

**To receive amendments to the Hire of Town Council Premises and Events
Policy and consider any actions and associated expenditure**

Report to: P&F

Date of Report: 24.10.25

Officer Writing the Report: Office Manager / Assistant to the Town Clerk

Purpose of the report:

To ensure the Town Council's hirer policy and associated documents are fit for purpose.

Officers Recommendations

Members are advised to consider approving the following:

1. **Retirement of the existing** Hire of Premises and Events Policy and associated Booking Form (Appendix A)
2. **Adoption of the revised** Hire of Town Council Premises and Events Policy (Appendix B)
3. **Approval of the updated** Booking Form (Appendix C)
4. **Approval of the revised** Terms and Conditions of Hire (Appendix D)

Report Summary

The Administration Department has undertaken a comprehensive review of the existing booking process and associated documentation. This included benchmarking against other Town Councils, reflecting on internal challenges experienced over recent years, and identifying opportunities to streamline procedures.

As a result, the policy, booking form, and terms and conditions of hire have been updated to ensure greater consistency, clarity, and alignment with the services provided by the Town Council.

Members are referred to the revised documents in **Appendices A, B, and C** for further detail. These updates are recommended to support a more efficient booking process and to provide a clearer, more accessible experience for both staff and hirers.

Signature of Officer:

Office Manager / Assistant to the Town Clerk