

December Financial Monitoring & Business Strategy Delivery Report
CABINET 26 February 2013

Heritage Services and Oxfordshire Customer Services - Review of Charges 2013/14

Ref.	Service Area	Legal position on charging	Charging Objectives of Service	Type of charge	Note	2012/13		2013/14		% increase in fees & charges	Reasons For Change	Additional Information	Expected Income 2012/13 Total £000	Expected Income 2013/14 Total £000	Income rising above 2.00% inflation to meet pressures	VAT Class		
						Effective Date	Rate (ex. VAT)	Effective Date	Proposed Rate (ex. VAT)									
CEO4-92	Heritage Services (cont'd)			Internal Use Commercial -For use within organisation		01/04/2012	£15.00	01/04/2012	£15.00	0.0%						SR		
				Broadcast Media - Regional, national or worldwide-first or repeat use		01/04/2012	£60.00	01/04/2012	£60.00	0.0%						SR		
				- Buyout 1-5 years		01/04/2012	£150.00	01/04/2012	£150.00	0.0%						SR		
				Publication Local charitable - Per instance of use of an image: 1 or 2 images	G	01/04/2012	£10.00	01/04/2012	£10.00	0.0%						SR		
				- Per instance of use of an image: 3 - 6 images		01/04/2012	£8.50	01/04/2012	£8.50	0.0%						SR		
				- Per instance of use of an image : 7 - 10 images		01/04/2012	£8.00	01/04/2012	£8.00	0.0%						SR		
				- Per instance of use of an image: 11 or more images		01/04/2012	£7.50	01/04/2012	£7.50	0.0%						SR		
				Internal Use Local charitable -For use within organisation		01/04/2012	£5.00	01/04/2012	£5.00	0.0%							SR	
			D	To meet costs and income target.	HIRE OF ACCOMMODATION a) Oxfordshire Museum - Exhibition Gallery - per week - per day b) Brewhouse - Exhibition Gallery - per month - 1/2 day Education Use - 1/2 day Commercial Use - per day - Education Use - per day - Commercial Use c) Coachhouse - 1/2 day Education Use - 1/2 day Commercial Use - per day - Education Use - per day - Commercial Use d) MRC Education Lecture Room - 1/2 day Education Use - per day - Education Use e) Provision of staff to support activities of hirer per hour - during Museum open hours - out of Museum open hours	A								4	5	1		
								01/04/2011	£160.00	01/04/2011	£160.00	0.0%						EX
								01/04/2011	£40.00	01/04/2011	£40.00	0.0%						EX
								01/04/2008	£200.00	01/04/2008	£200.00	0.0%						EX
								01/04/2007	£20.00	01/04/2007	£20.00	0.0%						EX
								01/04/2008	£50.00	01/04/2008	£50.00	0.0%						EX
								01/04/2008	£50.00	01/04/2008	£50.00	0.0%						EX
								01/04/2011	£80.00	01/04/2011	£80.00	0.0%						EX
								01/04/2008	£30.00	01/04/2008	£30.00	0.0%						EX
								01/04/2009	£60.00	01/04/2009	£60.00	0.0%						EX
								01/04/2008	£50.00	01/04/2008	£50.00	0.0%						EX
								01/04/2011	£105.00	01/04/2011	£105.00	0.0%						EX
						01/04/2012	£20.00	01/04/2012	£20.00	0.0%						EX		
		To meet costs				01/04/2012	£40.00	01/04/2012	£40.00	0.0%						EX		
						01/04/2011	£15.00	01/04/2011	£15.00	0.0%						SR		
						01/04/2011	£25.00	01/04/2011	£25.00	0.0%						SR		
				f) Equipment Hire Education Use per session Commercial Use per session	F F	01/04/2008 01/04/2011	£10.00 £25.00	01/04/2008 01/04/2011	£10.00 £25.00	0.0% 0.0%						SR SR		
				g) Charge for use outside normal hours plus staffing opening hours - per hour Commercial Use up to 3 hours		01/04/2011 01/04/2011	£37.00 £55.00	01/04/2011 01/04/2011	£37.00 £55.00	0.0% 0.0%						EX EX		

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						Effective Date	Rate (ex. VAT)	Effective Date	Proposed Rate (ex. VAT)							
CEO4-92	Heritage Services (cont'd)			- higher rate for businesses and profit-making organisations		01/04/2011	£40.00	01/04/2011	£37.50	-6.3%		Minimum 30 minutes £20.00. Maximum 2 hours £80.00.				SR
		D	To recover costs	MICROFORM COPYING a) Self Service Copying - per A4 copy - per A3 copy b) Copying by Staff - per A4 copy - per A3 copy		01/04/2008 01/04/2012	£0.50 £0.50	01/04/2008 01/04/2012	£0.42 £0.42	-16.0% -16.0%			7	0	-7	SR SR SR SR
		D	To recover costs	PHOTOCOPIES Self Service Copying - - per A4 copy - per A3 copy Local Studies - Staff Operated Copying - - per A4 copy - per A3 copy All Archive Documents and Delicate Documents - per A4 copy - per A3 copy		01/10/2011 01/10/2011 01/10/2011 01/10/2011	£0.20 £0.20 £0.50 £0.50	01/10/2011 01/10/2011 01/10/2011 01/10/2011	£0.17 £0.17 £0.50 £0.50	-15.0% -15.0% 0.0% 0.0%			0	4	4	SR SR SR SR
		D	To recover costs	Computer Printouts Self Service - - per A4 copy - per A3 copy Staff Operated Copying - - per A4 copy - per A3 copy		01/10/2011 01/10/2011 01/10/2011 01/10/2011	£0.20 £0.20 £0.50 £0.50	01/10/2011 01/10/2011 01/10/2011 01/10/2011	£0.17 £0.17 £0.50 £0.50	-15.0% -15.0% 0.0% 0.0%			0 0 0 0	0 0 0 0	0 0 0 0	SR SR SR SR
		D	To recover costs	Certificates Per Copy - Motor Vehicle Registration copies Baptism Certificates Marriage Certificates		01/10/2011 01/04/2012 01/04/2012	£7.00 £10.00 £10.00	01/10/2011 01/04/2012 01/04/2012	£7.00 £10.00 £10.00	0.0% 0.0% 0.0%			0	0	0	NB NB NB
		D	To recover costs	COPIES OF RECORDINGS from Oral History		01/04/2012	£15.00	01/04/2012	£15.00	0.0%			0	0	0	SR
		D	To recover costs	ADMINISTRATIVE CHARGE Minimum charge for providing an invoice for any service		01/04/2011	£20.00	01/04/2011	£20.00	0.0%			0	0	0	SR
		D	To recover costs	PHOTOGRAPHIC Photograph Documents		01/04/2008						External Photographer	0	0	0	SR

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CEO4-92	Heritage Services (cont'd)			Photographic Prints by External Photographer		01/10/2011	Various	01/10/2011	Various	Various	New charge - Prices on application					
		D	To recover costs	POSTAGE & PACKING - Reinforced Envelope in reinforced C4 envelope Cardboard Tube - Copies supplied in 450mm cardboard tube Disc Mailer - CR-ROM supplied in disc mailer Air Mail - additional to basic cost		01/10/2011	£2.00	01/10/2011	£2.00	0.0%			0	0	0	SR
						01/10/2011	£4.00	01/10/2011	£4.00	0.0%						SR
						01/10/2011	£4.00	01/10/2011	£4.00	0.0%						SR
						01/10/2011	£2.00	01/10/2011	£2.00	0.0%						SR
		D	To recover costs	LECTURE FEES plus travel at current OCC rates		01/04/2012	£50.00	01/04/2012	£50.00	0.0%			2	0	-2	SR
		D	To recover costs	Use of Oxfordshire Museum Garden for Wedding Photographs		01/04/2011	£75.00	01/04/2011	£75.00	0.0%			0	0	0	EX
		D	To recover costs	LEARNING & ACCESS School Sessions at The Oxfordshire Museum - 10-20 children - 21-25 children - 26-30 children - 31-40 children Outreach School Sessions - up to 30 children Box Loans - per term		01/04/2012	£50.00	01/04/2012	£50.00	0.0%			0	6	6	NB
						01/04/2012	£60.00	01/04/2012	£60.00	0.0%						NB
						01/04/2012	£75.00	01/04/2012	£75.00	0.0%						NB
						01/04/2012	£90.00	01/04/2012	£90.00	0.0%						NB
						01/04/2012	£75.00	01/04/2012	£75.00	0.0%						NB
						01/04/2012	£20.00	01/04/2012	£20.00	0.0%						NB
	Sub-Total Heritage Services											29	25		-5	
EE3	OXFORDSHIRE CUSTOMER SERVICES															
EE3-6	Resourcing	D	Recovery of costs	Fee for payment processing of CRB's - New charge			01/04/2013	£2.50		N/A				9	9	NB
	Sub-Total Oxfordshire Customer Services											52	56		3	

Legal Position on charging

SP Statutory Prohibited
SA Statutory Arrangements
D Discretionary (LG Act 2003)

Notes

A: 20% Commission is charged on all sales
B: 10% discount offered to Members of OMC, for work committed over £1,000 or more than 2 years
C: Concessions of 50% proposed for community groups that meet specified criteria.
D: Preventative & Fumigation. Minimum 4 hours labour charged for set up.
E: Transport outside County charged at Mileage / Hourly rate. Materials at cost.
F: New way of charging to accurately reflect staff time to set up
G: A 50% concession is applied to the local charitable rates for a number of key stakeholders who have made or continue to make a considerable contribution to OHS

VAT Class

SR Standard Rate (20% 4 Jan 2011)
ZR Zero Rated
NB Non Business
EX Exempt