



Date	06/02/2024	Proposed Agenda Item	
Agenda No:			
Title	Advance Block Booking for a Meeting Room		
B a c k g r o u n d	<p>Since the start of this Council's term, mostly we have had to use private houses to hold Advisory Group meetings. Once full council meetings had been re-established at the Parish Hall, and an agreement had been reached for use of the hall, some groups have managed to hold their meetings in the Committee Room. The hall booking calendar is usually quite busy, so out of necessity two or three groups held their meetings on the same night in tandem, following on from each other.</p> <p>The current agreement with HPHMC (which runs from 20/06/2023 until 19/06/2024) includes 12 Committee Room bookings. To date 7 of those have been used.</p>		
C o n s i d e r a t i o n s	<p>Not all groups need to meet every month, but when they do they need to have a venue, to break away from having to use private dwellings, and it would be preferable to use the Committee Room.</p> <p>Block booking a day each month for use of the Committee room would solve this. Groups can then rotate the use or share as they have done previously.</p> <p>A new agreement would need to be negotiated to incorporate these additional bookings going forward after June 2024.</p>		
P r o p o s a l s	<p>Council to discuss the idea of block booking the HPH Committee Room for one day per month for the use of Advisory Groups.</p> <p>If Council decides to go ahead, they need to choose a day each month that would be best. This would be dependant on HPH availability & include the understanding, with enough notice, that some flexibility of night may be necessary if there was a one-off whole-hall booking request made. It has been suggested that the third week of each month would be appropriate as it would give enough time for anything to be put forward to the clerk in time for the next full council meeting.</p>		
Risk	Low		
Author	RE&A Advisory Group		
Date	25 / 01 /2024	❖	Updated : 25-01-2024