

Committee	FULL COUNCIL
Date	15 December 2021
Agenda Item	15

To consider creating a Task and Finish Group to review the terms and conditions of Hire at Queens Hall

At a recent meeting of the Staff Advisory Group it was suggested that a Task and Finish group be set up to review the terms and conditions of hire at Queens Hall, and that this group should be formed of councillors other than those on the SAC. It was also suggested that this group should consist of users of the hall, and members of staff as well as councillors.

Matters for discussion

- Charges - a full list will be made available to members of the group
- Extra charges for the use of extra equipment
- Discounts for regular bookings
- Cleaning
- Laying out of tables, chairs and equipment

Group

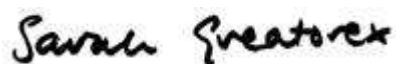
Lorraine Dover – takes hall bookings and invoices for them

Jeannette Moorhouse – caretaker

Member of staff from Provide – regular user

Member from U3A – regular user

Recommendation : that councillors agree set up a Task and finish group for the hall, and select councillors to sit on the group..



Sarah Greateorex Town Clerk