



Policy for free meeting room provision for residents associations and groups

Filename and version	Status	Date adopted	Review date
Meeting room provision for communitiesV1	Adopted	1 April 2022	April 2024

BACKGROUND

Bletchley and Fenny Stratford Town Council is keen to support groups of residents who are working to promote community well-being and to make improvements to the physical, social and economic life of the area. To this end all community groups within the council area are eligible to apply for community support grants for specific projects or events and the criteria and process for this can be accessed via the Town Council. However the Town Council has also resolved to provide free use of meeting room facilities to groups of residents in certain circumstances.

SCOPE

This policy applies solely to the use of town council owned facilities which are used by Residents Associations/Community Associations for the purposes of regular meetings of any Association or its committees. Free use of town council facilities for all other events will be considered on a case by case basis in conjunction with grant applications under the scheme above.

The buildings included in this policy are:

- Sycamore Hall
- Spotlight
- Newton Leys Pavilion
- Fenny Stratford Community Centre

ELIGIBILITY CRITERIA

To be able to apply for free use of facilities for meeting rooms Residents Associations must be able to demonstrate they meet the criteria:

- The group is properly constituted and has a membership base within the community (evidence of current constitution required). There is no requirement to be accredited by Milton Keynes City Council.
- Minutes of all meetings recording how many people were present and the business transacted must be made available to the Town Council and the wider community (via the Town Council website or a publicly available dedicated website belonging to the Association)

- Annual Accounts of the organisation must be published to the Town Council and to the wider community and to the Town Council (via the Town Council website or a publicly available dedicated website belonging to the Association)
- Meetings will be restricted to a maximum of 6 per calendar year and will be for half a day maximum
- Booking forms must be completed by the Association for all use of meeting rooms and the usual terms and conditions will apply. A block booking form for the year will be acceptable provided it includes all dates and details of keyholders responsible for locking up after each meeting. Damage deposits will not be required but Associations will be liable for any damage or addition costs incurred eg overstaying the booked timeslot.
- Applications for free meeting bookings should be made annually ideally in March/April at the beginning of the Council's financial year using the form below.

**Application for Residents Associations requesting up to 6 unpaid meeting bookings
2022-2023**

Name of Residents/Community Association	
Contact Details for communications about bookings	Named Contact: Address: Email: Telephone number:

Qualification Criteria

What is the purpose of the residents association?					
Is the association formally constituted?	Yes	No	Is a copy of the constitution attached	Yes	No
Where are minutes of the Association published online?			Do you agree to share your minutes with the Town for publication on the Town Council website?	Yes	No
Where are the financial accounts of the Association published online?			Do you agree to share your minutes with the Town for publication on the Town Council website?	Yes	No

Please submit this application form with the required evidence to info@bletchleyfennystratford-tc.gov.uk or post to Bletchley and Fenny Stratford Town Council, Sycamore House, Drayton Road

Please note a fully completed booking form will also be required for any use of Bletchley and Fenny Stratford Town Council facilities.

