



Premises Use Policy

Date of adoption	27 th May 2020
Reviewed	15 th February 2023, 4 th September 2024
Adopted by	Full Council.
To be reviewed by	Policy & Resources Committee

Amendments: full and extensive review/update including changes to the charging structure and significant reduction in policy wording.

Premises Use Policy – Newton’s Place

Purpose & Scope:

The primary function of Newton Abbot Town Council's premises is to deliver council services and provide community access. This policy ensures consistent criteria for external organisations using Council premises, specifically at Newton's Place, 43 Wolborough Street.

General Policy:

- **Council Priority:** Council activities take precedence. The Council welcomes use by external organisations.
- **Application:** All third-party users must complete a Booking Form.
- **Safeguarding & Suitability:** All prospective hirers must provide details of the intended use on the booking form. Usage must align with the Council’s safeguarding and security requirements. Suitability is determined by the Council based on safety, risk management, and service impact.
- **Insurance & Compliance:** External users need £5M public liability insurance and relevant licenses. The Council's services are covered by internal insurance.
- **Charges:** Rental rates are reviewed annually, with standard rates and subsidies for registered charities and Newton Abbot community groups. Equipment fees may apply.

Charging Rates

Day time - 09:00am to 5:00pm:

- Individuals/Commercial: £25/hour, £150/day.
- Youth Groups (U16), Newton Abbot Community Groups & Registered Charities: £10/hour, £80/day.

Evening bookings – 5:00pm to 8:30pm: Standard £80

In-Kind Support - the existing charging structure for Newton’s Place incorporates substantial concessions for community organisations and registered charities. The Town Clerk is granted delegated authority to consider an application for ‘In kind support’ from time to time. Applications must be in writing.

Usage Priorities:

1. **Council Services**
2. **Community Groups**
3. **Private/Commercial Users**

Key Contacts:

For enquiries: info@newtonabbot-tc.gov.uk | 01626 201120

Appendix 1: Managing the Use of Town Council Premises

Assessing Suitability for Use:

Users must complete a Booking Form to assess the suitability of premises for their intended use. The information will enable an assessment to be made as to the suitability in terms of the impact on service delivery and the physical constraints of the property itself. Unsuitable requests will be escalated to the Town Clerk.

Safeguarding Requirements:

Usage must not compromise the safeguarding of children, young people, or vulnerable adults. Users must have proper vetting measures, and additional safeguards may be necessary to protect existing users.

Health and Safety:

Additional risk assessments may be required for uses not covered by standard assessments, with common considerations including:

- **Traffic Management:** Ensure safe vehicular and pedestrian access.
- **Site Security and Child Protection:** Evaluate risks based on the proposed usage, especially where it overlaps with regular operations involving vulnerable groups.
- **Fire Safety:** Review fire risk assessments and consult the District Council's Licensing Officer for large gatherings.

Regular Premises Checks:

Documented checks must occur during handovers between service and community use to ensure safety and compliance, aiding in any potential liability claims.

Treatment of Income Received from Lettings

All income generated from letting the premises is reinvested into the upkeep and maintenance of the property. Funds will be allocated to cover operational costs, including utilities, repairs, and general upkeep. Surplus income may be redirected to support community programs and enhance facilities, subject to Council discretion.

Insurance Requirements:

Third-party users must provide evidence of insurance, including £5M public liability coverage. The Town Council's insurance does not cover external users, making this a mandatory requirement.

Key Holder Arrangements

A duty keyholder is present when the building is occupied for the provision of Council services and during times when the building is occupied by non-Town Council users. The Council maintains a list of personnel who are authorised key holders. Access codes and keys are not to be shared.