

## Civic Hall Management Committee

27<sup>th</sup> January 2021

Report author: Janet Wheeler



## Policy on storage at Civic Hall

### Introduction

1. The idea of charging for storage at the Civic Hall has been the subject of discussion for several meetings. Some clients seemed to have an “agreement” with the Civic Hall for storage facilities. These agreements do not appear to have been documented and are currently not accessible to current staff.

### Detailed consideration

The Town Clerk has looked at creating such a policy and has come across several problems which will be difficult to resolve:

- There would be a need to police an up-to-date inventory of all items stored at the Civic Hall.
- There would be the need to ensure that the customer has relevant insurance for the items.
- The need for an agreement to cover the Council for any items which go missing.
- There would be the need for a formal booking and in and out of items.
- The need to ensure that all items coming and going from the hall have been PAT-tested.
- Plus there would be no way of knowing if a visitor accessing the storage is genuine – hence the need for locking of the individual storage.

### Recommendation

2. That the Committee notes the above considerations and agrees that such a policy will be more difficult to administer than the funds it may raise.
3. That the Committee agrees that any items left by hirers at any DTC property is left at their own risk and the safety of those items will not be guaranteed.

### **Delegated authority**

4. Under Standing Order 100, the administration of the Civic Hall is delegated to this standing Committee.

### **Legal and risk Implications**

5. The Council is required to arrange for the proper administration of its financial affairs: this will include regular reporting.
6. The Accounts and Audit Regulations require local councils to ensure that financial management is adequate and effective and have a sound system of internal control.

Janet Wheeler  
Town Clerk