

Public Hall Events Policy DRAFT (22.06.2026)

1. Background

On behalf of the community of Liskeard, Liskeard Town Council owns and operates the Public Hall and its associated rooms and facilities. Since 2015, there have been several phases of significant investment to meet statutory standards and the aspirations of local people. Many of these investments were made in anticipation of increased use and income to help fund the improvements. The Town Council plans to undertake further phases of improvement in the near future.

Liskeard Town Council actively encourages the use of the Public Hall for a broad range of high-quality events that respond to local demand and contribute positively to the town's cultural offer. Events should be inclusive, accessible, and reflective of the interests and demands of the local community. This policy applies to events organised directly by Liskeard Town Council, delivered in partnership with external organisations, charities and community groups, and civic and ceremonial events led by the Town Council.

- a) **Council-Organised Events** - The Town Council will programme and deliver events that attract audiences, generate community interest, and support the local economy. These may include performances by professional artists and entertainers and community-focused activities such as family film shows, tribute bands, comedy and theatre.
- b) **Partnership Events** - The Council will collaborate with local organisations and community groups to co-deliver events, for example A Taste of Ukraine.
- c) **Civic and Twinning Events** - The Public Hall hosts civic occasions such as Mayor Choosing, the Annual Town Meeting, Remembrance Day services and official gatherings. These events play a vital role in fostering civic pride and community identity.

This policy sets out the governance, financial controls, licensing compliance and operational standards for temporary "pop-up" bars and café operations run by the Council in support of civic, cultural and community events.

This policy does not apply to independently operated licensed bars run by external contractors/outsourced for events such as weddings, parties, music gigs, presentation evenings. These events require a Temporary Event Notice (TEN) and/or operate under a different licence.

2. Governance and Approval

Each pop-up bar/cafe must be approved by the Facilities Manager, RFO or Town Clerk.

In addition to the risk assessment the following information must be recorded for each event:

- Name of the responsible person
- Expected number of people attending
- Staffing arrangements
- Licensing arrangements
- Stock plan
- Payment arrangements

3. Financial Controls

Income and expenditure should be clearly identified within Council budgets and reported to the relevant Committee. Existing financial controls, including stock monitoring, sales recording and reconciliation procedures, will be used to minimise financial risk.

The Town Council is VAT registered, and VAT will be considered and properly accounted for in all transactions.

a) Low-Risk Stock Model

To minimise financial exposure stock will only be purchased for specific events, and preference shall be given to sale-or-return agreements or coordinated event scheduling (i.e. back-to-back) to ensure stock depletion. No long-term stockholding shall occur unless separately authorised

b) Spending Limits

A maximum stock purchase value per event shall be set by management and not to exceed £500. Any expenditure above this limit requires additional approval.

c) Cash Handling

Where possible, card-only payments should be used and cash handling minimised. If cash is accepted, staff must ensure that the float is recorded, two people undertake the reconciliation after the event, and the income is banked promptly

d) Reconciliation

After each event, stock purchased and returned, sales income, and net surplus or deficit must be reconciled and recorded promptly. A summary should be retained for audit and reporting purposes.

e) Separation of Duties

Where practical, the person overseeing the bar should not be the person undertaking the reconciliation.

4. Licensing and Legal Compliance

The Council operates strictly under the terms of the existing Premises Licence – see Appendix A. The Challenge 25 policy shall apply at all events.

5. Staffing and Operational Safety

The staffing levels are determined by the risk assessment. A pop-up bar will only be operated by trained and experienced staff. All staff receive regular training covering our licensing responsibilities, Challenge 25, dealing with difficult situations/refusing service, reporting of incidents and accidents and cash and payment procedures.

This policy will be reviewed periodically to ensure it remains responsive to community needs and continues to support a thriving programme of events.

Recommendation - That the policy is adopted to assist in the planning and delivery of Town Council events intended to increase the use and range of activities at the Public Hall. This excludes Twinning and Civic Events normally managed through the Communications & Engagement Committee.