

	Meeting (No)	Market & Town Hall Committee (1)	
	Date	27/6/23	
	Document	Ref No	
	Charity Coffee Morning Motion	MTH1/15	

Proposal: for the Town Council to make the Main Hall available on a Friday morning, once each month, for use by local charities to host a fundraising coffee morning.

Neston Town Centre has several charity shops and there are several active charity groups in the Town.

This proposal is to make the Main Hall available as a venue for monthly charity coffee mornings to coincide with the weekly Market. Charities could book the Hall in advance and Market stallholders advised accordingly.

The charity would be expected to cover the nominal costs of the Hall being available (e.g. cleaning, utilities) and would be able to raise funds.

It should increase the footfall for the Market.

And it is a positive, low-cost contribution to the local economy by the Town Council.

Cllr Tracey Hardcastle

Additional information

Proposed operational times would be 9am – 12 noon (groups would be able to arrive beforehand to set up).

The usual cost for charities to hire the Main Hall is £15.20 per hour with an additional cost for the kitchen. A three-hour hire would therefore equate to £45.00. This start-up would be a partnership event run in association with the Town Council, therefore the set coffee morning fee would need to provide value for money as a “package deal” to encourage charities to hire the space with the kitchen and set up of the room included. If the timings of the event were reduced then the hire fee could be dropped to accommodate this i.e. 10am – 12 noon = £30.00. I would suggest making the hire fee for coffee mornings a round figure to appear more attractive to hirers.

The room would be set up in advance and the hall equipment arrangement would be in the same format each time the event takes place, to ensure familiarity. The Market Officer & Caretaker is contracted to work all day on a Friday so he will be on hand to support organisers. The Town Council also employs an agency HRGO staff member on a Friday who assists with the market, therefore there will be a choice of two available people on hand to set down the event whilst the market can still be monitored. The weekly market will be fully operational before the coffee morning begins which will allow the staffs’ tasks on the day to be evenly distributed.

Charitable groups would charge a nominal entry fee to cover tea/coffee and light refreshments. Groups will also be encouraged to sell brick-a-brac and have other fund-raising stands to add interest and generate increased income through the event.

Charity coffee morning bookings are to be handled by the Corporate Support & Facilities Officer. However, it is noted that bookings would have to avoid the four special event markets of the year.

Events such as these in local communities are proven to help combat loneliness in older people and provide an opportunity to meet friends in a more loss cost environment. Many retired people rely on community events to give them somewhere to visit regularly, a chance to socialise with friends, and support local charities.

Coffee morning organisers will be responsible for clearing up debris after the event but the physical event equipment would be put away by NTC staff.

Organisers would, however need to be mindful of other hirers using the building at the same time. There is one hirer would need access to the kitchen at approximately 12.15pm on a Friday. As the kitchen is a large space, sharing the area for preparing refreshments would not present any issues. Another hirer uses the rear corridor as a reception/waiting area for timed bookings in the smaller side room and this would need to be taken into consideration. Both forms of access into the Town Hall would be used for this event, at the front and rear of the building.

Outcomes:

To decide a way forward for potential monthly charity coffee mornings on market day to support local organisations, combat loneliness in the community and generate an income stream for the Town Council.

Committee is requested to consider whether it wishes to take this idea forward and, if so, decide operational times for the coffee morning and an agreed hire fee for the package.

Locum Chief Officer

Zoë Dean