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## **PHOTOCOPYING FOR TOWN AND PARISH COUNCILS AND VOLUNTARY ORGANISATIONS**

### **1 SUMMARY**

- 1.1 This report invites Members to consider the appropriate charge for the photocopying service offered to town and parish councils and to voluntary organisations.
- 1.2 There is no statutory requirement to provide a photocopying service to other public bodies or voluntary organisations.

### **2 INTRODUCTION**

- 2.1 For some years, the Council has offered a photocopying service to local town and parish councils and to voluntary organisations such as the CAB, Essex Playing Fields Association, Rayleigh Civic Society and the local Sports Council. This service has been provided as part of the Council's desire to support local councils and community groups. Copies are either made on the machine at the Civic Suite or, where more than 30 copies are involved, on the copiers in the print room at the Council's Rochford offices. The current charge for the service is 2p per copy; a rate set in the early 1990's.

### **3 SUGGESTED FUTURE CHARGE FOR PHOTOCOPIES**

- 3.1 The service offered by the Council is much appreciated by those who make use of it and given the Council's continuing aim to support local organisations wherever practical, Members may well consider it appropriate to continue with the facility. However, it was always intended that the service should be provided on a breakeven basis and the cost of operating the Council's photocopiers has increased considerably since the rate was last reviewed. Based on current costs, it would be appropriate to raise the charge made in future to 5p per copy (including VAT).
- 3.2 The Council does already have a photocopying charge of 40p per copy for copies provided to the public and other organisations where it is also necessary for Council staff to find/research documents. This charge would continue unchanged.

### **4 ENVIRONMENTAL IMPLICATIONS**

- 4.1 The Council makes use of recycled paper in all its photocopiers wherever practical.

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**5 RESOURCE IMPLICATIONS**

- 5.1 The proposed charge will meet the full cost to the Council of offering the service.

**6 LEGAL IMPLICATIONS**

- 6.1 The Council has power to provide support to other public bodies and voluntary organisations operating within the District.

**7 PARISH IMPLICATIONS**

- 7.1 The service benefits town and parish councils in the District.

**8 RECOMMENDATION**

- 8.1 It is proposed that the Sub-Committee **RECOMMENDS**

That a photocopying service continue to be provided to local town and parish councils and to voluntary organisations at a revised charge of 5p per copy (including VAT). (HAMS)

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**Background Papers:**

None

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