

CONGLETON TOWN COUNCIL

COMMITTEE REPORTS AND UPDATES

COMMITTEE:	Town Hall, Assets & Services Committee Meeting		
MEETING DATE AND TIME	31st October 2024	LOCATION	Congleton Town Hall
REPORT FROM	Town Hall Manager – Mark Worthington		
AGENDA ITEM REPORT TITLE	11 Town Hall Charity Illumination Policy		
Background	<p>Town Hall, Assets & Services Committee members discussed a report on 5th September 2024 relating to the growing number of requests from charities and organisations to illuminate the Town Hall in a specific colour to help promote their occasion and/or to increase awareness of campaigns.</p> <p>THAS/12/2425 Resolved for CTC Officers to draft a policy, similar to the CTC Flag Flying Policy, to allow registered charities or organisations linked to registered charities to support their message by illuminating the Town Hall. The policy should align with Health & Wellbeing Group and existing CTC policies with the Chief Officer having the option to take any contentious requests to the Committee.</p>		
Update	<p style="text-align: center;">Congleton Town Council</p> <p style="text-align: center;">Town Hall Charity Illumination Policy</p> <p>PURPOSE OF THE POLICY</p> <p>The aim of the policy is to establish and operate a transparent procedure to mark/promote specific days of significance to charities and organisations within the wider community, by illuminating Congleton Town Hall in a chosen colour. The policy will also apply to marking events or campaigns organised by the Council, or in partnership with another organisation.</p> <p>MANAGEMENT OF THE POLICY</p> <p>The day to day management of the Town Hall Charity Illumination Policy at Congleton Town Council will be overseen by the Chief Officer. Any change from the Policy as stated would be subject to consideration and approval by the Finance & Policy Committee.</p> <p>REQUESTS TO ILLUMINATE THE TOWN HALL</p> <p>Applications must meet the following criteria:</p> <p><u>Charities and Community Groups</u></p> <p>Organisations must be constituted and charities must have a registered charity number, compliant with charities legislation.</p>		

Illuminations will be limited to one night per occasion or campaign.

The charity or community organisation's values must be in accordance with the Council's agreed values and objectives and must not conflict with Council.

Requests from other public bodies should adhere to the same criteria.

Promote inclusivity and cultural awareness by recognising days of particular significance to groups within the wider community.

Publish details of those dates which will be marked, in order to further communicate the Council's commitment to supporting the charity.

Requests from within Council

When the Council itself intends to illuminate for a specific event, occasion or cause, requests will be assessed in line with the policy objectives.

Illuminations will be limited to one night per occasion or campaign. Requests cannot be submitted more than six months before the occasion.

Promote inclusivity and cultural awareness by recognising days of particular significance to groups within the wider community.

Publish details of those dates which will be marked, in order to further communicate the Council's commitment to supporting the charity.

QUESTIONS AND APPROVALS

The Chief Officer will consider and determine any request to illuminate the Town Hall or other Council owned buildings where it is not set out in the Policy. (e.g. International sporting events). Illuminations of a Political nature will NOT be considered. The request must come from a serving Town Councillor and be made in writing at least 4 weeks before the event. This decision is final. Any decisions for continued or regular illumination must be considered by the Finance & Policy Committee where it is not set out in the Policy. No illumination by, or on behalf of the Council, is to be undertaken without the approval of the Chief Officer. The Chief Officer will be consulted on all matters relating to the Illumination Protocol and any questions should be submitted in writing to the Chief Officer.

POLICY REVIEW

This policy will be reviewed every five years to ensure that it remains fit for purpose.

Financial	Electrical cost of running 24 x 62 watt event uplighters, using an electricity rate of £0.22p per kWh, would be £4.08 per 12 hours.
Environmental	Electrical usage overnight while the Town Hall is not occupied.
Equality	Policy to promote inclusivity and cultural awareness by recognising days of particular significance to groups within the wider community.
Decision Request	To agree the Illuminating Town Hall Policy and recommend to Finance & Policy Committee for approval.