

## Report No.2

### Report to Meeting of Malmesbury Town Council 27<sup>th</sup> January 2015

#### Use of Town Hall for Mayor's Charity Event

##### 1. Purpose of the report

- 1.1. To invite the Town Council to consider allowing the Town Mayor to use the Town Hall free of charge for the purpose of raising money for charity. (Item deferred from November 2014 meeting)

##### 2. Background

- 2.1. Historically the Town Mayor has used the Town Hall for the Mayoral Ball and the cost of hire, less and discount, has been paid from money received.
- 2.2. A few years ago the Town Council resolved to allow the Town Mayor to have use of the Town Hall for the Mayoral Ball without payment other than for the cost of relevant salaries and energy usage.

##### 3. Proposals

- 3.1. At the last meeting of the Policy and Resources Committee on 11<sup>th</sup> November 2014 Councillor Cox suggested that the Town Hall should be made available for the Town Mayor to hold charity fund raising events without charge.

##### 4. Financial implications

- 4.1 There are financial implications falling upon the Town Council whenever the Town Hall is used for a function without payment.
- 4.2 The direct and unavoidable costs associated with an evening fund raising event include the relevant salary payments plus on costs and the use of energy.

##### 5. Recommendations

- 5.1 Members are requested to consider the proposal made by Councillor Cox and decide on an appropriate policy.

Jeff Penfold  
Town Clerk  
17<sup>th</sup> November 2014