

Title of meeting: Culture, Leisure and Economic Development Decision Meeting

Date of meeting: 17 March 2023

Subject: Library and Archive Service Charges 2023

Report by: Director of Culture, Leisure and Regulatory Services

Wards affected: All

Key decision: No

Full Council decision: No

1. Purpose of report

1.1 To review the charges levied by Portsmouth Library and Archive Service in respect of room and equipment hire and the Portsmouth History Centre.

2. Recommendations

2.1 **That the proposals provided in Appendix 1 for the increases in room and equipment hire charges for the Menuhin Theatre on the Third Floor Central Library and hire of IT Training Suites at Carnegie; Cosham and Central Library are agreed and implemented from 1st April 2023, in order to ensure full cost recovery of these services.**

3. Background

3.1 Room hire and other charges for Portsmouth Libraries and Archives were agreed last year, having not been reviewed since 2018. The proposals in this year's report are aimed at applying roughly ten per cent increase on room hire charges, whilst leaving other charges unchanged.

3.2 During the last year, the Menuhin Theatre has become the only space available for short term room hire, as the rest of the rooms on the third floor of the Central Library are now occupied by longer term tenants. One room has for several years been re-purposed as a Photographic Store for the city archive.

4. Reasons for recommendations

4.1 The Menuhin Room

Given the reduction of rooms available to hire at Central Library, there has been a rise in the level of demand for the Menuhin Room. Furthermore, over the last



twelve months, an increasing number of commercial musical events have been staged utilising the Steinway Model D piano that has been based in the library since the mid-nineteen-eighties. As well as adequately reflecting inflationary increases, our hire charges for the room and the piano do need to properly factor in both the administrative burden on library staff to take bookings and set up rooms, plus the need to re-invest in improving the technical aspects of the Menuhin Theatre as there is no library budget to do this. Proposed charges are detailed in Appendix 1.

4.2 Portsmouth History Centre

Many of the History Centre charges were simplified or rationalised last year. After some benchmarking with neighbouring authorities, it has been decided to keep these charges as 2022. For example, the Parochial Church Council did change their charges this year but as both Hampshire and West Sussex County Councils are charging the same as Portsmouth City Council to provide copies of baptism certificates. See Appendix 2.

5. Integrated impact assessment

5.1 An integrated impact assessment has been completed. See Appendix 3

6. Legal implications

6.1 Library charges and fines are subject to the Library Charges (England and Wales) Regulations 1991 (the "Regulations") made under section 8 of the Public Libraries and Museums Act 1964 and the proposals in this report are in general accordance with those Regulations.

6.2 Where charges are made in accordance with the Regulations the amount and incidence of the charges are at the discretion of the Council as library authority.

6.3 The Council has a duty under the Regulations to display in a conspicuous place within each library premises occupied by it a notice which is easily readable specifying the library facilities made available by the authority for which it makes a charge in accordance with the Regulations and, in the case of each such facility, the amount of the charge or the basis on which the charge will be calculated.

7. Director of Finance's comments

7.1 The fees & charges have been reviewed and increased in line with inflation in order to remain resilient against rising costs and to ensure the financial sustainability of the libraries service

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Signed by:

Stephen Baily
Director of Culture, Leisure and Regulatory Services

Appendices:

- Appendix 1 - Portsmouth Central Library Third Floor Room Hire - April 2023
- Appendix 2- Portsmouth History Centre Charges April 2023
- Appendix 3 - Integrated Impact Assessment

Background list of documents: Section 100D of the Local Government Act 1972

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by on

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Signed by:
Cabinet Member for Culture, Leisure and Economic Development

Libraries and Archive Service Fines and Charges - Appendix 1
Portsmouth Central Library Third Floor Room Hire - April 2023
Discounted rate for charities and Portsmouth City Council shown in (brackets)

	Menuhin Theatre
Capacity - sq. Feet	1,536 sq feet
Capacity - seating (pre-Covid)	100
Current hourly charge during library opening hours	£35.00 (£21.00)
Proposed hourly charge during library opening hours	£38.50 (£23.00)
Current daily charge during library opening hours	£175.00 (£105.00)
Proposed daily charge during library opening hours	£192.50 (£115.50)
Current weekly charge during library opening hours	£875.00 (£525.00)
Proposed weekly charge during library opening hours	£962.50 (£577.50)

Discounted rate for charities and Portsmouth City Council shown in (brackets)

<p><u>Outside of Central Library opening hours, shown below, an additional charge of £25.00 per hour will be added to all room bookings to provide an Attendant to deliver security, access, and support for the duration of the event.</u></p> <p>Availability will be checked before your booking is confirmed. Central Library opening hours are:</p> <p>Monday 9.30 - 17.00 Tuesday 9.30 - 18.00 Wednesday 9.30 - 18.00 Thursday 9.30 - 18.00 Friday 9.30 - 17.00 Saturday 10.00 - 15.30 Sunday Closed</p>
Equipment charges per event:
Projector and screen: Daily £15.00 Weekly £60.00 (please confirm if laptop is required)
Flip chart: Daily £10.00 Weekly £40.00
Piano (upright) Daily £23.00 (£22.00) Weekly £92.00 (£88.00)
Piano (Steinway Model D Grand) Daily £45.00 (£40.00) Weekly £180.00 (£160.00)
Piano tune £75.00
IT training suites £20.00 per hour (£18.00 per hour)

**Libraries and Archive Service Fines and Charges - Appendix 2
Portsmouth History Centre Charges April 2023**

	Current charge	Proposed charge
Baptism, Marriage and Confirmation Certificates	£31.00	Retain
Research and transcription fees	30 mins - £15.00 60 mins - £30.00	Retain
Digital/photography and all high-resolution images. For private research Per image*	£7.00	Retain
Scan to CD Rom	£1.00 for CD	Retain
Postage	£5.00 minimum and additional at cost.	Retain
Prints from microfilm and microfiche - not high resolution	A4 B&W 50p A3 B&W £1.00	Retain
Staff supported copying	Black and white A4 50p A3 £1 Colour A4 £1.50 A3 £1.50	Retain
Photography permits (for whole day use)	£10	Retain
Images by external provider	At cost	Retain