Minutes of a HYBRID meeting of the **POLICY COMMITTEE** held at the Council Chamber, Council Offices, Talbot Street, Maesteg and remotely via Microsoft Teams and, on **Monday, 17th March 2025.**

**PRESENT:** Clerk

**COUNCILLORS**

**IN PERSON:       R Martin (Chair),**

R Collins & C Knight

**APOLOGIES:** R Lewis

**DECLARATION OF INTEREST:**

Cllr R Penhale-Thomas declared a prejudicial interest in the Maesteg Town Hall Hire Grant Policy so was not required to attend the meeting.

1. **TO DISCUSS THE CREATION OF THE FOLLOWING POLICIES:**
2. **Town Hall Grant Funding for groups**

Members were provided with a draft Town Hall grant funding policy. It was noted that the key items that should be covered by the policy are:

* Recognition of support by Maesteg Town Council in the marketing materials for the events in the Town Hall that are held as a result of funds sourced from this grant.
* 1 application is to be received per group, per financial year for up to a **maximum** of a full day of Town Hall hire. This will allow for fairness between the many groups who wish to apply for this grant.
* To safeguard the Councils funds, if an event is cancelled, the grant monies must be returned to the Council less any non-refundable deposits already paid (as per Town Halls booking policy).
* The hire of the Town Hall can only be sourced through this grant (S145). Any S137 applications can support the event such as purchasing props, equipment etc but not the hire of the Town Hall.
* The application form will ask the number of tickets the event holders plan to sell – this will aid the decision-making process in the hiring of the Town Hall and help users establish if their events can stand on their own.
* This policy will be reviewed after 6 months and amendments made on the basis of its use and feedback.

It was **agreed** to recommend the amended draft policy to full council.

1. **RECOMMENDATIONS**
2. Accept the Town Hall Grant Funding Policy and Application form.

**Minutes emailed to all Councillors to Read on 18th March 2025**

**Read and accepted at a remote meeting of the Council held on 1st April 2025**

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**Mayor**