

HENLEY TOWN COUNCIL GRANTS POLICY INCLUDING POLICY FOR FREE USE OF COUNCIL PREMISES – including Town Hall, Margaret Day Room, (Exhibition Centre – no free use) – adapted from agreed F & A report 22 May 2007.

General

- 1 That grant applications/s137 applications and any requests for free use that need to be referred to the Finance and Administration Committee are considered twice a year and not at each meeting. (The Town Clerk proposes September and February meetings).
- 2 That the grants budget for the relevant budget is not exceeded.

Note: All grants are currently dealt with on a “first come first served” basis with no earmarking for grants which have been historically made. Any grant which is made on an annual basis is allocated separately as part of the budget process eg NOMAD, Allotments and does not require further reference to Committee in order to pay out.

Free Use

- 3 The periods for free use for the Town Hall and Margaret Day room are as follows. There are no free use periods for the Exhibition Centre.

Town Hall: Weekdays, 9am – 4.30pm
Monday 5pm – 10.30pm (to be cleared by 11pm)

Margaret Day Room: Weekdays 9am – 4.30pm
Monday/Tuesday 5pm – 10.30pm (to be cleared by 11pm)

No free use outside the agreed times for free use will be granted. Use by all eligible organisations outside these times will be at the full local hire rate.

No organisation on or added to the list for free use to be granted free use for Friday evenings or Saturdays.

- 4 That the Town Clerk has delegated powers, through the One Stop Shop and in consultation with the Chairman of the Finance and Administration Committee, to consider applications for free use of the Town Hall/Margaret Day Room by organisations, not on the current list (appendix A – not on web version) or those that fit the agreed criteria (see below) and are for times within those currently allowed for free use. Such applications will not normally require Committee approval and once approved the organisational will normally be added to the list for free use for the future. Matters may be referred to the Committee if the Town Clerk/Chairman of Finance consider it necessary.
- 5 Any free use to be considered under s137 to be referred to the Finance and Administration Committee.
- 6 Criteria for free use organisation
Local community organisations and local branches of national organisations (eg Oxfam) that can demonstrate local activity and contribute either to Henley’s

social, economic or environmental life to be granted free hire at the agreed times (regardless of the purpose of the use).

- 7 Each of the Henley Twining Associations – Falaise and Leichlingen and Friendship Associations – Borama and Lauderdale by Sea are granted free use of the Town Hall for one major event per annum eg: Exchange visit
- 8 Organisations given grants of £500 and over for events cannot apply additionally for free hire
- 9 All free use to be subject to the normal booking constraints.
- 10 Free use organisations not to be given priority over paying hirers.
- 11 No free hire booking to be made more than 3 months in advance, except in exceptional cases and only at the discretion of the Town Clerk.

Grants

- 12 General circular letters seeking for grants that are not Henley specific to be considered by the Town Clerk/Chairman of Finance and Administration Committee and refused/passed to Committee at their discretion.
- 13 Provided Section 12 of the grant application form is fully completed, no audited accounts required for amounts under £500 (normally requirement for 2 years worth). If Section 12 is incomplete the application will not be considered by the Finance and Administration Committee.

J Samuels
Town Clerk
3 July 2007

Free Use - Town Hall and Barn

Falaise Twinning Association
Leichlingen Twinning Association
Borama Friendship Association
Cancer Research
Henley Partnership
Henley Youth Festival
Allotment Association
Henley Municipal Charities
Henley Housing Trust
All local schools / Colleges / playgroups
CAB
Henley Educational Charity
TIC
Henley Society (plans & Executive)
Henley Archaeological & Historical Group
Headway
Staying Alive Foundation
Poppy Appeal
Round Table
Ryder Cheshire Foundation
Regatta Draw
Rotary Club
Henley Lions
Henley Bridge Rotary Club
Townlands Hospital League of Friends
Townlands Steering Group
Townlands Action Group
Air Ambulance
Thames Valley Police / Community Safety Group
Henley Wildlife Group
Chiltern Resource Centre for the disabled
Kingwood Trust
Henley Volunteer Bureau
Henley and District Handibus