

Saxilby with Ingleby Parish Council

Non-confidential

Trial of unmanned community centre hire for low-risk regular hires

Report to: Full Council

Meeting Date: 02 September 2026

Report by: Clerk

Power/duty which decision falls under: Local Government (Miscellaneous Provisions) Act 1976, s.19 –provide and manage buildings for public meetings, social, recreational and community activities, and to let those facilities for such purposes.

Which council objective(s) it falls under:

- Maintain and improve community facilities and amenities
- Improve the well-being of residents
- To foster public participation and engagement

SUMMARY:

A six-month trial of unmanned hire for a limited number of established, low-risk regular hirers was agreed by the council in July (Ref FC26/070 22). The trial removes the need for caretaker attendance for these bookings, reducing the staffing time and cost associated with facilitating the hires.

It is proposed that a 10% reduction is applied to the existing regular hirer room hire rates for eligible unmanned bookings. This represents a limited reduction to recognise the saving in caretaker costs, while recognising that regular hirers already benefit from a lower rate than one-off hirers.

The proposed reduction provides an incentive for eligible regular hirers to use the unmanned arrangement and supports a reduction in the net operating costs of the community centre. The council would continue to receive income towards the wider costs of operating the facility.

RECOMMENDATION(S):

- I. To provide a 10% reduction in room hire rate for eligible unmanned regular hirers**

Public Sector Equality Duty:

Consider how policies/decisions affect those protected under the Equality Act)

The proposal is not expected to have any adverse impact on persons with protected characteristics under the Equality Act 2010. The community centre will remain available to all users on an equal basis. Any induction materials, emergency procedures and access arrangements introduced as part of the trial should be made available in accessible formats where reasonably required.

Duty to conserve and enhance biodiversity:

No impact identified.

Consideration on carbon reduction:

No impact identified.

Impact on staff:

Limited effect. A discount would be applied to the invoices for the hirers.

Does the report consider any new activity? If 'Yes', has a risk assessment, including risk management proposals, been included for consideration and adoption by the council? (Financial Regulation 17b) No.

REPORT

A six-month trial of unmanned hire for a limited number of established low-risk regular hirers was agreed by council in July (Ref FC26/070 22).

Regular hirers currently receive a lower rate than one-off hirers, reflecting the lower draw on resources.

The introduction of unmanned hires reduces the council's staffing requirement and therefore the cost associated with each booking. It is considered appropriate that this saving is reflected in the hire charge to provide a reduced rate for users, where caretaker attendance is not provided whilst maintaining income towards the wider costs of operating the community centre.

Financially, the proposed reduction would still enable the Council to reduce the net operating costs of the facility, as the saving in caretaker costs would exceed the reduction in hire income.

Below are the current rates, with a 10% discount being recommended for the unmanned hire rate.

Regular Room Hire Hourly Rate and Proposed Reduction

	One-Off Hire	Regular Hirers	Unmanned Regular Hirers (10% discount)
Function Room, Bar and Servery or Youth Club Room (Monday to Friday prior to 4pm)	£15.50	£11.50	£10.35
Function Room, Bar and Servery OR Youth Club Room (after 4pm Monday to Friday or any time weekends)	£21.00	£18.50	£16.65
Meeting Room (anytime)	£12.00	£11.50	£10.35

Appendix I: Other Community Venue Hire Current Rates

Village Hall

Main Hall £16.00 per hour

Lounge £12.00 per hour

Meeting Room £10.00 per hour

Saint Botolph's Church Hall

Hourly rates hiring charges:

Main Hall £9.00 per hour

Meeting Room £7.00 per hour

All rooms (including external space) £16.00 per hour