

Malmesbury Town Council

Malmesbury Hub Policy

1. In order to support the Town Council's aim of delivering more affordable community access to the facilities of the Town Hall, the Old School Room will become the base for, and will be known as, 'The Malmesbury Hub'.
2. The Hub activities in this room will be organised by a Councillor-led working party called the Malmesbury Hub Management Team (MHMT) with representation drawn from local community groups, organisations, charities and others.
3. The primary aim of this management team is to promote the use of the room across a wide range of community interests and services to the benefit of local community groups, organisations and charities.
4. The Malmesbury Hub Management Team (MHMT) will operate the Hub and abide by agreed Terms of Reference.
5. The Malmesbury Hub Management Team (MHMT) will include a Council officer to provide the necessary close liaison with the Town Hall Office in order to ensure the safe and efficient use of the room and to avoid conflicting bookings.
6. The Malmesbury Hub Management Team (MHMT) will report to the Town Hall Management Committee (or its successor) who will oversee the operation, make policy decisions and have overall responsibility for the Malmesbury Hub.
7. The charging schedule for the room will be set by the Town Hall Management Committee (or its successor) for agreement by Full Council, upon recommendations from The Hub Management Team (MHMT). It will be an underpinning principal of the charging schedule to provide affordable hiring rates for the various community organisations, either per activity or per hour. The schedule will specifically define what is meant by 'community' activities and all others will be charged at the usual Town Hall rates.
8. The Malmesbury Hub Management Team (MHMT) will not allow free usage of the room as per existing Council policy.
9. There will be no sub-letting of the room, either by community organisations, by commercial enterprises or individuals.
10. The Malmesbury Hub Management Team (MHMT) will endeavour, subject to demand, to organise monthly markets on a Saturday to promote local craft, artisans and traders. Other events on a Saturday, such as Table Top Sales will be considered as demand dictates.
11. The wall space in the Old School Room will be offered to commercial artists as additional gallery space at a fee set by the THMC, however four times a year the space will be made available free of charge for local artists to exhibit their work.
12. The hours of operation of the Hub will usually be from 10:00am to 4:00pm and exceptionally outside these hours, by arrangement with the Town Hall and Facilities Administrator or other officer.
13. The Chair of The Malmesbury Hub Management Team (MHMT) will be responsible for ensuring the Town Council website page and any other media authorised by the Council re the Malmesbury Hub is kept updated with information and that the Terms of Reference and relevant policies are available for all to reference.
14. The Malmesbury Hub Management Team (MHMT) will review their Terms of Reference and policies on an annual basis in February and report an update to Town Hall Management Committee (or its successor) for action or confirmation.

Ratified by Full Council on 25th March 2014