

Joint Archives Board

13 November 2024

Joint Archives Service: Review of Fees and Charges

For Decision

Cabinet Member and Portfolio:

Cllr R Hope, Customer, Culture and Community Engagement

Cllr Andy Martin, Customer, Communications and Culture, BCP Council

Local Councillor(s): All

Executive Director:

A Dunn, Executive Director, Corporate Development

Report Author: Sam Johnston

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Report Status: Public

Brief Summary: The report provides a review of fees and charges with recommendations for changes in the Joint Archives Service's fees and charges to take effect 1 April 2025

Recommendation: It is recommended that the revised fees and charges (set out in Appendices 1) be recommended to the executive bodies of the two funding councils for implementation from 1 April 2025.

Reason for Recommendation: To sustain the Joint Archives Service's budget and income levels and meet the inflationary income target set as part of the budget building process.

1. Background

- 1.1 The Joint Archives Service's fees and charges were last reviewed at the Joint Archives Advisory Board meeting on 8 November 2023 and came into force on 1 April 2024
- 1.2 It is proposed that the revised fees and charges set out in the Appendix be implemented with effect from 1 April 2025.
- 1.3 At its meeting in May 2006, the Board agreed to give the County Archivist (now Service Manager for Archives and Records) the discretion to set and vary initial prices and to negotiate discounts as appropriate for new products or services between reviews and that these should be reported and recommended to the Board in the following review of fees and charges. Recent additional or revised charges are included in Appendix 1.

2. Review

- 2.1 As is usually the case, it is not proposed to raise all charges where the Service is still in line with the market and comparable organisations. The charges have been compared with some services in the longstanding Benchmarking Group; Surrey History Centre, West Sussex Archives and Hampshire Archives Service as well as comparison with other archive services in the South-West.
- 2.2 Evidence of occasional customer resistance encountered by the service to some of the charges and the above market comparisons suggest that these service charges are at the upper end of what the customer base will tolerate. Income from fees and charges is as follows:
 - 2023/24: £29,631
 - April-October 2024: £15,931
- 2.3 Therefore, all charges have been reviewed in an attempt to broadly meet the income target increase of 2.5% in line with Dorset Council guidelines.
- 2.4 As previously reported the significant changes to the method of delivery of some services in recent years has enabled the service to deliver digital copying through electronic transfer or email in preference to printing or copying to CD and posting.
- 2.5 The commercial reproduction rates revised over the last few years, following review against other museum and archive services are now embedded in the fee charging structure.
- 2.6 Car parking charges at Dorset History Centre are regulated through a Traffic Regulation Order in force since 2018 and are changed in line with the charges levied by Dorset Council. There has been no income raised through the car park

since the end of April 2024 due to building works. Any income received would be taken by Assets and Regeneration as part of the EPS arrangement.

3. Conclusion

- 3.1 This report has set out proposals for various amendments to the JAS's schedule of fees and charges. Increases have been proposed only where it is felt that they are realistic, are linked to inflationary pressures and where there have been improvements or changes to the method of delivery and standard of provision.

Aidan Dunn

Executive Director for Corporate Development

4. Financial Implications

Any increase in income through the proposed adjustments to fees and charges will assist in supporting the work of the JAS.

5. Natural Environment, Climate & Ecology Implications

None

6. Well-being and Health Implications

None

7. Other Implications

None

8. Risk Assessment

- 8.1 **HAVING CONSIDERED:** the risks associated with this decision; the level of risk has been identified as:

Current Risk: Low

Residual Risk: Low

9. Equalities Impact Assessment

The JAS has completed a full EQIA. Areas for further consideration include working with younger people and with black and ethnic minority groups and religious minorities. Improved digital provision will also assist in providing greater access to collections for people living at some distance from Dorchester.

10. Appendices

Appendix 1: Proposed Fees and Charges 2025/2026

11. **Background Papers**

None

Appendix 1

Dorset History Centre Fees and Charges from 1st April 2025/2026

	2024/25 Price	2025/26 new price (changes in bold)
<u>Photocopies/ Microform print out ordered and supplied during visit</u>		
Photocopies/MF printout (B&W) (A4 or A3)	£1.20	£1.20
Photocopies/MF printout (colour) (A4 or A3)	£2.50	£2.50
Minimum charge for photocopies/MF ordered and supplied by post, includes up to 4 A4 or A3 sheets	£9.00	£9.00
Postage and packaging	From £2.50	From £3.25
<u>Digital copying services - supplied by email/electronic transfer</u>		
TIFF images	£9.50	£10.00
JPEG images	£6.50	£6.50
Additional consecutive pages in bound volumes	£2.00	£2.00
Handling charge	£3.00	£3.00
Sound files	From £9.50	From £10.00
Tithe maps and apportionments	£20.00	£20.00
Resupply by WeTransfer admin fee	£5.25	£6.00
Supply of files on CD	£6.30	£8.00
<u>Public self-service copying</u>		
Photocopying (B&W) (A4 or A3)	£0.50	£0.50
MF printout	£1.00	£1.00
Printout from computers	£1.00	£1.00
Photography permits (day)	£8.00 for half day £14.00 for whole day	£8.00 for half day £14.00 for whole day
Photography permits (week)	£35.00	£35.00
<u>Certification services</u>		
Certification of copies (including searching for specific entries, copies and certification)	£18.00	£19.00
Baptism or burial certificate - parish register entries	£36.00	£36.00

	2024/25 Price	2025/26 new price (changes in bold)
<u>Research/consultation and advice services</u>		
Enquiries (30 minute look-up)	£16.00	£18.00
Research service (per hour)	£38.00	£38.00
One-to-one surgery - research topic consultation (ph)	£33.00	£33.00
Commercial research (inc. consultation/advice) (ph)	£70.00	£80.00
Magistrates (per hour)	£40.00	£42.00
<u>Conservation services</u>		
Treatment proposal (where items assessed at DHC) (per hour)	£38.00	£38.00
Conservation - collection condition survey and written report (at customers site) (per hour)	£38.00	£38.00
Conservation treatment fee (per hour)	£68.00	£68.00
<u>Community engagement, outreach and education services</u>		
Offsite talk, lecture (standard talks)	£78.00	£78.00
Online talks by DHC staff for other organisation (standard talks)	£65.00	£65.00
Onsite talk/lecture; introductory tours and visits	£68.00 (for groups up to 12 people)	£68.00 (for groups up to 12 people)
Bespoke/specialist talks requiring substantial research	£85.00	£85.00
Online events (talks/workshops) organised by DHC	£6.00 per person	£6.00 per person
Onsite workshop/training session (oral history or family history)	£130.00 (for groups up to 10 people)	£130.00 (for groups up to 10 people)
Offsite workshop/training session (oral history or family history)	£140.00 (for groups up to 10 people)	£140.00 (for groups up to 10 people)
Full day workshop	£16.00 per person	£16.00 per person
Downloadable education packs	£21.00 (variable depending on pack)	£21.00 (variable depending on pack)
Outreach taught session at school (incl. copies of documents, transcripts and session plans) (2 hours)	£90.00 (plus travel expenses)	£90.00 (plus travel expenses)
Outreach taught session at DHC (incl. copies of documents, transcripts and session plans, lecture room hire and original records (2 hours)	£90.00	£90.00

	2024/25 Price	2025/26 new price (changes in bold)
<u>Miscellaneous</u>		
Coffee/tea in common room	£2.00	£2.00
<u>Hire of lecture room</u>		
Mon-Fri, 9am-5pm (2 hour booking minimum) (external organisations)	£17.00	£21.00
Mon-Fri, 9am-5pm (2 hour booking minimum) (Dorset Council)		£19.00
Mon-Fri, 9am-5pm (2 hour booking minimum) (charity rate)	£13.50	£15.00
Saturday, 1st Saturday of the month, per hour (2 hour booking minimum) (external organisations)	£17.00 (plus admin fee)	£23.00 (plus admin fee)
Saturday, 1st Saturday of the month, per hour (2 hour booking minimum) (Dorset Council)		£20.00 (plus admin fee)
Saturday, 1st Saturday of the month, per hour (2 hour booking minimum) (charity rate)	£13.50 (plus admin fee)	£15.00 (plus admin fee)
Saturday - when DHC is closed	On request	On request
Evenings	On request	On request
Cancellation fee (less than 3 days notice)	£17.00	£25.00
<u>Car parking - tied to DC charges, likely to change in April 2025**</u>		
Monday-Sunday 8am-6pm		
Up to 30 mins	£0.50	£0.50
Up to 1 hour	£1.00	£1.00
Up to 2 hours	£1.50	£1.50
Up to 3 hours	£2.20	£2.20
Up to 4 hours (no return)	£3.50	£3.50
Disabled badge holders maximum stay of 3 hours	Free	Free

** Fees subject to Dorset Council prices and may change

<u>Commercial fees and charges</u>		
	<u>2024/24 price</u>	<u>2025/26 price</u> (changes in bold)
<u>Publications</u>		
One country, single language publication (print run <1000)	£25.00	£25.00
One country, single language publication (print run >1000)	£35.00	£35.00
<u>E-book</u>		
Worldwide publication	£50.00	£55.00
Local society/author	£18.00	£18.00
Dissertation	£15.00	£15.00
<u>Newspapers, magazines</u>		
Local (Dorset)	£32.00	£32.00
National	£55.00	£55.00
Worldwide	£105.00	£105.00
<u>Film, TV</u>		
Single image in television programme, national or worldwide	£55.00	£60.00
Broadcast and film rights, national or worldwide	£210.00	£210.00
TV film or radio company filming/recording on site (to incl. venue hire, staff time)	£126.00 ph	£175.00 ph (make one combined charge)
Set up time for filming (For furniture moving etc)	£45.00 ph	
<u>Lectures, talks, exhibitions (non-DHC)</u>		
Educational/ temporary	£10.00 per image	£10.00 per image
Commercial/ permanent	£55.00 per image	£55.00 per image
<u>Internet</u>		
Personal blog, including YouTube/other video websites	£12.00 per image	£15.00 per image
Commercial website	£55.00 per image	£55.00 per image