



## COUNCIL PROPERTY POLICY

VERSION NUMBER	V2
DATE & MINUTE REFERENCE	20/5/25 FC1/15d
DATE OF NEXT REVIEW	May 2027

### Policy for use of Neston Town Assets

Neston Town Council will consider the use of Town Council assets by businesses or community groups, within the Neston Town Council area, on a case-by-case basis. Delegated authority is provided to officers to make decisions on use of assets, if deemed to be suitable and appropriate.

If use is approved, then the relevant forms must be completed and public liability insurance must be in place prior to release of any equipment. A copy of a valid Public Liability insurance certificate must be provided to officers to be stored on file for the duration of the hire. All items **must** be returned to the Town Council in the same condition as before use, and any damages must be paid for by the hirer. This information should be made clear in advance.

For hirers of Neston Town Hall, tables and chairs are included in the hire agreement and are available for use. An electronic projector and pop-up screen for a projector, are also available for appropriate events or meetings held within the Town Hall. Advanced notice is required for hire of these items. Additional fees may apply for use of the Town Hall kitchen.

### Note:

Following the sale of some Neston Town Council gazebos in 2023 to community groups, it was subsequently approved by the council that NTC gazebos would no longer be loaned out. However, the groups who benefitted from the purchase of the relinquished gazebos agreed to loan them out to other community groups, if required.