

HAMPSHIRE COUNTY COUNCIL

Officer Decision Record

Decision Maker:	Nicola Horsey, Assistant Director Community and Regulatory Services
Date:	18 August 2017
Title:	Re-location of Romsey Register Office from Romsey Town Hall to Romsey Library
Reference:	8190

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1 The decision:

- 1.1 Relocate Romsey Registration Office from Romsey Town Hall to Romsey Library with effect from late summer 2017 (appointments) and mid 2018 (ceremonies).

2 Current Position:

- 2.1 Currently the Register Office is located in the Town Hall in the centre of Romsey. The Town Hall is run by Romsey Town Council.
- 2.2 Romsey Office is open for 3 days each week at a cost of £4,500 annual rent
- 2.3 The Registration Service also provides a low cost ceremony facility in Romsey Town Hall in a small room that seats 14 guests. The cost for the hire of this room (Mayors Parlour) is agreed at £100 per half day. Where possible we organise ceremonies to run concurrently in this room to make the resourcing and cost of hire as efficient as possible. We do provide a facility to get married on Saturday mornings in Romsey Town Hall Registration Office. Last year the cost of hiring the ceremony room was £7,500.
- 2.4 The total cost for the facility in Romsey for the last full year 2015/16 was £12,000.
- 2.5 Income from providing 95 ceremonies from the Mayors Parlour at Romsey Town Hall in 2015/16 year was approx. £16,500
- 2.6 The Town Hall currently closes at 3pm and so this does affect the appointment schedules at the Town Hall and causes some challenges when rostering a flexible work force across a number of offices with set and agreed working patterns when working at this location.

- 2.7 There are a number of Approved Venues in the Romsey area and so access to the Town Hall is required at all times including evenings and weekends to pick up and return registers and security stock. Registration Officers are not allowed to keep marriage registers and security stock overnight at their home address (Statutory requirement)

3 Reasons for decision

- 3.1 Relocating to the library would save Hampshire County Council costs of approx. £12,000 per year. It would also provide an improved facility for both the day to day birth death and Notice of marriage appointments and the ceremonies (although there will need to be some investment in the space allocated for ceremonies) Romsey Library is a very picturesque building and located in an area of the town with adjacent parking and a pretty courtyard garden for photo opportunities. It is hoped that the ceremony facility would be better used at the library and therefore the income would increase. The ceremony room would be part of a multi use room as could the appointments office therefore creating a flexible working space that can be used by library staff or by other members of the community for a fee.
- 3.2 The Ceremony Facility would need to continue at Romsey Town Hall for the next year in order to honour those with current bookings for their ceremony. Moving the bookings would require couples to give a legal notice again and would require a new statutory fee of £70 per couple therefore have a cost attached.
- 3.3 It is recommended that the new ceremony room at the Library is licensed so that future bookings can be taken. There may be a period when the two ceremony rooms will both be used but this is unavoidable as generally couples will book their ceremony quite a while in advance to tie in with other arrangements for their wedding day.

4 Other options considered and rejected:

- 4.1 Do nothing and continue to offer the facility as currently from The Town Hall.

5 Conflicts of interest: None

6 Dispensation granted by the Head of Paid Service: None.

7 Supporting information:

- 7.1 There is a need for fairly minor building works to ensure that the spaces identified for the Registration Office in the library can be accessed at all times for picking up and returning Marriage Registers for ceremonies at approved venues (currently the access from the building using this space at the library is via a fire door and this would need to be changed so that it can be accessed from outside).
- 7.2 There is a need for a set of doors to be installed in the area identified for the Ceremony Room in the library in order that this can be a truly flexible space and available for renting to improve income generation.
- 7.3 The space identified in the library has IT installed currently and the re-provision of the service from Romsey Town Hall would also mean that we can re-use office furniture and ceremony room furniture (chairs are stackable).

EIA to be submitted. [EIA Romsey re-location 2017](#)

Approved by:

Date:

18 August 2017

(Nicola Horsey, Assistant Director for Community and Regulatory Services)

On behalf of the Director of Culture, Communities and Business Services