



## **Bingham Town Council**

### **Old Court House - Councillor Room Hire, Access & Keyholder Policy**

#### **Introduction**

This policy details the hiring and use of the Old Court House rooms by Councillors and other local representatives. It also details access arrangements and Town Councillor keyholders.

#### **Hire of Rooms**

Bingham Town Councillors are permitted to hire rooms in the Old Court House on an ad hoc basis, without charge for business relating to their role as a Town Councillor.

Room hire is also available without charge to the following representatives under the same circumstances:

- Rushcliffe Borough Councillors representing Bingham Wards
- Nottinghamshire County Councillors representing Bingham Wards
- The member of Parliament representing Bingham

If a Town Councillor or Bingham representative wishes to arrange a regular/reoccurring meeting, this will be referred to the Finance, Policy and Resources Committee for consideration of whether charges would be applicable. The Committee will consider the length of the request, potential costs incurred and any impact on regular room hirers.

Room hire by Town Councillors and Bingham representatives, for reasons other than business relating to their role representing Bingham residents, will be chargeable at the prevailing rates.

#### **Booking procedure**

Room hire is subject to availability and must be confirmed with the office in advance due to consideration of other users of the building. Room hire includes access to the communal areas and meeting rooms, no access will be granted the Council offices at any time unless accompanied by a member of staff.

For auditing and health and safety purposes, Councillors and other representatives will need to complete and sign the current booking form and the terms and conditions of hire in advance of the booking. Councillors will also be provided with the Fire Emergency Plan for the building and will lead on the evacuation of their group attendees in the event on an emergency.

Confirmation of the reason for hire will need to be included on the booking form, with the expected number of attendees. A signed booking form must be submitted in advance of the meeting.

## **Out of Hours Access**

Keys will be made available for use by a Town Councillor (unless already a keyholder) to enable access at times outside of office hours. Keys will be signed out and arrangements agreed for the return of keys.

Other Bingham representatives will firstly invite a Town Councillor to open and lock the building on their behalf. If a Town Councillor is not available, a fee for Council staff to attend to open and lock up will be chargeable, at the prevailing rate, and is subject to staff availability.

## **Keyholders**

The Mayor, Deputy Mayor and Chair of Finance, Policy and Resources Committee will each be assigned a set of keys to access the public areas of the building during out of office hours.

During office hours keyholders must report to the office prior to entry so that staff are aware of access.

Should a named keyholder choose not to accept the keyholding responsibility, the keys will be held in the office safe.

All access to the building must be pre-arranged with the office in advance so that consideration can be given to other users of the building. Access must comply with all areas of this policy.

If Councillors are found to have accessed the building without prior arrangement with the office, unless in an emergency situation, a report will be reviewed by the Finance, Policy and Resources Committee. If unauthorised access is reported, the Finance, Policy and Resources Committee may choose to revoke access to the keyholder.

A spare set of keys are held by the office and will be assigned to Town Councillors without keys when out of hours access is required.

## **Policy Review**

This Old Court House Room Hire, Access & Keyholder Policy was considered and approved by Finance, Policy & Resources Committee at its meeting on 05 November 2024.

This Policy was reviewed and adopted by Bingham Town Council on 19 November 2024.

This Policy will be reviewed biannually by the Finance, Policy and Resources Committee after its first approval of the Full Council.

Minute Reference: 7.c

Review Date: November 2026