



FRAMLINGHAM TOWN COUNCIL

THIRD PARTY USE OF TOWN COUNCIL'S RESOURCES POLICY

1. Overview

Framlingham Town Council has resources which are available for people other than staff and Councillors to use. This policy sets out the framework for this to happen.

2. Resources available to people

The list below is not all-inclusive but illustrates the most common items.

- Photocopying/Scanning
- Gazebos
- Tables
- Traffic Cones
- Chalk Boards
- Flip Charts
- Lighting Units
- Keys to Council owned land
- Overhead projector

2.1 Resources not available to third parties.

IT equipment (laptops)

3 Procedure

The Town Council generally does not charge when lending items to local voluntary or fund-raising groups.

3.1 Photocopying

The Town Council is happy to provide small amounts of photocopying for local residents, voluntary or fundraising groups. No charge is made unless more than 50 copies are required and 10p is charged per sheet over that number, at the discretion of the Town Clerk.

3.2 Lending physical items

The Town Council is happy to lend to local residents or groups items it owns such as those listed in 1 above. This is always at the discretion of the Town Clerk. Evidence of Third-Party Liability Insurance is required and Items are expected to be paid for if damaged or lost. A record of who has what, and what purpose the loan is put to, is kept in the small notebook located by the office door. This notebook is also used for recording who has been lent keys. This policy will be explained to borrowers and a copy given to them on request.