

# PORTFOLIO HOLDER FINANCE, RESOURCES AND ASSETS

<b>DATE</b>	24 <sup>th</sup> January 2022
<b>REPORT OF</b>	Councillor Shreeve – Portfolio Holder for Finance, Resources and Assets
<b>RESPONSIBLE OFFICER</b>	Registrars and Civic Services Team Manager
<b>SUBJECT</b>	Review of Fees and Charges for Registrars and Civic Services
<b>STATUS</b>	Open
<b>FORWARD PLAN REF NO</b>	PHFRA 01/22/01

## CONTRIBUTION TO OUR AIMS

This report contributes to all five outcomes of the Outcomes Framework to ensure delivery of resources to meet priorities and support a balanced budget for 2022 / 23 onwards

## EXECUTIVE SUMMARY

The report sets out proposed changes to non-statutory fees for the Registration Service and charges for room hire at Grimsby Town Hall.

The fee setting process takes into account the three years ahead to ensure that customers can book ahead with certainty.

## RECOMMENDATIONS

That the proposed fees and charges be approved.

## REASONS FOR DECISION

All fees and charges within Registrars and Civic Services are reviewed to ensure that they reflect inflationary cost increases of providing the service and to consider benchmarking results locally and across the region.

### 1. BACKGROUND AND ISSUES

Fees are currently charged for marriage and civil partnership ceremonies, individual citizenship ceremonies, approved premise licence fees and change of name deed by statutory declaration.

An annual benchmarking exercise of fees set within the Yorkshire and Humber region, completed by Superintendent Registrars throughout the region.

The room hire charges for Grimsby Town Hall are set for individual events and functions to ensure appropriate recovery for costings and overheads are recharged in line with Council policy.

## **2. RISKS AND OPPORTUNITIES**

Failure to review fees suitably in this way would have a detrimental impact on budgets for 2022 – 2025.

The opportunity for a three year fee setting process is to ensure the maximum income is collected in and bookings secured in a timely manner.

## **3. OTHER OPTIONS CONSIDERED**

In order for both services to remain competitive it is proposed that the fees be set as laid out in at the end of this report.

## **4. REPUTATION AND COMMUNICATIONS CONSIDERATIONS**

There are no reputational issues. Fees and charges are communicated to all customers at the time of initial enquiry and confirmed at point of booking. By setting a three-year fee structure, this allows customers to budget fully for their event, without any last minute increases.

## **5. FINANCIAL CONSIDERATIONS**

Fees and charges are reviewed to ensure that the costs of providing services are recovered wherever possible, after accounting for inflation, and that they are fair and competitive in comparison to the local and regional market.

Any increases in income from the proposed changes in fees and charges will help offset inflationary cost increases and help the Council achieve a balanced budget.

## **6. CLIMATE CHANGE AND ENVIRONMENTAL IMPLICATIONS**

There are no climate change and environmental implications.

## **7. CONSULTATION WITH SCRUTINY**

Not applicable

## **8. FINANCIAL IMPLICATIONS**

As outlined within the report, any increases in income from the proposed changes in fees and charges will help offset inflationary cost increases and help the council achieve a balanced budget.

## **9. LEGAL IMPLICATIONS**

Statutory fees are increased by the Registrar General and the local authority has no discretion as to these. However, in the case of non-statutory fees these are discretionary and although the Council do set assumptions as to income generation, these fees

must be fair and reasonable. Care must be taken to ensure the level of fee is such that the fees can be demonstrated to be reasonable in comparison to providing the cost of the service. It should be noted that the level of fees proposed are comparable to our neighbouring authorities.

#### **10. HUMAN RESOURCES IMPLICATIONS**

There are no direct HR implications arising from the contents of this report.

#### **11. WARD IMPLICATIONS**

Affects all wards

#### **12. BACKGROUND PAPERS**

None

#### **13. CONTACT OFFICER(S)**

Tracy Frisby  
Registrars and Civic Services Team Manager  
Tel: 01472 324860

**COUNCILLOR SHREEVE**  
**PORTFOLIO HOLDER – FINANCE, RESOURCES AND ASSETS**

**NON STATUTORY FEE INCREASE (CEREMONIES)**

DESCRIPTION OF SERVICE	2021 / 2022 Fee	2022 / 2023 Fee	2023 / 2024 Fee	2024 / 2025 Fee	
STATUTORY Premium Certificate Application - 24 hours service (including certificate cost)	£35.00	£35.00	£35.00	£35.00	
Booking Fee - All Ceremonies	£35.00	£36.00	£36.00	£37.00	Requesting to increase from 1stApril 2022 - no impact on existing couples who have booked
Advanced Booking Fee - Ceremonies more than 12 months, less than 24 months in advance	£55.00	£57.00	£57.00	£58.00	Requesting to increase from 1stApril 2022 - no impact on existing couples who have booked
Advanced Booking Fee - Ceremonies more than 24 months in advance	£75.00	£78.00	£79.00	£80.00	Requesting to increase from 1stApril 2022 - no impact on existing couples who have booked
Individual Citizenship Ceremony	£85.00	£86.00	£87.00	£88.00	Requesting to increase from 1stApril 2022 - no impact as none booked
Individual Citizenship Ceremony - Married Couple	£105.00	£107.00	£108.00	£109.00	Requesting to increase from 1stApril 2022 - no impact as none booked
Individual Citizenship Ceremony - Family Ceremony	£135.00	£137.00	£138.00	£139.00	Requesting to increase from 1stApril 2022 - no impact as none booked
Approved Premise Licence Fee - New Application	£1,675.00	£1,727.00	£1,779.00	£1,832.00	Requesting to increase from 1stApril 2022 - no impact
Approved Premise Licence Fee - Renewal	£1,450.00	£1,494.00	£1,538.00	£1,585.00	Requesting to increase from 1stApril 2022 - no impact
Change of Name by Statutory Declaration	£35.00	£35.00	£35.00	£35.00	
Cost of CON Certificate - Issued on same day as Statutory Declaration	£11.00	£11.00	£11.00	£11.00	
Cost of CON Certificate - Issued AFTER statutory declaration	£11.00	£11.00	£11.00	£11.00	

**NON STATUTORY FEE INCREASE (CEREMONIES) - current year + two year increase**

Need to show current year and then increases in fees

DESCRIPTION OF SERVICE	2021 / 2022 Fee	2022 / 2023 Fee	2023 / 2024 Fee	2024 / 2025 Fee
<b>CROFT BAKER CEREMONY ROOM</b>				
Monday - Thursday	£122.00	£122.00	£125.00	£129.00
Friday	£157.00	£157.00	£160.00	£165.00
Saturday	£387.00	£387.00	£390.00	£403.00
<b>THE COUNCIL CHAMBER</b>				
Monday - Thursday	£242.00	£242.00	£245.00	£305.00
Friday	£287.00	£287.00	£290.00	£361.00
Saturday	£392.00	£392.00	£395.00	£480.00
Sunday and Bank Holiday	£452.00	£452.00	£455.00	£540.00
<b>GRIMSBY TOWN HALL - Single fee for all rooms</b>				
Monday - Thursday	£267.00	£267.00	£270.00	£279.00
Friday	£307.00	£307.00	£310.00	£320.00
Saturday	£407.00	£407.00	£410.00	£423.00
Sunday and Bank Holiday	£467.00	£467.00	£470.00	£485.00
<b>APPROVED PREMISES</b>				
Monday - Friday	£347.00	£347.00	£350.00	£361.00
Saturday	£427.00	£427.00	£430.00	£444.00
Sunday and Bank Holiday	£477.00	£477.00	£480.00	£495.00

Grimsby Town Hall - Fees and Charges 2022 / 2023												
Room	Max Capacity	Mon - Fri Daytime (hourly)	Mon - Fri after 6:00 pm (hourly)*		Saturday up to 6:00 pm**	Saturday after 6:00 pm**		Sunday up to 6:00 pm**	Sunday after 6:00 pm**		Bank Holidays up to 6:00 pm**	Bank Holidays after 6:00 pm**
Non Refundable Booking Fee	A non-refundable booking fee is now payable for all external customers wishing to book. This takes into account the staffing time involved in the process and will hopefully avoid bookings that are not seen through. To be charged at £30.00 for all external customer room bookings.											
Assembly Room	350	£40.00	£55.00									
Banqueting Room	80	£35.00	£45.00									
Council Chamber	15	£35.00	£50.00									
Crosland Suite	70	£30.00	£40.00									
Bremerhaven Room	70	£37.50	£50.00									
Lounge Bar	30	£25.00	£35.00									
Robing Room	12	£25.00	£35.00									
Committee Room 4	12	£25.00	£35.00									
Linen****		£50.00	£50.00									
Time Trap	Adult (16+)	£3.50										
	Senior (65+)	£2.50										
	Child (5-15)	£2.50										
	Under 5	£0.00										
	Family - 2 adults / 2 children	£10.00										
	Groups	Prices arranged individually										

\* If more than 1 caretaker required, add on extra £20.00 per hour  
 \*\* Set up and clear up not included - additional charge of £100.00 for up to 4 hours  
 \*\*\*\* to cover the cost of setting up, dismantling and laundering linen  
 A full day charge, ie until Midnight will be considered on individual basis  
 Refreshments charged at £1.25 per person  
 See Appendix B of Terms and Conditions of Hire for available waivers

Grimsby Town Hall - Fees and Charges 2023 / 2024												
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Grimsby Town Hall - Fees and Charges 2024 / 2025												
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