe) to be calculated according to weight of package	Costed on request	Costed on request	Costed on request	Costed on request
<b>Overseas orders mark as airmail small packet (Australia, USA, Canada):</b>				
A4 1-10 copies up to 100g	£2.10	£2.10	£2.10	£2.10
A3 1-5 copies up to 100g	£2.10	£2.10	£2.10	£2.10
A3 6-10 copies up to 200g	£3.60	£3.60	£3.60	£3.60
Larger orders (Australia, USA, Canada) to be calculated according to weight of package	Costed on request	Costed on request	Costed on request	Costed on request
<b>Digital Copies:</b>				
In jiffy bag per CD Rom up to 250g (UK)	£2.20	£2.20	£2.20	£2.20
In jiffy bag per CD Rom up to 250g (Europe)	£2.75	£2.75	£2.75	£2.75
In jiffy bag per CD Rom up to 250g (Australia, USA, Canada)	£4.45	£4.45	£4.45	£4.45
Photo quality copies to be calculated according to weight of package	Costed on request	Costed on request	Costed on request	Costed on request
<b>Photocopies by staff*:</b>				
A3 Black and White	£0.60	£0.60	£0.60	£0.60
A4 Black and White	£0.40	£0.40	£0.40	£0.40
A4 Colour	£1.90	£1.90	£1.90	£1.90
A3 Colour	£2.75	£2.75	£2.75	£2.75
<b>Copies from microfilm/microfiche*:</b>				
A4 Black & White	£0.50	£0.50	£0.50	£0.50
A3 Black & White	£0.70	£0.70	£0.70	£0.70
<b>Digital Copies - Maps &amp; Aerial Photos*</b>				
Black & White	£0.70	£0.70	£0.70	£0.70
Colour	£1.15	£1.15	£1.15	£1.15
<b>Digital Copies - Other*:</b>				
Digital photo with own camera (per photo)	£0.50	£0.50	£0.50	£0.50
Black & White Paper	£0.70	£0.70	£0.70	£0.70
Colour Paper	£1.15	£1.15	£1.15	£1.15
<b>Photo Quality Copies*:</b>				
6" x 4" Black & White/Colour	£4.95	£4.95	£5.05	£5.05
7" x 5" Black & White/Colour	£5.40	£5.40	£5.55	£5.55
8" x 6" Black & White/Colour	£6.05	£6.05	£6.20	£6.20
10" x 8" Black & White/Colour	£6.55	£6.55	£6.70	£6.70
A4 Black & White/Colour	£7.40	£7.40	£7.60	£7.60

12" x 10" Black & White/Colour	£7.40	£7.40	£7.60	£7.60
<b>Viewfinder Copies*</b>				
(Community Libraries handling charge applies)				
Black & White A4 normal	£0.70	£0.70	£0.70	£0.70
Colour A4 normal	£1.15	£1.15	£1.15	£1.15
Each File (Standard 1-4 jpeg files ordered)	£2.20	£2.20	£2.25	2.25
Each File (Standard if 5+ jpeg files ordered)	£2.00	£2.00	£2.05	2.05
Photo Files on CD Rom	£1.15	£1.15	£1.15	£1.15
Photo research - if non-standard requirements (i.e. editing/scanning/retrieval) (per 15 minutes)	6.85 + cost of photo/file	£6.85 + cost of photo/file	6.85 + cost of photo/file	6.85 + cost of photo/file
<b>Reproduction Fee*:</b>				
Scholarly/educational/non-profit making books, journals, part works,				
CD roms, film/broadcast: world, 1 language or world, 1 programme				
1 transmission	£11.60	£11.60	£11.90	£11.90
Scholarly/educational/non-profit making books, journals, part works,				
CD roms, film/broadcast: world, all languages or world, 1 programme,				
unlimited use	£23.10	£23.20	£23.65	£23.65
Scholarly/educational/non-profit making websites (one-off licence fee) (non-VAT)	£28.00	£28.00	£28.70	£28.70
Commercial books, journals, part works, CD roms, film/broadcast:				
world, 1 language or world, 1 programme, 1 transmission	£23.20	£23.20	£23.80	£23.80
Commercial books, journals, part works, CD roms, film/broadcast:				
world, 1 language or world, 1 programme, unlimited use	£57.55	£57.55	£59.00	£59.00
Commercial websites (one off licence fee) (non-VAT)	£84.45	£84.45	£86.60	£86.60
Transparency Reproduction Fee*: Special Images				
Photography by request	Price on application	Price on application	Price on application	N/A
Transcriptions/Translations	£26.40	£26.40	£27.00	£27.00
<b>Miscellaneous:</b>				
Internet user per hour/half hour - Archives searchroom	Free	Free	Free	Free
Design, construction and advisory work carried out outside Cultural Services but within RMBC:				
Materials	At cost + 30%	At cost + 30%	At cost + 30%	At cost + 30%
Hired Equipment	At cost + 30%	At cost + 30%	At cost + 30%	At cost + 30%
Use of Hired Van	At cost + fuel + 30%	At cost + fuel + 30%	At cost + fuel + 30%	At cost + fuel + 30%
Commission on Sales (Art/Craft/Exhibits)	Min. 20% prof./amateur	Min. 20% prof./amateur	Min. 20% prof./amateur	Min. 20% prof./amateur
PAT Testing	£3.80 per item	£3.80 per item	£4.50 per item	£4.50 per item
Use of Gallery in Museum for background photos	£47.50	£47.50	£48.00	£48.00
Shops - Mark-up	33%-100%	33%-100%	33%-100%	33%-100%
<b>Fees for Consultancy Work*:</b>				
Unskilled staff per day	min £62.80	min £62.80	min £62.80	min £62.80
Skilled staff per day	min £188.85	min £188.85	min £188.85	min £188.85
Professional staff per day	min £439.30	min £439.30	min £439.30	min £439.30
Design, construction and advisory work external to RMBC - fee per hour	Price on application	Price on application	Price on application	price on application
Conservation - fee per hour	Price on application	Price on application	price on application	price on application
Ticket Printing per ticket	£0.24	£0.18	£0.25	£0.19
Posting Tickets	£0.60	£0.60	£0.65	£0.65
Box Office Service - all events at Museum must sell tickets through Museum	17% commission	13% commission	17% commission	13% commission
Publicity & Promotion of Booked Events at request of hirer per advert minimum (inc. design, advert space and handling charge)	Minimum £52.75	Minimum £52.75	Minimum £54.50	Minimum £54.50
Booking fee for card payments under £5.00	£0.50	£0.50	£0.50	£0.50
Storage Charge (for equipment, scenery, costumes, materials, etc.) per day per 10m <sup>2</sup>	£32.50	£21.10	£33.50	£21.50
Archaeology Box fees	Price on application	Price on application	Price on application	Price on application

Service/Description	2013/14	2013/14	2014/2015	2014/15
	Full price	Conc/Rothercard	Full Price	Conc/Rothercard
			changes in red	changes in red
CPM Basic ceremony	£45.00	N/A	£45.00	N/A
CPM Enhanced Mon-Thur	£105.00	N/A	£110.00	N/A
CPM Enhanced Friday	£130.00	N/A	£140.00	N/A
CPM Premium Saturday	£150.00	N/A	£155.00	N/A
CPM Celebratory Mon-Thur	£130.00	N/A	£140.00	N/A
CPM Celebratory Fri	£165.00	N/A	£175.00	N/A
CPM Celebratory Sat	£215.00	N/A	£215.00	N/A
AP Mon-Thur Mar/CP	£175.00	N/A	£175.00	N/A
AP Fri Mar/CP	£235.00	N/A	£235.00	N/A
AP Sat Mar/CP	£245.00	N/A	£245.00	N/A
AP Sat 6-8 Mar/CP	£420.00	N/A	£420.00	N/A
AP Sun Mar/CP	£320.00	N/A	£320.00	N/A
AP BH Mar/CP	£485.00	N/A	£485.00	N/A
AP BH 6-8 Mar/CP	£585.00	N/A	£585.00	N/A
AP Mon-Thur Celebratory	£195.00	N/A	£195.00	N/A
AP Fri Celebratory	£250.00	N/A	£250.00	N/A
AP Sat Celebratory	£265.00	N/A	£265.00	N/A
AP Sat 6-8 Celebratory	£450.00	N/A	£450.00	N/A
AP Sun Celebratory	£355.00	N/A	£355.00	N/A
AP BH Celebratory	£515.00	N/A	£515.00	N/A
AP BH 6-8 Celebratory	£610.00	N/A	£610.00	N/A
marriage certificate	£4.00	N/A	£4.00	N/A

Service/Description	2013/14	2013/14	2014/2015	2014/15
	<b>Full price</b>	<b>Conc/Rothercard</b>	<b>Full Price</b>	<b>Conc/Rothercard</b>
			changes in red	changes in red
National Checking Service - Single Fee	£45.00	£45.00	£60.00	£60.00
National Checking Service - Additional person (Adult or Child)	£15.00	£15.00	£30.00	£30.00
Blue Badge applications	£8.50	£8.50	£10.00	£10.00

<b>ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS</b>
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<b>1.</b>	<b>Meeting:</b>	<b>Cabinet Member for Culture and Tourism</b>
<b>2.</b>	<b>Date:</b>	<b>25<sup>th</sup> March, 2014</b>
<b>3.</b>	<b>Title:</b>	<b>Libraries ‘Your Account’ Integration</b>
<b>4.</b>	<b>Directorate:</b>	<b>Environment and Development Services</b>

### **5. Summary**

The Library Service wishes to develop its online service offer by providing personal library account information within the Council’s existing, secure citizen’s account portal, ‘Your Account’.

The service will be developed by the existing ICT system suppliers, Gandlake (providing the citizen’s account) and Capita (providing the library management system). The two suppliers have recently worked together to complete a similar project with Lambeth Council.

This is a development to the existing ICT systems we use and the work cannot be completed by other suppliers. This report therefore requests that an exemption to standing orders is granted, enabling procurement to proceed.

### **6. Recommendations**

**It is recommended that:**

- **Cabinet Member supports the inclusion of personal library account information in Rotherham’s citizens account portal, known as Your Account.**
- **Cabinet Member approves the development be exempt from the provisions of Standing Order 47.6.3 (requirement to invite three written quotations for contracts valued between £20,000 and £50,000)**

## **7. Proposals and Details**

Your Account is an online portal which allows citizens to access personal information about the accounts that they hold with the Council. Citizens can currently access Council Tax, Business Rates and Benefits account information through Your Account. They do this securely through a single authenticated user ID and password. It is intended that further services are added to Your Account to provide citizens with greater access to Council information.

The Library service would like to include library account information in Your Account during the next three months. This development will enhance the online service offer within Your Account and by reaching out to a different customer base, is expected to increase the number of customers who use the library service. The development is expected to increase the take up of e-book borrowing within the authority.

Customers will be able to see the following library account information through Your Account:

- Items on loan – with the option to renew direct from Your Account
- Items overdue – with the option to renew direct from Your Account
- Reservations
- Any outstanding charges
- Availability of an online joining form which will provide instant access to online library services
- Direct pre-authenticated link into Prism (the library catalogue). Please note that Prism will still be used as the main marketing tool for libraries and reader-based promotions

## **8. Finance**

'Your Account' development costs are £15,000. This cost will be covered from existing revenue budget 425290 during 2013/2014.

Annual maintenance and support costs for the service are £10,900 per annum. This cost will also be covered through revenue budget 425290.

## **9. Risks and Uncertainties**

Take up of the online service will require appropriate marketing and promotion.

## **10. Policy and Performance Agenda Implications**

This development supports the achievement of the Council's Customer Access Strategy and ICT strategy.

## **11. Background Papers and Consultation**

Finance and procurement officers have been consulted in the development of this proposal.

**Contact Name:** Rachel O'Neil, Customer Access Service Manager,  
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