

## **Use of Monkton Park Meeting Rooms by Political Groups**

### **1. Purpose of the Report**

- 1.1. To set out clear guidelines for all members regarding the appropriate use of the Council's meeting rooms.

### **2. Recommendations**

- 2.1. **That Council notes and agrees the protocol outlined in section 4.2 of this report.**

### **3. Links to the Corporate Plan**

- 3.1. Members will continue to be able to use the meeting rooms in connection with their work for the Council, which may or may not link to any or all of the Council's priorities.

### **4. General Background Information**

- 4.1. The political group leaders discussed the appropriate use of the Council's meeting rooms at their meeting on 30 January 2006. They requested that a protocol be drawn up on the appropriate use of the Council's meeting rooms by political groups and that this be presented to Council for agreement.

#### **4.2. Protocol**

The Council's political groups can make use of rooms in Monkton Park for meetings, without charge, in their capacity as Council Members, providing:

- Rooms are available for the required time
- Meetings are restricted to Monday to Friday daytimes and evenings, ending no later than 10 p.m. (excluding any Bank Holidays or other dates of office closure). Meetings held outside of these times (including Saturday mornings) could incur additional expense for the Council that would need to be met from the political party's funds – not from Council resources.
- Evening meetings are booked at least seven days in advance through the electronic booking system, to ensure the correct number of security officers are on-site for health and safety reasons.

Third parties may attend political group meetings held in the Council's offices, provided that the primary purpose of the meeting is the consideration of business relevant to North Wiltshire District Council.

### **5. Financial Implications**

- 5.1. None.

### **6. Community and Environmental Implications**

- 6.1. None.

**7. Equalities and Diversity Implications**

7.1. None.

**8. Human Resources Implications**

8.1. None.

**9. Legal Implications**

9.1. None.

**Documentation used in the preparation of this report**

Notes of Group Leaders' meeting, 30 January 2006

**REPORT OF THE STRATEGIC MANAGER - CORPORATE SERVICES TO THE  
COUNCIL, 25 APRIL 2006**

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