



**To: All Members of the Community and Wellbeing Committee**

Dear Councillor,

**COMMUNITY AND WELLBEING COMMITTEE - THURSDAY, 13TH MARCH, 2025 ,  
Council Chamber - Epsom Town Hall**

Please find attached the following document(s) for the meeting of the Community and Wellbeing Committee to be held on Thursday, 13th March, 2025.

7. **FEES AND CHARGES UPDATE REPORT** (Pages 3 - 6)

This report recommends an additional fee for which this Committee is responsible and corrects the charge on a previously agreed fee. Both fees will be effective from 1 April 2025.

This late item has been published further to the Chair of the Community and Wellbeing Committee being of the opinion that it should be considered at the meeting as a matter of urgency in accordance with Appendix 5, CPR 3.7 of the Epsom & Ewell Borough Council Constitution, and s.100B(4)(b) of the Local Government Act 1972.

For further information, please contact [democraticservices@epsom-ewell.gov.uk](mailto:democraticservices@epsom-ewell.gov.uk) or tel: 01372 732000

Yours sincerely

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Chief Executive

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## FEES AND CHARGES UPDATE REPORT

<b>Head of Service:</b>	Peter Sebastian, Director of Corporate Services and Section 151 Officer (Chief Finance Officer)
<b>Report Author</b>	Richard Appiah-Ampofo
<b>Wards affected:</b>	(All Wards);
<b>Urgent Decision?(no)</b>	No
<b>If yes, reason urgent decision required:</b>	
<b>Appendices (attached):</b>	

### Summary

This report recommends an additional fee for which this Committee is responsible and corrects the charge on a previously agreed fee. Both fees will be effective from 1 April 2025

### Recommendation (s)

#### The Committee is asked to:

- (1) Agree the additional fee for hourly rates for standard room hire at Bourne Hall for 17:00 – 24:00, as set out at section 3.1
- (2) Agree an updated fee for hourly rates for standard room hire at Bourne Hall for 09:00 – 17:00, as set out at section 3.2

#### 1 Reason for Recommendation

- 1.1 To agree two updated fees/charges for the Community and Wellbeing Committee for 2025/26

#### 2 Background

- 2.1 Section 5.5 of the Constitution of the Council states that the management of the Council's financial affairs will be conducted in accordance with the Financial Regulations (see the Framework). Section 14.3 of the Financial Regulations states that: The Heads of Service shall review charges at least once a year. Such charges shall then be submitted to the relevant Committee for approval, except where delegated authority shall otherwise provide. The financial implications of such reviews shall be reflected in the estimates for the forthcoming financial year.
- 2.2 A report recommending the fees and charges for this Committee was brought to the 16 January 2025 meeting, with the agreed charges taking effect from 1 April 2025.
- 2.3 Nearly 200 fees and charges across the Council's venues and other services within Community and Wellbeing were agreed.
- 2.4 One of the fees for Bourne Hall needs to be corrected, and a new fee added.

### **3 Bourne Hall Standard Rates**

- 3.1 An additional fee for standard rate for Rose Room, Studio Room, Azalea Room, Begonia Room, Camelia for Monday- Friday 17:00 – 24:00 at £68.00 per hour is requested for approval by Members. This fee was also unintentionally omitted from the previous fee-setting process for 2024/25.
- 3.2 The report mentioned in section 2.1 incorrectly stated the proposed standard rate for Rose Room, Studio Room, Azalea Room, Begonia Room, Camelia for Monday- Friday 09:00 – 17:00 as £68 per hour. The correct fee is £52.00 per hour, and Members are requested to approve this adjustment.
- 3.3 All other standard rates to remain at the proposed rates of the previous report.

### **4 Risk Assessment**

Legal or other duties

- 4.1 Equality Impact Assessment
  - 4.1.1 None for the purposes of this report.
- 4.2 Crime & Disorder
  - 4.2.1 None for the purposes of this report.
- 4.3 Safeguarding

4.3.1 None for the purposes of this report.

4.4 Dependencies

4.4.1 None for the purposes of this report.

4.5 Other

4.5.1 None for the purposes of this report.

## 5 Financial Implications

5.1 **Section 151 Officer's comments:** The income generated from the fees proposed in this report contributes towards the targets for the Community and Wellbeing Committee for the 2025/26 Financial year.

## 6 Legal Implications

6.1 **Legal Officer's comments:** None for the purposes of this report

## 7 Policies, Plans & Partnerships

7.1 **Council's Key Priorities:** The following Key Priorities are engaged:

- Effective Council

7.2 **Service Plans:** The matter is included within the current Service Delivery Plan.

7.3 **Climate & Environmental Impact of recommendations:** None for the purposes of this report.

7.4 **Sustainability Policy & Community Safety Implications:** None for the purposes of this report.

7.5 **Partnerships:** None for the purposes of this report.

## 8 Background papers

8.1 The documents referred to in compiling this report are as follows:

### Previous reports:

- [Community and Wellbeing Committee, 16 January 2025 – Item 7 Fees and Charges 2025/26](#)

### Other Papers:

- None

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