

**To set the Station Property Sub Committee Fees and Charges for the year
2026/27 recommending to the Services Committee**

Report to: Station Sub Committee

Date of Report: 26 September 2025

Officer Writing the Report: Finance Officer

Officers Recommendations -

1. Maintain Current Community Rates

Community hire rates for both Isambard House and The Guildhall are competitive and support accessibility for local groups. It is recommended that these rates remain unchanged.

2. Consider Decreasing Commercial Rates

Commercial rates are currently higher than some neighbouring councils (e.g., Callington and Torpoint) and local venues. A modest reduction can be considered to improve competitiveness and attract a broader range of commercial bookings, which could lead to increased overall revenue.

3. Refreshments and Catering Options

It is recommended to continue with the current refreshment charge of £1.00 offer a kitchen-only access for hirers who wish to self-cater, enhancing flexibility and value for money.

4. Marketing and Promotion

Isambard House should be actively promoted as a versatile and cost-effective venue for both community and commercial use. Improved visibility and targeted marketing could help increase bookings and maximise the financial return on the facility.

Report Summary

Saltash Town Council provides 2 venues for room hire – The Guildhall and Isambard House. This report compares these against local venues and neighbouring councils. The objective is to assess competitiveness, identify opportunities for revenue enhancement, and recommend adjustments to fees and optional extras.

Comparison to Local Venues - Appendix A

Community rates are competitive with other local venues and support local engagement and ensuring continued accessibility for local groups. The Town Council's commercial rates are slightly higher and could be potentially decreased to improve competitiveness with nearby venues, potentially increasing bookings and overall revenue.

The current refreshment price of £1.00 per cup offers affordability and perhaps introduce a kitchen only use to those hirers who wish to self cater.

Comparison to Local Councils - Appendix B

Saltash Town Council offers competitive community rates, especially for Isambard House and the Council Chamber. These rates support accessibility and community engagement and a recommendation for this to be maintained.

Commercial rates are higher than Callington and Torpoint but lower than Plymouth, Liskeard, and Launceston. Consider slight reductions or flexible packages to attract more commercial bookings.

Extras such as tea/coffee at £1.00 per cup are consistent and fair. Offering kitchen only facilities could enhance value for money for some hirers.

Signature of Officer:

Finance Officer