

BRIDGNORTH COMMUNITY HALL

Severn Street, Low Town, Bridgnorth, Shropshire. WV15 6BB

Charity Registration No. 1050804

8th April 2022

Bridgnorth Town Council

College House
St. Leonard's Close
Bridgnorth
Shropshire
WV16 4EJ

For the attention of Mr Lee Jakeman
Town Clerk

Dear Mr Jakeman

Bridgnorth Community Hall – Charity Commission Section 105 Service Agreement

The Bridgnorth Community Hall Management Committee Meeting held on 18th March 2022, discussed a wide range of financial matters including past performance, budgets and fees. A copy of the minutes of this meeting has been forwarded separately to the Council.

A couple of matters specifically relating to the Section 105 Service Agreement between the Charity and Bridgnorth Town Council were discussed in some detail, and these need to be brought to the attention of the Town Council for a decision to be made.

1. Request for a rebate of £5.1K

For the year 2021/22, the charity had a Management Services Agreement with Bridgnorth Town Council for the provision of caretaking and support services at an annual fee of £20.4K, paid quarterly in advance.

Because the Covid Pandemic reduced the level of service being provided by the Council, a request was made in August 2021 for a reduction in the annual fee. The Council declined the request at that time, indicating that any waiver would need more detail provided by the Charity and further consideration by the Council. See minute 0149/2122, Bridgnorth Town Council.

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Because of the closure of the Hall and reduced bookings, the amount of caretaking time provided was less than what was anticipated in the contract. The caretaking post, at 25 hours per week had been vacant since 1st June 2021, and caretaking cover was subsequently provided on an ad-hoc basis. A new caretaker was appointed on 1st February 2022, for 18 hours per week. It has been estimated that the Town Council saved around £5K to £6K providing caretaking services to the Charity.

A request for a rebate of £5.1K for the provision of services to the Charity for 2021/22, equivalent to one quarterly payment, can be considered as both modest and reasonable.

2. Proposed Contract Price of £17.01K for the Provision of Services for 2022/23

The total fee for the Provision of Services by the Council has been the same for the last two years, at £20.4K. This fee can be broken down into two parts, one for management and administration, the other for caretaking services.

The non-caretaking part of the fee has been £4K per annum, and an increase of 7% to £4.28K per annum is considered reasonable.

The new caretaking provision is based on 18 hours per week, a reduction of 7 hours per week which should reduce the initial annual costs to around £11K. An anticipated national pay award of 3%, which the Council has included in its budgets, would increase these costs to £11.33K. Provision of holiday cover would further increase this figure, by around £1.4K, taking the total costs of providing caretaking services to £12.73K.

The above indicates that a total fee of £17.01K for the provision of services for the Financial Year 2022/23 would be appropriate.

Yours sincerely



Edward Marshall
Chairman
Bridgnorth Community Hall Management Committee

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