Item 11	
Report to	Resources Committee
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Date	14th October 2026
Subject	2027/2028 Fees and Charges for Park Assets

TODMORDEN TOWN COUNCIL

1. Purpose of Report

To recommend:

1.1. The Bandstand hire fees for 2027/28, including removal of the separate charges for ticketed events.

1.2. A new optional first-aid fee for Bandstand hirers.

1.3. A new refundable deposit for Bandstand hirers.

1.4. A change to the Pavilion bulk booking discount.

1.5. That Pavilion hourly rates are unchanged for 2027/2028.

1.6. That the current Bandstand hire rates continue to apply to bookings confirmed and paid in full before 1st April 2027.

1.7. That the Pavilion Small Meeting Room remains available for hire alongside its use as office space for staff.

2. Background

2.1. The Council hires out two venues in Centre Vale Park: the Bandstand and the Pavilion. Hire fees are reviewed annually so that they can be set before the start of each financial year.

2.2. Bandstand fees are due to change from 2027/2028.

2.3. Pavilion hourly rates were set to hold for a further year and are not proposed to change until 2028/2029.

3. Bandstand Hire Fees

3.1. The Bandstand is currently offered at an introductory 50% discount on non-ticketed events, advertised as running until 1st April 2027. This was intended to encourage local voluntary, community and not-for-profit groups to use the Bandstand in its first period of operation.

3.2. It is proposed that the introductory discount ends as advertised. The full performance and set-up and take-down rates will apply to bookings confirmed and paid for from 1st April 2027.

3.3. It is proposed to remove the separate fee structure for ticketed events and apply the per hour charge to all hirers.

3.4. It is proposed that all Bandstand hirers pay a £50 refundable security deposit to provide some protection against the cost of lost or damaged Council equipment, damage to the venue or additional cleaning. This follows the loss of some items during recent hires.

Table 1 Current Bandstand Hire Fees

Hire Type	Current (to 31 March 2027)
Non-ticketed: performance time	£10 per hour
Non-ticketed: set-up and take-down	£5 per hour
Ticketed: event hire	£250 one-off
Ticketed: set-up and take-down	£50 one-off

Table 2 Proposed Bandstand Hire Fees for 2027/2028

Hire Type	Proposed Change
Performance time	£20 per hour
Set-up and take-down	£10 per hour
Town Council First-aid attendance (optional)	£50 per hire (1 person) £100 per hire (2 people)
Refundable security deposit	£50 per hire

3.5. The full rates remain modest and continue to support community use. Community groups seeking to hire the Bandstand may be eligible to apply for support through the Town Council's existing Bandstand Hire grant scheme.

3.6. To provide certainty for hirers booking in advance, it is proposed that the 2026/27 Bandstand performance and set-up and take-down rates apply to bookings for events taking place in 2027/28 that are confirmed and paid in full before 1st April 2027. The new refundable security deposit and any optional first-aid charge will still apply to events taking place from 1st April 2027.

4. Staffing Implications

4.1. The Facilities and Events Officer will provide general support at most Bandstand events as part of their role. Additional Town Council staff will continue to provide this support where the volunteer Bandstand group is unable to provide sufficient volunteer cover at an event.

4.2. Where additional Town Council staff are required to attend, particularly outside normal working hours, they may either claim payment for those hours or take them as time off in lieu (TOIL). For a full-day event, this can result in a direct additional cost to the Council or reduced staff availability during normal working hours. No separate charge for general staff attendance is proposed.

4.3. Acting as the designated first aider is an additional responsibility beyond general event support. Where an event organiser requests first-aid cover from suitably qualified Town Council staff, it is proposed that a charge of £50 per hire is made where one member of staff is required and £100 per hire where two members of staff are required. The charge secures a named first aider dedicated to the event.

4.4. This service will be considered only for lower-risk events where a higher level of first-aid or emergency medical provision is not required. The event organiser will remain responsible for assessing the first aid and medical requirements of their event. The Council will review the event risk assessment to determine whether it is appropriate for Town Council staff to provide the requested cover and how many qualified staff would be required.

5. Pavilion Hire Fees

5.1. Pavilion hourly rates will remain unchanged for 2027/2028 and will be reviewed for 2028/2029.

Table 3 Pavilion Hire Fees

Space	Rate
Small Meeting Room & Kitchen	£7.50 per hour
Main Function Room & Kitchen	£10.00 per hour
Both Rooms & Kitchen	£15.00 per hour
Refundable deposit	£25
Cleaning service (optional)	£25

5.2. Payment is required in advance, and the hire period must include set-up and pack-down time.

6. Small Meeting Room

6.1. The Small Meeting Room remains available for hire. It is also currently being used as office space for staff when they need to be present to support a booking or when they need to be on-site in the park for reasons relating to the Town Council's assets. Hire bookings are managed alongside this use.

7. Bulk Booking Discount

7.1. The current terms offer 10% off for 5+ bookings. It is proposed to change this to 10% off for 10+ bookings, where the hirer pays for all bookings in a single payment in advance.

7.2. This would reduce the number of invoices raised and payments to chase, improve cash flow, and reserve the discount for regular hirers who commit to a longer block of bookings. For example, 10 three-hour bookings of the Main Function Room would cost £300, or £270 with the discount.

8. Implications

8.1. **Financial:**

8.1.1. Applying a single rate of £20 per hour for performance time and £10 per hour for set-up and take-down will increase the income received from the types of Bandstand booking currently made. Removing the separate ticketed-event rate is not expected to reduce income because the Bandstand and surrounding park cannot readily be secured for ticketed admission and no ticketed bookings have been received to date.

8.1.2. Allowing bookings confirmed and paid for before 1st April 2027 to be charged at the current hire rates may reduce the additional income generated by the revised Bandstand rates during 2027/2028. The extent of this will depend on the number of advance bookings received before that date.

8.1.3. The optional first-aid charges will contribute towards the additional staffing cost where Council employees provide this service but may not recover the full cost of providing two members of staff for a full-day event.

8.1.4. The proposed security deposit is refundable and will not ordinarily represent income. It will, however, provide some protection against the cost of missing equipment, damage or additional cleaning. The deposit terms, including when deductions may be made and how refunds will be processed, will be set out in the Bandstand hire terms.

8.1.5. Pavilion hourly rates will remain unchanged for a further year to encourage use. Increasing the threshold for the 10% discount will reserve it for hirers making a larger commitment and paying for their bookings together in advance. This should reduce administration and avoid offering a discount for relatively small numbers of bookings. The overall financial effect will depend on future booking levels.

8.2. **Legal:**

8.2.1. Section 19 of the Local Government (Miscellaneous Provisions) Act 1976 permits the Council to make recreational facilities available either without charge or on payment of such charges as it considers appropriate and provides the power for the Bandstand and Pavilion hire charges. The proposed first-aid charge is a service rather than a facility charge and is made under the General Power of Competence (section 1 of the Localism Act 2011). Charges under this power must not, taking one year with another, exceed the cost of providing the service; the proposed first-aid charges are below cost.

8.3. **Risk:**

8.3.1. The first-aid service would be limited to smaller, lower-risk events and would be booked in advance, subject to suitably qualified staff being available. The scope of the service should be set out clearly in the Bandstand hire terms. These should confirm that the event organiser remains responsible for assessing the first aid and medical requirements of their event and for arranging any additional or specialist provision required.

8.3.2. Before introducing the service, the Council should confirm that its insurance provides appropriate cover for employees providing first aid to members of the public.

8.3.3. The introduction of a £50 refundable deposit will provide some protection against the cost of lost or damaged Council-owned Bandstand equipment.

9. Recommendations

That the Committee:

9.1. Approves a Bandstand hire rate of £20 per hour for performance time and £10 per hour for set-up and take-down, replacing the separate charges for ticketed events, for bookings confirmed and paid for from 1st April 2027. Bookings confirmed and paid in full before that date will be charged at the 2026/27 performance and set-up and take-down rates.

9.2. Approves the introduction of an optional first-aid charge of £50 per hire where one qualified member of staff is required and £100 per hire where two qualified members of staff are required, applicable from 1st April 2027 and subject to staff availability.

9.3. Approves the introduction of a £50 refundable security deposit for all Bandstand hires from 1st April 2027.

9.4. Approves changing the Pavilion bulk booking discount from 10% for 5 or more bookings to 10% for 10 or more bookings, where the hirer pays for all bookings in a single payment in advance, from 1st April 2027.

9.5. Notes that Pavilion hourly hire rates will remain unchanged for 2027/2028 and will be reviewed for 2028/2029.

9.6. Notes that the Pavilion Small Meeting Room remains available for hire and is also being used as office space for staff.

10. Reasons for Recommendation

10.1. The Council needs to increase the income generated by its park assets so that this income contributes more towards their operating and staffing costs and reduces the call on the precept.

10.2. The introductory Bandstand discount was intended to support use during its first period of operation and the date on which the full rates would take effect has already been advertised. The proposed rates remain affordable for community users while providing the Council with a greater contribution towards the cost of operating the venue. The proposed first-aid charge would also ensure that hirers requesting this additional service contribute towards the staffing cost involved.

10.3. Pavilion hire charges are being held at their current level for a further year to encourage increased use. The revised bulk booking discount will continue to reward regular hirers while limiting the discount to those making a substantial commitment and paying for their bookings together in advance.

10.4. The continued availability of the Small Meeting Room for hire, alongside its use as an office when required, will allow the Council to make practical use of the space while retaining the opportunity to generate hire income.

Further Information: Please contact Nicola Croome, Responsible Financial Officer