



Committee: Full Council
Date: 27 January 2021
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Schedule of Fees & Charges 2021/22

1. New charges were approved by the Council to take effect from 1 April 2020 (Minute PF19/078 refers.)
2. Despite the interruption to services caused by Covid-19 restrictions, it is important that the Council keeps these matters under review as part of its overall financial management. No changes are proposed, particularly in view of the uncertain future associated with Covid-19 but, as the Council begins to prepare for the end of the current financial year, members should review the charges for the coming year.
3. Details are therefore set out below for the forthcoming financial year.

Room Hire

Service	Proposed Charge from 1 April 2021
Room Hire: Council Chamber	£20.00 per hour
Room Hire: New Building	£20.00 per hour
Room Hire: Members Room	£10.00 per hour

All prices include VAT at 20%

The charges incorporate use of the projector.

(Note: It is the Council's practice not to charge some community-based organisations for room hire. Examples include Pub Watch and Torfaen Community Transport. No charge is made either for room hire for organisations such as TCALC or the Local Councils in Partnership Committee.)



Photocopying

Charge (From 1 April 2021)	
Black and White Single: A4 £0.10 A3 £0.15	Double Sided Colour: A4 £0.95 A3 £1.90
Double Sided Black and White: A4 £0.15 A3 £0.20	Photos on Photo Paper: A5 £1.30 A4 £2.20
Single Sided Colour: A4 £0.65 A3 £1.30	

All prices include VAT at 20%

Other Charges

4. The following charges apply to certain other Council services, as follows:
 - Task Force jobs are charged at £10.00 per man hour (inc. VAT). Disabled persons or persons aged over 75 are entitled to 50% discount.

Any waste is disposed of by customers.
 - Playschemes are currently delivered in partnership with Torfaen County Borough Council. Attendance is free of charge.
 - Residents Handbook Advertisements (£25.00 half page/£50.00 full page inc. VAT.)
5. Most public events arranged by the Council are free to attend, such as the programme of Christmas entertainment and events associated such as Armed Forces Day. Voluntary donations to the Chairman's Charity can be made at such events.
6. Where charges are made, such as for Choral Festival, fees are reviewed annually by the appropriate committee. Any fees charged are usually very modest.
7. Monthly charges made to Torfaen County Borough Council (tenancy agreement at the Council House) are as follows:

Rental of 1st Floor offices 1-4 £429.73
Training Room £666.12
Service Charge £107.43

(No charge is currently made for the Training Room, which is located within the new building, as the accommodation is not being used due to Covid-19.)
8. Members have asked that the existing licence which governs the tenancy arrangement on the first floor is reviewed. The arrangement has been kept under review but the Covid-19 situation and irregular use of the premises means that a wholesale review is not currently practical. Torfaen County Borough Council has resumed the use of the first floor at the Council House (Minute CL20/061 refers) but the accommodation is now used, for the time being, by the West Cwmbran Well-being Team with appropriate safety measures in place.

9. The fees and charges for the Big Event 2021 are reported elsewhere.

Recommendation

10. It is **recommended** that the above charges and arrangements are confirmed.