

**Policy for the hire of Council owned facilities.**

**Working Group**

**NOTES**

**Wednesday 30 July 2025, 12.00 noon at the Town Hall**

In attendance: Cllrs: A. Cartwright, T. Manton, and I. Nellins.

Assistant Clerk

1. **To appoint a Chairperson.**

Councillor Manton was appointed as Chairman.

1. **To discuss and agree the draft Terms of Reference.**

The draft Terms of Reference were agreed.

1. **To discuss the current policy and consider updating it.**

The Assistant Clerk provided the Working Group members with the current Hire Policy and booking forms that was adopted in March 2019 and organisations that regularly use the Town Councils facilities.

A discussion took place on potential improvements and ensure pricing reflects current use and demand. It was agreed to remove the Committee Room from the hire list as it has now been converted into an office. The Chapel was also removed from the hire list, as it is going to be under a permanent hire agreement.

A full review was conducted on the rules and conditions of hire, as well as the pay structure.

It was identified that the Election hire of the Chamber is not currently included within the fee structure; it was agreed that a specific hire for election hire should be introduced and aligned with appropriate audit trails to ensure transparency and compliance.

It was also identified that there was no mention on the policy that of possible electrical items being used either in the Chamber or on the Playgrounds; this should be added to show that they have PAT tested by a qualified electrician and certificates should be submitted with each booking.

Access and Fire safety within the Chamber was also discussed and changes were made to the policy to reflect.

**Recommendations:**

* Update the hire documentation to reflect the removal of the Committee Room and Chapel from the available facilities.
* Combine Buntingsdale Park and Town Park.
* Introduce a defined hire rate for election use in the Chamber.
* Hire terms and conditions reviewed and updated to include:

(Changes can been seen in red on the policy)

**Chamber:**

**Available Facilities** – Added TV screen and heating.

**Hours of Availability** - Reduced from 9-10pm to 9-9pm Monday-Friday

added Election hire 6am-10pm.

**Keys -** Collection times change to reflect office staff working hours and keys can only be issued once a boking form has been approved.

**Type of permission usage** – Maximum of 50 people within the Chamber (Health and Safety reasons) added.

**Insurance** – Copies of own insurance and public liability to be provided upon request.

**Health & Safety issues** – A copy of the organisations Health & Safety policy to be submitted if necessary.

**NEW Electrical Equipment** – Any electrical equipment used within the Chamber must be PAT tested by a qualified electrician and certificates provided.

**NEW Fire Procedure** – In the Chamber clearly marked there are Fire alarms at the front of the Chamber and by the side entrance door. Two fire door exit points on either side of the room, Fire extinguishers are located by the side entrance door, Fire emergency lighting in place. A checklist will; be discussed at the time of booking.

**Recreational Ground at Buntingsdale Park and Town Park:**

(The policy has combined the two parks together)

**Hours of availability –** Reduced from 9am-10pm to 9am-8pm.

**NEW Site Clearance -** Adequate litter bins must be provided and removed at the close of the event and the area left clean and tidy.

**Insurance –** Copies of own insurance and public liability required.

**Vehicles –** To be approved by Town Council.

**NEW Health and Safety Issues –** A copy of the organisations Health & Safety policy must be submitted and a copy of the events Risk Assessment must be provided with reference to ‘Martyn’s Law’.

**NEW Electrical Equipment –** Any electrical equipment used within the Chamber must be PAT tested by a qualified electrician and certificates provided.

**NEW Entertainment –** All appropriate licences must be obtained and copies provided to the Town Council.

* Hire booking forms updated to reflect the above changes, the person making the booking has signed they have read the policy and conditions for hiring Council owned assets and facilities, bank details have been included and an office use check box included.
* Draft policy and booking forms to be amended and presented at the next relevant committee meeting for discussion and approval.

Meeting concluded at 12.45p.m.