



**PRESCOT**  
**TOWN COUNCIL**  
**EQUIPMENT BANK POLICY**  
**September 2018**

## **1 INTRODUCTION**

- 1.1 From time to time the Town Council receive requests from organisations both within and outside of the town to borrow various items of equipment most commonly folding tables. In the past the Town Council have always acquiesced on the grounds that those organisations within the Town use the equipment for the benefit of the town and those outside the town on a quid pro quo basis.
- 1.2 The purpose of this policy is to actively seek ways in which the Town Council can support the local community in the delivery of community activities. Prescott is fortunate to have an active community and voluntary sector and the Town Council recognises the value that these organisations have in helping to achieve a sense of place and develop a strong community spirit. Furthermore, the Town Council recognise that the availability of equipment to community groups will support them in achieving their goals. Some of the groups carry out similar activities in different parts of the town, and the cost of equipping each group with the same items would be prohibitive. In an effort to address the needs of as many groups as possible the Town Council has developed the idea of creating an equipment bank that community groups across the Town can access to support their activities.
- 1.3 In addition to lending from the equipment bank the Town Council also has an opportunity to make the equipment bank self sustaining by offering the same items for hire to organisations outside of the town, individuals or ‘for profit’ organisations. Any monies generated through rental could be reinvested in the equipment that is hired out, as continual use will lessen its expected life.
- 1.4 The Town Council will incur a cost in relation to the administration of the equipment bank through the additional demand on staff resources. Were the Town Council to allow organisations from outside of the town, individuals or ‘for profit’ organisations to borrow equipment at no cost, the Town Council would then be providing a free service to organisations with no community interest in Prescott at a cost to Prescott, therefore charges to recoup administration costs and reinvest in additional equipment should be applied.

## **2 KEYS AIMS**

- 2.1 The purpose of this policy is:
  - to define the items that the town council are willing and able to lend or rent out
  - to define who will have access to the equipment and on what basis
  - to establish any charges that will be levied in rental terms
  - to ensure consistency and equity in the Council’s approach to lending and hiring of equipment

### 3 AVAILABLE EQUIPMENT

3.1 The Town Council's equipment bank is detailed below. This list will be advertised on the Town Councils website and through its social media.

Item	Number available
Plastic trestle tables	20
Metal Folding Chairs	15
Loud Hailer	1
Buffalo P111 Folding Gas Barbecue	2
Chafer Dishes	4
Slow Cooker	2
Soup maker	1
Triple Steamer	1
Large Cooks Sandwich maker	1
Tea Cups and Saucers	50
Tea Urn	2
Airpot Flasks 5 Litre	6
4 x 8 Heavy Duty Marquee	1
6 x 3 Heavy Duty Marquee	2
Portable LED spotlights - rechargeable 10W	4
Portable LED spotlights - rechargeable 23W	2
Portable LED spotlight - plug in	1
Plastic Mesh Barrier Fencing with stakes	100m
White Chair Covers	100
Bow Chair Sashes - various colours	100

The Town Council do not have any vehicles capable of transporting equipment therefore all items must be collected from and returned to Town Council premises.

#### 4.0 ACCESS TO EQUIPMENT

4.1 The purpose of the policy is to support the local community to hold events and activities. It is also recognised that the funding which the Town Council has used to purchase the equipment has been derived through the precept levied on the residents of Prescot. Therefore, it is logical that Prescot based organisations are permitted usage of the equipment and will take precedence over others.

4.2 The Town Council also has a duty to safeguard its assets therefore some level of control and reassurance must be applied. In order to provide that reassurance, for the purpose of this policy a 'Prescot Organisation' will be defined as

- a properly constituted group with a named management committee (i.e. chair, treasurer and secretary) who are 'not for profit' and are based in Prescot or serving a significant majority of Prescot residents and whose intended use of the equipment provides free access to all i.e. not a closed function / private party.

4.3 In addition to the usage by community groups the Town Council also recognise the value of providing this service to local individuals, businesses or other out of town organisations, that may have need of such items. However, the Town Council have no clear remit to address the needs of individuals and absolutely no responsibility to provide services to local businesses or out of town organisations, neither have the latter two contributed to the purchase of the items. That said there exists an opportunity to support the sustainability of the equipment banks philanthropic aims by not limiting those the council are willing to lend or potentially rent equipment to, therefore these parties should not be wholly excluded from the available audience.

## 5 HIRE CHARGES

5.1 As discussed in 4.1 the purpose of this policy is to support the Prescot community therefore the introduction of charges would represent a barrier to the town's not for profit organisations. Therefore, a Prescot Organisation as determined in section 4.2 will have free access to the equipment bank

5.2 Clearly the administration of the equipment bank will require staff resources on the part of the Town Council which in turn incur costs. Furthermore, high degrees of usage will lead to the higher levels of wear and tear on equipment, therefore potential rental income from local individuals, business or other out of town organisations could be used to offset these costs. Hire charges should therefore be applied in accordance with table below.

Item	Number available	Charge to Prescot based Community Organisations	Charge to others
Plastic trestle tables	20	Free	£4 each per day
Metal Folding Chairs	15	Free	£1 each per day
Loud Hailer	1	Free	£5 per day
Buffalo P111 Folding Gas Barbecue	2	Free – own gas	£50 each per day – own gas
Chafer Dishes	4	Free	£10 each per day
Slow Cooker	2	Free	£10 each per day
Soup maker	1	Free	£5 per day
Triple Steamer	1	Free	£5 per day
Large Cooks Sandwich maker	1	Free	£10 per day
Tea Cups and Saucers	50	Free	50p each per day
Tea Urn	2	Free	£5 each per day
Airpot Flasks 5 Litre	6	Free	£5 each per day
4 x 8 Heavy Duty Marquee	1	Free	£50 per day
6 x 3 Heavy Duty Marquee	2	Free	£50 each per day
Portable LED spotlights - rechargeable 10W	4	Free	£5 each per day
Portable LED spotlights - rechargeable 23W	2	Free	£5 each per day
Portable LED spotlight - plug in	1	Free	£5 each per day
Plastic Mesh Barrier Fencing with stakes	100m	Free	£50 per day
White Chair Covers	100	Free	£1 per chair cover
Bow Chair Sashes - various colours	100	Free	£0.50p per sash

## **6 BOOKING SYSTEM - EQUITY**

- 6.1 In order to ensure all groups have equal access to the equipment bank and prevent instances of block booking an equipment request form will be used, requests will only be processed for singular events and a new form must be completed for each individual event / occasion. As with the room booking procedure all requests will be processed by staff. In the event that a conflict of requests, preference will be given to the group whose previous request is the oldest or if it is their first request. It is important that no one group dominates the usage of the bank other than the Town Council themselves who will retain an ultimate veto on the equipment bank for its own events.



# PRESCOT TOWN COUNCIL

## Equipment Request Form

Your details					
Name					
Address					
Contact Number					
Email					
Bank Account Number	Bank account details are required so that your bond can be refunded to you in a timely fashion via direct bank transfer, for hire customers only.				
Sort Code					
I have read and agree to the terms and conditions over leaf				Signed	Dated
Equipment Requested					
Date equipment required			Reason for hire		
Item	Number available	Charge to Prescot based Community Organisations	Charge to others	Number requested and period of hire	
				No	Days
Plastic trestle tables	20	Free	£4 each per day		
Metal Folding Chairs	15	Free	£1 each per day		
Loud Hailer	1	Free	£5 per day		
Buffalo P111 Folding Gas Barbecue	2	Free – own gas	£50 each per day – own gas		
Chafer Dishes	4	Free	£10 each per day		
Slow Cooker	2	Free	£10 each per day		
Soup maker	1	Free	£5 per day		
Triple Steamer	1	Free	£5 per day		
Large Cooks Sandwich maker	1	Free	£10 per day		
Tea Cups and Saucers	50	Free	50p each per day		
Tea Urn	2	Free	£5 each per day		
Airpot Flasks 5 Litre	6	Free	£5 each per day		
4 x 8 Heavy Duty Marquee	1	Free	£50 per day		
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Portable LED spotlight - plug in	1	Free	£5 each per day		
Plastic Mesh Barrier Fencing with stakes	100m	Free	£50 per day		
White Chair Covers	100	Free	£1 per chair cover		
Bow Chair Sashes - various colours	100	Free	£0.50p per sash		

**Please turn over to read the terms and conditions of hire**

Please send your completed booking form to:  
 Prescot Town Council, Prescot Town Hall  
 1 Warrington Road  
 Merseyside  
 L34 5QX

**Terms and Conditions**

*All equipment must be hired from and returned to Prescott Town Hall, 1 Warrington Road, Prescott, Merseyside, L34 5QX, Monday – Friday between the hours of 9.00am to 5.00pm.*

**Prescot based Community Organisations**

*For the purpose of equipment hire the Town Council define a Prescott based Community Organisation as being*

- a properly constituted group with a named management committee (i.e. chair, treasurer and secretary) who are ‘not for profit’ and are based in Prescott or serving a significant majority of Prescott residents and whose intended use of the equipment provides free access to all i.e. not a closed function / private party.

*Prescot based Community Organisations will not incur a hire charge or be subject to bonds.*

**Other hiring parties and individuals**

If you do not meet the definition of a *Prescot based Community Organisation* as written above the hire of equipment will incur rental charges and bonds as detailed in this document.

**General Information**

*Once a request form has been received it will be processed with 1 week, and you will be contacted by a member of staff. If you are making the request as a community group for the first time, please provide a copy of your **groups signed constitution**. All hire charges and bonds must be paid in advance of the hire. Payments can be made at the Town Hall by cash, cheque or by direct bank transfer. Please note we do not have the facility to take card payments.*

***In all instances proof of identification will be requested upon collection and should be provided as driving licence or passport together with a utility bill or bank statement which clearly identifies the hirers address, this is applicable to community groups and would normally be one of the management committee.***

**Bonds for equipment will be requested in relation to**

Buffalo P111 Folding Gas Barbecue	@ £200
4 x 8 Heavy Duty Marquee	@ £200
6 x 3 Heavy Duty Marquee	@ £200

All other items @ two weeks rental cost.

An operational and safety briefing will be provided for the barbecues along with guidance documentation on safe use.

Returned items will be tested by a member of staff in the presence of the hirer to ensure the items are in full working order / accounted for. **Please ensure you allow enough time to allow these checks to be made. If you do not stay to see these checks performed, you waive your rights to contest a bond refund in the event any damage or loss of equipment is identified.** Bonds will be refunded within two working days into the bank account as stated on the form.

<p><b>By submitting this form, you agree that we will process your data in line with our privacy notice, which can be accessed via our website <a href="http://www.prescot-tc.gov.uk">www.prescot-tc.gov.uk</a>, and that you acknowledge the Council's terms and conditions for the hire of equipment.</b></p>
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