



REPORT TO EXECUTIVE

**PORTFOLIO AREA: ENVIRONMENT AND INFRASTRUCTURE,
ECONOMIC DEVELOPMENT AND ENTERPRISE, PROMOTING
CARLISLE, SUSTAINABLE COMMUNITIES**

Date of Meeting: 20 November 2006

Public

Key Decision: Yes

Recorded in Forward Plan: Yes

Inside Policy Framework

**Title: CHARGES REVIEW REPORT 2007/08 -
DEVELOPMENT SERVICES**

Report of: Director of Development Services

Report reference: DS 76/06

Summary:

This report sets out the proposed fees and charges for areas falling within the responsibility of the Development Services Directorate.

Recommendations:

The Executive is asked to agree the charges as set out in the appendix with effect from 01 April 2007.

Contact Officer: Catherine Elliot

Ext: 7502

CITY OF CARLISLE

To: The Executive
20 November 2006

DS 76/06

REVIEW OF CHARGES 2007/08 – DEVELOPMENT SERVICES

1. BACKGROUND

- 1.1 Each Service Manager is required to carry out an annual review of fees and charges.
- 1.2 This report proposes the review of charges within the Development Services Directorate in respect of charges for Brampton Business Centre, the Enterprise Centre, the Assembly Rooms, Planning Services and Housing Services. The report has been prepared in accordance with the principles approved under the Council's Corporate Charging Policy.
- 1.3 The charges, which have been reviewed, are addressed separately below.
- 1.4 Attached in the appendices is an extract from the summary of charges book, which shows the current and proposed level of charge for each of these services.

2. CORPORATE CHARGING POLICY

- 2.1 The Corporate Charging Policy, which was approved by Council on 18 July 2006, sets out three basic principles to underpin the City Council's policy for reviewing charges.
 - Delivery of the Corporate Priorities – fees and charges should be used to assist in the delivery of the Council's corporate priorities and to address strategic and cross cutting between services.
 - Clarifying the cost of service and the basis of concessions – to clarify the cost and the extent to which the Council subsidises services and to identify which disadvantaged groups should benefit from any concessions granted.
 - Income Generation – to aim to increase significantly the proportion of income contributed by users of services where appropriate, rather than the cost of the service being met from the general Council Taxpayer. This should include consideration of charging for services where this is not currently the case.

- Where charges for services are made they should be cognisant of the costs where appropriate, any statutory constraints over charging levels, maintaining levels of customer satisfaction, demand for services and price sensitivity issues. The income target for the period 2007/08 to 2009/10 has been set so as to produce a minimum overall increase in income equal to inflation plus 1%. For 2007/08, this means that the corporate target is **3.1%**.

2.2 The policy recognises that each service is different, and requires Service Managers to develop specific principles for their particular service, but within the parameters of the three main principles. This includes an assessment of whether there is any scope for generating additional income within the services provided. Any such assessment will be detailed in this report.

3. ECONOMIC DEVELOPMENT AND TOURISM

3.1 Tourism and City Centre Management

Ticket Sales – the Tourist Information Centre sell tickets for other organisations across the country using the “Ticketmaster” system. There is some discretion on charging (commission) for smaller, local organisations such as local theatre groups, but there is a standard rate for larger/national organisations such as London theatres etc. It is considered that there is no further scope for increasing charges in this area.

Assembly Room - Charges are raised for the use of the Assembly Rooms at the Old Town Hall Visitor Centre. These charges are reviewed on an annual basis. The following discounts are applied at present to Registered Charities, OAP Groups and other community Groups:

Mornings/afternoons	62.5%
Evenings	37.5%
Double sessions including evenings	50.0%

City Centre Management - Charges are raised for users of the City Centre; examples include the Continental Market and children’s rides, which raises approximately £10,000 per annum. There is no fixed rate for such charges – they are negotiated depending on what the market will bear at that time, to get the best rate possible.

Advertising - Hotels and bed & breakfast establishments are charged for advertising space in publications produced to promote Carlisle. The aim is to break even on the cost of publication. Attempts have been made to increase advertising charges, but this has met very strong customer resistance and it is considered that there is little scope for movement.

Business Development

Business Directory – this publication is produced every 18 months, is free of charge and is intended to support local businesses and encourage local trading. Carlisle City sponsors the directory but the development and production is passed to a publisher who sells the advertising space. The Authority could commence charging for this directory – particularly to businesses outside the area, but the view has been taken up until now that it is questionable whether it would be worthwhile to pursue considering the amount involved (admin cost, invoice cost etc, although requests could be paid for in advance).

Brampton Business Centre

During Summer 2006 Carlisle College took the decision to end its franchised training contracts and this will result in a budget shortfall. A Management Review is being undertaken to produce options for the future of the centre and this review will be integrated with the budget process.

Enterprise Centre

Opportunities to charge for services at Carlisle Enterprise Centre are regularly reviewed – rents are the main source of income and these are reviewed annually by Property Services as part of the rolling programme of rent reviews. Last year there was a significant up lift in the hire charge for external bookings for the conference room as the facilities had been upgraded. This year an inflationary uplift to all charges at the centre is proposed.

4. PLANNING SERVICES

- 4.1 The issue regarding concessions has been investigated and as the majority of fees are statutory it is considered that there is little scope for introducing concessions. Income from other sources such as the sale of Local Plans and weekly lists is reducing, as they are now available free on the Council's website.
- 4.2 The fees for both planning and building control applications are set nationally and therefore cannot be increased by 3.1%. The increase in income shown in paragraph 6.1 is therefore a result of anticipated increase in the volume of applications.
- 4.3 The last increase in planning application fees was in April 2005.
- 4.4 Building Control fees, which are ring fenced, are based on national recommendations which were last set in 2002. The Council's Constitution allows variations of plus or minus 10% and currently the fees are set at 5% above those set in 2002 and 5% higher than in the rest of Cumbria. It is considered that raising fees higher would

create too great a disparity between other authorities and encourage private sector competition, which has not been a major issue as yet.

4.5 Other charges shown in the appendix have either been increased:

- by 3.1%, including Ordnance Survey Handling Charge and Yearly Subscription rates;
- where appropriate by a larger percentage including charges for supplying information to outside bodies, as the Council's rates are less than other Authorities; or
- have remained static either because they are already at the maximum limit, or are existing publications where it is considered to be inappropriate to increase fees.

4.6 It is necessary to point out that the publication of many documents on the Council's website to increase public access to information, such as the weekly press list and the Local Plan, saw decreased income in these areas last year and is likely to do so again.

4.7 The level of planning fees is set nationally and therefore income from planning fees is dependent on both the number of applications received during any one financial year together with the type of application received. Generally the larger the application, the larger the fee. The City Council has no control over either the number of applications received or the type of application. It is estimated that the Council will receive just under 1500 applications in 2006/07, similar to last year. Building Regulation applications are expected to remain at approximately 1300 per annum.

5. HOUSING SERVICES

5.1 There is a need to review the way the hostel budgets are determined. If the current approach continues, it will result in expenditure being understated in future and will fail to maximise income from rents, service charges and personal charges.

5.2 The proposals members are asked to consider more closely reflect the expenditure needed to deliver services resulting in an increase in costs, and propose that we should increase our income by raising hostel charges to reflect those costs.

5.3 The proposals should ensure that, working within the Housing Benefit funding arrangements, and through other changes in our approach, we can maximise income and continue to provide services within appropriate Council Tax funding arrangements.

5.4 Officers have also assessed levels of risk and a process for reviewing management arrangements in future to identify what further steps need to be taken.

Balancing the Budget

5.5 The proposed approach for the 2007/8 budget is based on three principles:

- i) **Determining more realistic budgets** based more closely on what needs to be spent to achieve the level of service the Council requires.
- ii) **Maximising income** while working within the Housing Benefit subsidy threshold.
- iii) Recognising that although each of the budgets for hostels at London Road, John Street and homeshares are effectively mini-revenue accounts in their own right the most important aspect is to **balance income and expenditure across the three services into one overall budget**, within the agreed Council financial framework.

5.6 Budgets have been examined to reflect the anticipated costs of services based on this year's expenditure to date and experience of what is needed to provide to maintain services at current levels. This exercise has demonstrated a potential significant rise for 2007/08 in expenditure required. Faced with the likely choices of cutting spending by reducing services or increasing income to match costs, the possibility has been examined of increasing income through higher charges to achieve a balanced budget.

There are four aspects to this:

- First of all, current Housing Benefit (HB) eligible charges are significantly below the current HB threshold where maximum subsidy is recoverable by the Council. The threshold in Carlisle is £162.92 for this year and the Council's charges are either £129.44 or £153.29, the latter for family accommodation in a hostel. We have the ability therefore to work within the HB threshold while increasing rent and service charges and therefore income significantly.
- Personal charges - this element of the charge is not eligible for HB and clients always have to pay themselves regardless of HB entitlement. The personal charge does not reflect the costs of the services – heat, light and hot water and water rates - it covers at present. It also is unrealistically low in terms of how much hostel residents have to pay compared with the reality of moving on to

live in the community where they will inevitably face much higher energy, water and council tax costs. There are therefore two valid reasons for increasing the level of personal charges.

- Supporting People (SP) contract – officers believe that the amount of “grant” that the Council receives for delivering the SP contract for London Road is too low and does not reflect the amount of support provided under the contract. At present approximately £29 per week per client is received at London Road, compared with £104 per week at John Street. . The “grant” level was set at the time SP was introduced in 2003 and officers will negotiate with SP to achieve a higher figure.
- Maximising occupancy by setting higher occupancy targets and managing voids better. The two key aspects of this are:
 - a) how homelessness presentations and hostel and homeshare accommodation are managed; and
 - b) particularly with homeshares, performance on repairs can be managed more effectively so that accommodation doesn't lie vacant and lose rental income unnecessarily.

5.7 It is important, in terms of budget control and management, to identify for each of the three service centres –John St, London Road and homeshares, a self contained budget to reflect their individual service costs as much as possible. However because of the fact there is only one staff team and one manager covering all the services and as the budget for the Council is for hostels per se, the budget matches income and expenditure across all three services combined, not one by one.

5.8 Therefore the proposed approach creates a new budget which reflects anticipated costs and maximises income through increased charges, as set out in the appendix, whilst retaining the current Council funding level.

Risks and Issues Still to Resolve/Further Options to Develop

5.9 At this stage of the Housing Strategy and Hostels and Homelessness Action Plan, the timing of the budget process, HB regulations timescales and potential changes arising from SP contract review mean there is still a substantial degree of uncertainty over the final budget position. This applies not only to next April but also later throughout next financial year and beyond. The key issues include the following.

Staffing

- 5.10 Options are being considered to ensure appropriate cover at the hostels to comply with statutory requirements balanced with service quality, costs and effectiveness.

Supporting People Contracts

- 5.11 The Council currently has 3 SP contracts. The grant was set in 2003 and has only increased by inflation. The SP budget in Cumbria has been cut since 2003 with some service closures and rationalisation. As stated previously the funding level for London Road does not reflect either the costs or staff hours input to support. However it may be possible to negotiate an increase in 2007/8 as the SP budget position in Cumbria will improve then. The risk is that a new service specification is being devised upon which the award of longer term contracts will depend and the Council needs to be able to meet that specification for the current service at current funding levels. If more funding is being requested then SP may be more demanding in terms of the specification and staff hours input.

Rationalisation of Hostel Accommodation/Remodelling

- 5.12 The overall provision of hostel and other supported accommodation in Carlisle is being examined in partnership with other accommodation and support agencies and Supporting People. At this stage it is not known whether a shift from hostel accommodation to more self contained flats and houses for temporary accommodation would be a more appropriate solution for the future. The risk of reducing the overall amount of temporary accommodation for homelessness is that: income will be lost, costs will have to be reduced, and at times of pressure from increasing homelessness presentations, the Council would have to revert to the use of bed and breakfast accommodation. This would be contrary to Government policy and a retrograde step, as through Phase 1 of the Homelessness and Hostels Action Plan, the Council has been successful in reducing the use of B and B to nil.

Housing Benefit

- 5.13 If in the final evaluation some of the proposed charge is ineligible for HB or for subsidy, in the first case the resident would be left to pay the additional amount and in the second case the Council would have to meet the subsidy shortfall. The risk of HB not covering the new charges is small however as officers are working within the Government HB threshold in each case and we are seeking to recover our reasonable operational costs.

Income Loss Through Voids

- 5.14 The void rent losses allowed for in the budget are modest for homelessness temporary accommodation and for the homeshares in particular, the target of 70% occupancy is ambitious (this year to date is less than 50%). The most significant factor in managing the voids and meeting performance targets is the speed at which empty homeshares can be turned round. Potential improvements in performance are being discussed and clearly defined timescales established.

Service Development and Quality

- 5.15 As we go through a process of consultation with homeless customers and hostel residents linked to implementing Phase 2 of the Homelessness and Hostels Action Plan there will undoubtedly be service development issues with potential budget consequences for future years. For example developing John Street Hostel to provide day services will have capital and revenue consequences. In relation to capital, £400,000 is available to enable the implementation of the plan, but for negotiations with partner agencies will be required to cover the revenue implications.

Expenditure Against Service Quality

- 5.16 The proposed budget is still a compromise between service quality and acceptable costs, in relation to staffing, managing homeshares and building repairs, maintenance and improvement. This is driven by a view that the costs of a comprehensive service would be higher and may not be acceptable. A higher cost budget would involve either still higher charges, with a consequential cost to the Council due to reduced HB subsidy or an increase in the net Council Tax contribution.

6. SUMMARY OF INCOME GENERATED

6.1 The introduction of the charges proposed is forecast to generate income of £1,795,300 in 2007/08 which is summarised in the table below:

Service Area	Original Estimate 2006/07 £	Revised Estimate 2006/07 £	Original Estimate 2007/08 £	Change on Original %	Change on Revised %	Note
Brampton Business Centre						
• Telecentre/Arts & Crafts	46,300	46,300	47,800	3.1	3.1	
• Conference	14,300	14,300	14,700	3.1	3.1	
Enterprise Centre	24,500	24,500	25,300	3.1	3.1	
Assembly Rooms	10,400	10,400	10,700	3.1	3.1	
Planning General	3,800	3,800	7,700	102.6	102.6	1
Development Control:						
• Press List	1,200	1,200	300	(75.0)	(75.0)	2
• Determinations	1,300	1,300	5,900	353.9	353.9	1
Local Plans	2,100	2,100	1,800	(14.3)	(14.3)	3
Building Control	581,400	442,400	599,400	(22.9)	1.3	4
Development Control	519,700	519,700	535,800	3.1	3.1	4
London Road Hostel	55,100	55,100	81,300	47.6	47.6	5
John Street Hostel	122,900	122,900	157,500	28.2	28.2	5
Hostel Homeshares	116,000	66,000	104,400	(43.1)	47.8	5
Supporting People	202,700	202,700	202,700	0.0	0.0	
Total	1,701,700	1,512,700	1,795,300	0.5	13.1	

Notes:

1. This includes Ordnance Surveys, Radar Keys, Decision Notices, Supply of Documents and Reproduction & Royalty. Projected increase in income has resulted from an increase in Supply of Documents and Reproduction and Royalty income.
2. Fall in income forecast in last year's report due to greater use of the Council's Website.
3. Sales of Local Plans will increase due to the review of the Local Plan and Local Plan Inquiry.
4. Income reflects the anticipated volume of applications based on an extrapolation of income so far this year.
5. There is a projected shortfall in income from Homeshares in 2006/07. The reorganisation of Housing Services from 2007/08 onwards appears to forecast substantial increases in income for the service but this is the gross position, and expenditure budgets will also be increased to fund costs of running the service which are currently not budgeted for. The net effect of the increase in income is therefore 9.9%.

7. CONSULTATION

7.1 Consultation to Date -

This report has been considered by SMT and SPG and their comments have been incorporated into the report.

7.2 Consultation Proposed -

Overview and Scrutiny as part of the budget process.

8. RECOMMENDATIONS

The Executive is asked to agree the charges as set out in the appendix with effect from 01 April 2007.

9. REASONS FOR RECOMMENDATIONS

To ensure that the City Council's Corporate Charging Policy is complied with.

10. IMPLICATIONS

- **Staffing/Resources** – The establishment of more realistic budgets will help us manage hostels more effectively within existing staff and other resources. The future implications of the risks and issues identified are not clear at this stage but will be subject of a further report.
- **Financial** – The financial consequences for the hostels budget for the hostels budget should be revenue neutral and enable services to be provided within existing budgets.
- **Legal** – The Council is under a legal obligation to provide emergency accommodation for the homeless and comply with EC regulations on working time and ensure that staff can work safely.
- **Corporate** – The Council is required to ensure that health and safety issues for staff are managed effectively.
- **Risk Management** – The setting of charges must be done in the light of local market conditions. If they are set too highly, tenants and users will move elsewhere and income will be lost to the Council. Failing to ensure that there is enough income to manage the hostels will risk deterioration in service quality and unacceptable pressures on staff and residents. There is a risk that some of the charges may be deemed to be ineligible for housing benefit result in the transfer of costs to customers or a budget pressure for the Council.

- Equality Issues – Charges targeted at specific vulnerable groups reflect the ability of those groups to pay.
- Environmental – None
- Crime and Disorder – None
- Impact on Customers – The increases proposed in personal charges will impact on customers in hostels by reducing their disposable income each week. For the small number of customers not in receipt of Housing Benefit the impact will be greater as they will have to pay a higher charge than at present from a fixed income.

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PLANNING SERVICES

Miscellaneous Charges - from 01/04/2007

Charges for Building Control,

Development Control, Local Plans & Conservation

Ordnance Survey Site Location Plans - (Carlisle City Council Handling Charge Implementation Date – 01.04.07)

OS Charges No of copies	£	06/07 CCC Handling Charge	07/08 CCC Handling Charge	06/07 VAT	06/07 VAT	06/07 Total Charge £	% Inc
1	12.36	9.20	9.50	1.61	1.66	23.52	3.2
2	12.81	9.20	9.50	1.61	1.66	23.97	3.2
3	13.26	9.20	9.50	1.61	1.66	24.42	3.2
4	13.71	9.20	9.50	1.61	1.66	24.87	3.2
5	14.16	9.20	9.50	1.61	1.66	25.32	3.2
6	14.61	9.20	9.50	1.61	1.66	25.77	3.2
7	15.06	9.20	9.50	1.61	1.66	26.22	3.2
8	15.51	9.20	9.50	1.61	1.66	26.67	3.2
9	15.96	9.20	9.50	1.61	1.66	27.12	3.2
10	16.41	9.20	9.50	1.61	1.66	27.57	3.2
Each added copy	00.45						

General Charges – All Sections

Fee Description	06/07 Charge £	07/08 Charge £	Implementation Date	% Inc
Supply of decision notices (per item)	6.00 (no charge for postage)	6.50 (no charge for postage)	01.04.07	8.3
Supply of planning histories (per item)	6.00 (no charge for postage)	6.50 (no charge for postage)	01.04.07	8.3
Supply of planning documents (per item) i.e. delegated & committee reports, file documents - A4/A3 copying. For Plan copying A2 –A0 see Print Room Services. (VAT payable if supplying an extract of a document)	6.00 (no charge for postage)+ 10p for each additional page	6.50 (no charge for postage))+ 10p for each additional page	01.04.07	8.3
Supply of documents by fax -per page (in addition To charges for supply)	1.00 (inc VAT)	1.15 (inc VAT)	01.04.07	4.5
Discretionary charge for invoicing fees	6.30	6.50	01.04.07	3.1
Information to outside bodies research/survey information etc	£10.30 initial fee & £10.30 each additional hour + copying charges	£11.00 initial fee & £11.00 each additional hour + copying charges	01.04.07	6.7
Supply of Personal Data Data Protection Act	Discretionary Charge - £10.00 maximum	Discretionary Charge - £10.00 maximum	01.04.04	0.0

Additional Charges – Development Control

Fee Description	06/07 Charge £	07/08 Charge £	Implementation Date	% Inc
Yearly subscription to weekly press list (per financial year)	115.00 (inc VAT)	120.00 (inc VAT)	01.04.07	4.5
Yearly subscription for report on planning decisions	67.00 (inc VAT)	70.00 (inc VAT)	01.04.07	4.5
Cumbria Design Guide - Layout of New Residential Dev.	£10.00	£10.00	01.01.97	0.0

Additional Charges – Building Control

Fee Description	06/07 Charge £	07/08 Charge £	Implementation Date	% Inc
Supply of Radar Keys	2.10	2.10	01.01.97	0.0

Additional Charges – Local Plans

Fee Description	06/07 Charge £	07/08 Charge £	Postage £	Implementation Date	% Inc
Tree Preservation Orders	5.00	6.50	-	01.04.07	30
*Carlisle District Local Plan Deposit Draft	36.50	38.00	3.00	01.04.07	4.1
*Adopted Carlisle District Local Plan	35.00	36.00	3.00	01.04.07	3.1
*Adopted Carlisle District Local Plan for next year	36.50	38.00	3.00	01/04/07	4.1
Carlisle District Local Plan Redeposit Plan	17.00	18.00	3.00	01/04/07	5.9
Retail Study C B Hillier Parker	54.00	56.00	3.00	01.04.07	3.7
Retail Study Update	0.00	30.00	3.00	01.04.07	100
Strategic Flood Risk Assessment	0.00	35.00	3.00	01.04.07	100
Urban Capacity Study (Oct 2004 2 vol)	36.50	38.00	3.00	01.04.07	4.1
Local Development Scheme	5.00	5.25	1.75	01/04/07	5.0
High Hedges submission fee	140.00	145.00	-	01/04/07	3.5

***Price includes the maps**

Hostels charges and income 2007/8

Project		2006/7		2007/8	
		Charges	Annual income	Charges	Annual Income
London Road					
Single					
5	Total charge	137.80	35,828	181.67	40,621
5	Personal charge	8.36	2,174	18.75	4,875
Family					
5	Total charge	167.56	43,566	181.67	40,621
5	Personal charge	9.63	2,504	18.75	4,875
John Street					
28	Total charge	137.80	150,478	178.03	157,471
28	Personal charge	8.36	9,129	15.11	16,500
Homeshares					
22	Total charge	137.80	207,802	174.88	171,398
22	Personal charge	8.36	12,607	11.96	18,036
Total Income Projections			437,674		410,111

ECONOMIC DEVELOPMENT

Charge

£

BRAMPTON BUSINESS & TELECENTRE

Conference facilities:

Large Conference Room	- per day	129.00
Meeting Room	- per day	62.90

50% discount for a half day's (up to 3.5 hours) use of conference/meeting room
A 10% discount of the above charges is offered to City Council Business Units

For Business Centre Tenants:

Large Conference Room	- per hour	7.90
Meeting Room	- per hour	3.90

Equipment Hire:-

Data Projector	- per day	18.40
	- per week	47.30
TV&Video/OHP/Screen/Laptop/Digital Camera - up to 1 week		5.60

Other Room Bookings:

Telecentre - full day	342.00
Telecentre - half day (up to 3.5 hours)	170.90

Discount for William Howard School - £10 per hour and
the Council covers the cost of use of electricity for machinery

Telestudy - full day	205.20
Telestudy - half day (up to 3.5 hours)	102.60

Wooden Hut Workshop - per hour (room and heating only)	11.30
Wooden Hut Craft Room - per hour (room and heating only)	11.30

Machinery hire and electricity charges will be introduced for 2006/07

Photocopying/Laser printing:-

A4 Paper	}	Price depends on colour and quantity	0.07-0.10
A4 Card			0.08-0.13
A3 Paper			0.10-0.13
Second side A4			0.05
Second side A3			0.07
Colour Printing			1.18

50% discounted rates apply to Brampton Community Association

Implementation
Date

01/04/2007
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ECONOMIC DEVELOPMENT

	<u>Charge</u> £
BRAMPTON BUSINESS & TELECENTRE	
Document Presentation:	
Binding (including spine and transparent front and back cover)	
- up to 20 pages	1.21
- 20 to 30 pages	1.42
- over 30 pages	1.65
Slide Binders	0.59
Laminating - A4	0.70
Laminating - A3	1.44
Fax:	
Transmit to the UK	1.21
Transmit to the UK + extra page	0.31
Transmit to Europe	1.75
Transmit to Europe + extra page	0.62
Transmit to Outside Europe	2.47
Transmit to Outside Europe + extra page	0.60
Receive - per page	0.18
Internet:	
Connections per hour	free
E-mail per item	free
Miscellaneous:	
Disks - 3.5" (DSHD)	1.21
- Zip	18.15
Labels - 1 x 16 (including printing)	0.60
Overhead transparencies	- Laser/photocopier 0.60
	- Inkjet 1.43
Word processing/poster design per A4 sheet	from 2.47
	to 4.85
Charges to Tenants:	
Monthly Service Charge per unit/studio workshop	35.36

Implementation
Date

01/04/2007
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ECONOMIC DEVELOPMENT

	<u>Charge</u>	<u>Implementation</u>
	<u>£</u>	<u>Date</u>
CARLISLE ENTERPRISE CENTRE		
Charges to Tenants:		
Total Monthly Service Charge	38.40	01/04/2007
Word Processing (per A4 sheet)	2.99	01/04/2007
Photocopying (per sheet)		
- A4	0.12	01/04/2007
- A4 double - sided	0.15	01/04/2007
- A3	0.22	01/04/2007
- A3 double - sided	0.26	01/04/2007
Fax Transmissions (per sheet)	0.62	01/04/2007
Fax receive (per sheet)	0.18	01/04/2007
Laser printing	0.12	01/04/2007
Conference Room Small (per day)	17.50	01/04/2007
Conference Room Large (per day)	31.00	01/04/2007
Coffee (per pot)	6.00	01/04/2007
Charges to Non Tenants:		
Conference Room Small (per day)	41.00	01/04/2007
Conference Room Large (per day)	62.00	01/04/2007
Coffee (per pot)	7.50	01/04/2007

ECONOMIC DEVELOPMENT

	<u>Charge</u> £	<u>Implementation</u> <u>Date</u>
OLD TOWN HALL VISITOR CENTRE		
Assembly Room Hire		
Charges per session as follows:		
Mornings 9.30 – 1.00	55.90	} 01/04/2007
Afternoons 1.30 – 5.00	55.90	
Mornings & Afternoons 9.30 – 5.00	109.70	
Evenings 6.30 – 10.00	55.90	
Evenings 6.30 – Midnight	109.70	
Afternoons & Evenings 1.30 – 10.00	109.70	
Each additional hour	19.40	
Charge for use of - kitchen	19.40	
- audio visual exp.	19.40	
- screen or speakers	9.20	

N.B. For uses by the following groups and organisations discounts of 62.5% for Mornings/Afternoons, 37.5% for Evenings and 50 % for double sessions including Evenings will be allowed:

- i. Registered Charities
- ii. O.A.P. Groups
- iii. Other community groups e.g. community organisations, unemployed groups etc.