

UTTLESFORD DISTRICT COUNCIL

NOTICE OF DECISION TO BE TAKEN BY DIRECTOR OF PUBLIC SERVICES on 18 MAY 2022

The Director of Finance and Corporate Services (S151 Officer) intends to make the following decision on:

Decision	Decision Maker	Date of Decision	Brief information about the item and details of documents submitted for consideration	Contact officer from where the documents can be obtained
To approve the updated fees and charges for Saffron Walden Museum	Director of Finance and Corporate Services	18/05/22	The 2022/23 fees and charges for Saffron Walden Museum were approved at Full Council on 22 February 2022. However, seven new charges and four amended charges were omitted from the published papers and therefore have not been approved. The correct fees and charges are set out in the table below.	Angela Knight aknight@uttlesford.gov.uk

Saffron Walden Museum Fees and Charges 22/23

Museum	2022/23 Charge £	2022/23 Charge £	Does the charge include VAT
	Incorrect amount	Correct amount	
<u>Museum Learning Services</u>			
Taught session for schools per pupil	3.00	3.60	Yes
Taught session for schools min group charge	48.00	57.60	Yes
School and Reminiscence Loan Boxes per half term	18.00	24.00	Yes
Charge for craft activities per child	1.50	2.40	Yes
<u>Museum Evening Group Visits with talk or activity</u>			
New charge for 2022/23			
Daytime introductory talk for group visit (up to 20 people)	N/A	24.00	Yes
Daytime refreshments (tea/ coffee/ soft drink/ biscuits) for group visit (up to 20 people)	N/A	24.00	Yes
<u>Hire of Castle and grounds</u>			
New charge for 2022/23			
Private events for up to 50 people during Museum opening hours, Including access to Museum galleries and WCs, hire per hour	N/A	25.00	No
Private events for up to 50 people outside Museum opening hours, no Museum access, hire per hour	N/A	20.00	No

Private events for 51 to 100 people during Museum opening hours, Including access to Museum galleries and WCs, hire per hour	N/A	50.00	No
Private events for 51 to 100 people outside Museum opening hours, no Museum access, hire per hour	N/A	40.00	No
Private events for more than 100 and public events, up to site capacity limit, no Museum access, hire per hour.	N/A	50.00	No

