

MAESTEG TOWN COUNCIL TOWN HALL HIRE GRANT POLICY

Introduction

This policy outlines the guidelines and procedures for issuing grant funding to organisations or community groups seeking to hire Maesteg Town Hall. Council have allocated a sum of money for the 2025-26 financial year to facilitate a Town Hall Hire Grant.

The primary aim is to support groups and organisations, with the increased hire costs as specified by AWEN Cultural Trust (appendix 1). The legal power to enable this provision is Local Government Act 1972, s.145 - the provision of entertainment and the arts. By giving this as a grant to community groups/organisations the money will also benefit the newly refurbished Town Hall.

Objectives of the Town Hall Hire Grant

The Town Hall Hire Grant is designed to provide financial assistance to groups and organisations wishing to hire the town hall for events / performances etc.

Eligibility Criteria

To apply for a Town Hall Grant, the applicant must be a not-for-profit organisation or community group that operates within the Maesteg Town Councils boundary.

Grant Amount and Funding Conditions

- The maximum grant available per application will be determined by Maesteg Town Council, with funding being **allocated on a case-by-case basis**. Applicants must specify the amount of funding required (i.e. the hire costs for their event).
- The funding can be used for the Town Hall hire costs as per appendix 1.
- Grants will **NOT** cover the additional charges as listed on appendix 1.
- A maximum of 1 application per organisation, per financial year will be considered, subject to the available funds.

Application Process

- All applicants must complete the town council's official application form (appendix 2), which will ask for details about the organisation, the planned event, agreed hire fees (with AWEN).
- Applications must be submitted by noon on the last Tuesday of the month to be discussed in the next full council meeting
- Along with the application form, the applicant must provide:
 - A copy of the hire agreement with AWEN outlining the hire costs
 - A copy of a recent bank statement

Assessment and Payment

- Applications will be reviewed and discussed by Full Council.
- Successful applicants will be notified the day after the application was discussed in full council; payment will then be made to the organisation on the Wednesday after the decision was made.

Grant Monitoring and Reporting

Applicants who receive funding will be required to submit a copy of the hire agreement and invoice/receipt to Maesteg Town Council.

Terms and Conditions

- The grant is awarded on the understanding that it will be used solely for hire of the Town Hall for up to a full day hire maximum.
- The grant is non-transferable and must not be used for personal benefit or unrelated events.
- If the event is cancelled the applicant will be required to return the grant, less any non-refundable deposits (as per Town Hall policy).
- Any S137 application forms cannot be used for the hire of the Town Hall. However, the S137 funding can be used to purchase goods that support the event such as props, technology, costumes etc.
- When funding is granted, the event holders must place the Maesteg Town Council logo (sent upon successful application) onto their marketing materials with the following statement: 'Event support by Maesteg Town Council'.

Review and Evaluation

The policy will be reviewed after an initial 6-month period to ensure that it continues to meet the needs of the community and supports effective use Maesteg Town Councils funds.

This policy was agreed by the Policy Committee on 17/03/2025
This policy is to be reviewed by 01/10/2025

Policy Accepted and adopted by a Hybrid meeting of the Council held on 01/04/2025

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Mayor