

Okehampton Town Council
Property Meeting 2nd August 2021
Meeting Report

Date:	22 nd July 2021
Name:	Emma James
Subject:	Meeting Report

- 12. Ceremonies in the Council Chamber** – To consider a proposal to enhance the Council Chamber making it more appealing for Ceremonies and to review the associated charges.

Mrs Horn, Admin Officer has put together proposals for the enhancement of the Council Chamber for the consideration of the committee.

In order to promote the use of the Council Chamber for Ceremonies the Committee is requested to consider proposals for its enhancement. These could be offered as a separate package or included within the hiring fees which have not increased since they were originally approved. It is therefore recommended that the fees are reviewed.

In addition to making the Chamber more appealing for ceremonies it is planned to promote its use for other types of events; award ceremonies, drinks receptions and formal meetings for example.

Ceremony Fees

In 2021 (Min Ref 531) it was agreed to hire out the Council Chamber for Ceremonies at a charge of £30. At that time there were approximately 20 Ceremonies a year. More recent numbers excluding 2020 due to the pandemic are:

Year	No of Ceremonies	Income £
2012	20	600
2018	55	1650
2019	47	1410
2021*	64	1920

*held or booked for the calendar year as of 21st July 2021 and are subject to change

Location	Room (guests)	Cost £	Comments
Barnstaple Town Council	Chamber (140) Dodderidge Room (20) Mayors Parlour (15)	All rooms £300	£10 charge for viewing the room + registrar costs
Teignmouth Town Council	Mayors Parlour Pellow Suit	£145 (£235 weekends) £226 (£316 weekends)	£2 per chair for cover and ribbons + registrar costs
Teignbridge Town Council	Old Forde House	£600	Day Rate
Totnes Town Council	Guild Hall (70)	£275 (£375 high season) 3 hours £50 hourly rate	+ registrar costs Monday to Friday
	Guild Hall and Council Chamber	£350 (£450 high season) 3 hours £75 hourly rate	Monday to Friday


Dawlish	Mayors Parlour	£125	+ registrar
	Council Chamber	£185	
	Porch	£65	
	Foyer	£95	
	Room 4A	£95	
	Room 4B	£95	
	Rooms 3,5 or 6	£95	

Enhancements




The enhancements for consideration are:

- Purchase and provision of chairs covers and ribbons- more than one colour ribbon could be purchased and alternatives offered for each occasion (blue and red/burgundy)
Chair covers would need to be washed regularly. Members of staff will likely be happy to take them home and wash them, but may require some form of compensation by way of provision of washing powder.
- Cleaning of existing curtains
- Aisle carpet runner- runners for the size needed have not been able to be sourced at a reasonable cost and so quotations have been sought for carpet which can be cut to size and edges bound. If this option were chosen the runner would need to remain in place the majority of the time and removed when the need arose.
- Plants- an eco-solution to the purchase of artificial flowers, those listed on the following pages are examples only.
- Swags – for the fireplace, around the door and other suitable locations. This item is still being investigated.



Chair Covers	Photo	Cost
Ivory chair covers with a Royal Blue ribbon to match the existing room decor	 <p>The top photograph shows a dining room with several chairs around a table, all covered in white with a blue ribbon. The bottom photograph is a close-up of a single chair with a white cover and a large blue ribbon tied around the back.</p>	Chair covers £1.99 per chair Ribbon £0.99 per chair Total £2.98 a chair 50 chairs £149.00

Curtains	Description	Cost
Curtains (6 pairs) Dry cleaning	Waitrose 2.5m x 2.5 m curtains Curtains through Kudos clothing Curtains through Downtons Launceston	£40 per pair 6 pairs £240 2 weeks turn around £6.50 per square meter £65.52 per pair 6 pairs £393.12 1 week turn around £5.50 per square meter £55.44 a pair 6 pairs £332.64

Carpet Runner	Description	Cost
<p>Carpet</p> <p>Runner with bound edges 80cm by 6m, 2m, 2.5m</p>	<p>Harmony Red</p> 	<p>£195 plus £380 for binding £575</p>
	<p>Westex Red</p> 	<p>£570 including binding</p>
	<p>Carpet Flex</p> 	<p>£220 including binding</p>

Plants	Description	Cost
<p>Plants</p>	 <p>2 x 4-6 Litre Potted Plants - 90-110cm Suttons 264598</p>	<p>£84.19 inc delivery</p>



Swiss cheese plant

£14



50cm Variegated Ficus benjamina | Weeping Fig | 13cm Pot

£24.99





Red Anthurium | 17cm Ceramic Red Pot

£14.99



60cm Bromeliad | Guzmania Francesca | 13cm Pot

£9.99

		£20.99
<p>Hoya Linearis 14cm Hanging Pot</p>		
		£20.99
<p>40cm Eternal Flame Plant Calathea Crocata 'Candela' 14cm Pot</p>		

Recommendations

It is recommended that the Committee approves the following enhancements:

1. Purchase of two sets of chair covers, so that there is a spare set should they need washing between ceremonies and ribbons in two colours (blue and burgundy/red)

Chair covers and ribbons (2 sets)	£ 298
Carpet Runner	£ 220
Plants (Est.)	£ 400
Curtains dry cleaning	£ 240
Total	£1,158

2. Additional costs to be investigated for swags and leaflets. It is requested that up to **£600** is approved for these items

The total recommendations 1 and 2 being **£1758**

3. Increase ceremony fees:

The current fee for Ceremonies in the Council Chamber is £150 which includes the Registrars fees and the hire charge which is £30. This has not changed since its inception in 2012.

Based on an average of 50 ceremonies a year:

Increase of £	Overall Cost	Cost Recovery
£10	£160	44 months (176 ceremonies)
£20	£170	22 months (88 ceremonies)
£30	£180	15 months (58 ceremonies)
£40	£190	10 months (44 ceremonies)
£50	£200	8 months (35 ceremonies)

