



SHAVINGTON
CUM
GRESTY

**Shavington-cum-Gresty Council
Village Hall Committee**

Main Road,
Shavington, Crewe
CW2 5DP

www.shavingtononline.co.uk

4 October 2023

To: **Members of the Village Hall Committee**

Dear Councillor,

You are summoned to attend the meeting of the **Village Hall Committee** to be held at **6:30PM** on **Wednesday 11 October 2023** at **Shavington-cum-Gresty Village Hall, upstairs office room, Main Rd, Shavington, CW2 5DP.**

Please note: any person who may find difficulty in access the meeting room upstairs due to mobility impairments is asked to advise the Clerk by email clerk@shavingtononline.co.uk or phone 01270 42 11 25 at least 24 hours before the meeting so that every effort may be made to provide access.

Your sincerely,

Simona Garnero
Parish Clerk

AGENDA

1	To receive and consider apologies for absence
2	To note declarations of Members' interests
3	To confirm and sign the minutes of the Village Hall Committee Meeting hold on 19 July 2023 (attached)
4	Public Participation

	<i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
5	To receive and consider an update regarding the Village Hall occupancy rate (attached)
6	To receive and consider the YTD financial position of the Village Hall Committee (attached)
7	To receive and consider an update on new parish textile map project led by WI
8	To receive and consider remedial works needed at Village Hall
9	To receive and consider a recommendation from Finance and Strategy Committee to set the income target 2024/25 for the Hall Hire to £15,000
10	To consider reviewing booking fees for 2024/25
11	To consider informing the budget setting process for 2024/25 financial year (attached)
12	To receive and consider the following policy: <ul style="list-style-type: none">- Shavington-cum-Gresty Village Hall Hiring Agreement (attached)-
13	To note the date of the next Village Hall Committee Meeting – 24 January 2024 7:30PM

Shavington-cum-Gresty Council
Village Hall Committee meeting
Main Road,
Shavington, Crewe
CW2 5DP



MINUTES of the meeting held on
Wednesday 19 July 2023

In attendance: Cllrs K Gibbs, Hancock, S Jones, McIntyre

Ms Adams, Clarke

ScG VH/23/1/1	To elect the Chair and Deputy Chair
	RESOLVED: Cllr McIntyre and Cllr K Gibbs were elected Chair and Deputy Chair of the committee respectively
ScG VH/23/1/2	To receive and consider apologies for absence
	Apologies were received and accepted from Cllr Cruickshank
ScG VH/23/1/3	To note declarations of Members' interests
	No declaration of interest was raised.
ScG VH/23/1/4	To note the terms of reference for the Village Hall Committee
	The terms of references for the Village Hall Committee were noted.
ScG VH/23/1/5	To consider the appointment of non-Parish Councillors Members to the Committee as representative of the community
	RESOLVED: Ms Clarke and Ms Adams were appointed non-Parish Councillors Members of the committee
ScG VH/23/1/6	To confirm and sign the minutes of the Village Hall Committee Meeting

	hold on 24 January 2023
	RESOLVED: that the minutes are approved and signed as an accurate record.
ScG VH/23/1/7	Public Participation <i>A period not exceeding 20 minutes for members of the public to ask questions or submit comments</i>
	No question was raised
ScG VH/23/1/8	To receive and consider the YTD financial position of the Village Hall Committee
	Members NOTED the financial position of the Committee.
ScG VH/23/1/9	To receive and consider an update regarding the Village Hall occupancy rate
	Members NOTED the report.
ScG VH/23/1/10	To receive and consider an update on the window cleaning's arrangement
	The Clerk briefed Councillors on the item. Councillors NOTED the brief.
ScG VH/23/1/11	To receive and consider a proposal from WI for a new parish textile map to be displayed in the Village Hall
	Cllr McIntyre briefed Councillors on the proposal. Councillors NOTED the update.
ScG VH/23/1/12	To receive and consider remedial works needed at Village Hall
	The Clerk and Cllr McIntyre briefed Councillors on the remedial works needed at the village hall. Councillors NOTED the update.

	<p>RESOLVED: that the Clerk is authorised to progress with the repair of leaking in the kitchen.</p> <p>RESOLED: that the outside remedial works will be undertaken by Cllrs Randle and McIntyre and the Council will provide all material needed for the work to be completed.</p>
ScG VH/23/1/13	<p>To note the date of the next Village Hall Committee Meeting – 11 October 2023 7:30PM</p>
	<p>Councillors NOTED the date of the next Village Hall Committee meeting. It was NOTED that the meeting will be held at 6:30PM instead of 7:30PM</p>

Meeting Closed at 2001 hrs

Chair: Cllr McIntyre

Clerk: S Garnero

DRAFT

Month	N. day sessions	TOTAL sessions Available	TOTAL sessions booked by ScG PC	TOTAL sessions booked by hirers	Occupancy %	Month income hirers	Month possible income for PC usage	Total income (PC usage + hirer usage)	Monthly target % (hirers)	Monthly target % (PC + hirers)
Apr-23	3	90	4	56	65.12%	£1,507.25	£90.00	£1,597.25	133.98%	141.98%
May-23	3	93	6	64	73.56%	£1,937.75	£134.00	£2,071.75	172.24%	184.16%
Jun-23	3	90	5	62	72.94%	£1,723.00	£160.00	£1,883.00	153.16%	167.38%
Jul-23	3	93	4	59	66.29%	£1,673.25	£99.00	£1,772.25	148.73%	157.53%
Aug-23	3	93	5	32	36.36%	£925.25	£123.75	£1,049.00	82.24%	93.24%
Sep-23	3	90	4	59	68.60%	£1,804.00	£99.00	£1,903.00	160.36%	169.16%
Oct-23										
Nov-23										
Dec-23										
Jan-24										
Feb-24										
Mar-24										

TOTAL	£9,570.50
Yearly target	£13,500.00
Monthly target	£1,125.00
Diffence %	70.89%

Summary of Receipts and Payments

Cost Centre 5

Village Hall Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33	Suppliers				300.00	37.95	262.05	262.05 (87%)
34	Cleaning Service				5,100.00	2,484.00	2,616.00	2,616.00 (51%)
35	Gas supply				4,450.00	813.63	3,636.37	3,636.37 (81%)
36	Power supply				1,500.00	605.00	895.00	895.00 (59%)
37	Fire equipment				300.00		300.00	300.00 (100%)
39	Online booking system				300.00	250.16	49.84	49.84 (16%)
40	Hygine service				700.00	567.24	132.76	132.76 (18%)
41	Water supply				3,000.00	903.45	2,096.55	2,096.55 (69%)
42	Waste collection				1,680.00	470.69	1,209.31	1,209.31 (71%)
43	PPS/PRS				250.00	299.68	-49.68	-49.68 (-19%)
47	General Maintenance				1,500.00	232.50	1,267.50	1,267.50 (84%)
48	Hall hire	13,500.00	9,814.73	-3,685.27		11.00	-11.00	-3,696.27 (-27%)
60	Office costs income	6,000.00		-6,000.00				-6,000.00 (-100%)
SUB TOTAL		19,500.00	9,814.73	-9,685.27	19,080.00	6,675.30	12,404.70	2,719.43 (7%)

Summary

NET TOTAL	19,500.00	9,814.73	-9,685.27	19,080.00	6,675.30	12,404.70	2,719.43 (7%)
V.A.T.					845.16		
GROSS TOTAL		9,814.73			7,520.46		



Report Statement

Meeting: Village Hall Committee

Report Purpose: To inform the budget 2024/25 process

Version Control: v1

Author: Clerk

1. Report Summary

The purpose of this report is to present for Members' consideration, comments, and recommendation the draft 2024/25 budget from the Village Hall Committee.

2. Background

- Members approved the Budget Setting Schedule for the setting of the Council's 2024/25 Budget at the Full Parish Council meeting on 7 June 2023
- The Budget Setting Schedule provided the timeframe for the setting of the budgets and the reporting of the draft budget to the various Committees of the Council
- The draft 2024/25 Village Hall Committee Budget is set out in this report and the attached appendix for Members' consideration
- The draft 2024/25 Village Hall Committee Budget has been developed in line with the key principles of the Parish Council

3. Position

- The detailed draft 2024/25 Village Hall Budget is attached at Appendix 1 for Members' consideration
- Members will note that the attached draft budget figures include references to the 2023/24 Village Hall Committee budget. These are shared to enable Members to take these figures into account, in their consideration of the draft 2024/25 budget proposals

4. Governance

Shavington-cum-Gresty Parish Council Financial Regulation
Shavington-cum-Gresty Parish Council Budget Setting Schedule

5. Financial Impact

The financial implications for the Council are fully set out in the report.

6. Wards Affected

Village Hall Committee



SHAVINGTON
CUM
GRESTY

7. Consideration Sought

It is recommended that Members consider the attached draft 2024/25 Village Hall Committee Budget, and provide comments, feedback or proposed amendments in order to make their onwards recommendation to the Parish Council as defined by the Budget Setting Schedule.

	A	B	C	D	E	F	G	H	I	
82			2023/24			2024/25				
83	Village Hall Committee		Income	Expenditure		Income	Expenditure			
84	33	Suppliers		£ 300.00			£ 300.00			
85	34	Cleaning Service		£ 5,100.00			£ 5,400.00		£90*53 £40*12= £5250	
86	35	Gas supply		£ 4,450.00			£ 4,800.00		4000kWh*10.57+365*60.82p + 7%	
87	36	Power supply		£ 1,500.00			£ 1,600.00		3130kWh + 7%	
88	37	Fire equipment		£ 300.00			£ 330.00			
89	38	Wi-Fi Service (+phone)								
90	40	Hygiene service		£ 700.00			£ 700.00			
91	41	Water supply		£ 3,000.00			£ 3,000.00		spent in 2021/22 £2,580 + 15%	
92	42	Waste collection		£ 1,680.00			£ 1,000.00		£80 per month +7%	
93	43	PPS/PRS		£ 250.00			£ 300.00			
94	47	General Maintenance		£ 1,500.00			£ 1,500.00			
95	48	Hall hire	£	13,500.00		£	15,000.00			
96	60	Office costs	£	6,000.00		£	6,000.00			
97	<i>NEW</i>	<i>Parish Map frame</i>					£ 800.00			
98	<i>NEW</i>	<i>Roof maintenance</i>					£ 3,000.00			
99										
100		SUB TOTAL	£	19,500.00	£	18,780.00	£	21,000.00	£	22,730.00



Report Statement

Meeting: Village Hall Committee

Report Purpose: To provide Members the DRAFT Village Hall Hiring Agreement policy for consideration

Version Control: v1

Author: Clerk

1. Report Summary

The report aims to provide Councillors with the DRAFT Village Hall Hiring Agreement policy for considerations

2. Background

As per Financial RA, the Parish Council is required to review their policies and governance regularly to ensure its internal arrangements are fit for purpose and within law.

3. Position

Attached the following set of policies for Councillors' consideration:

- Shavington-cum-Gresty Parish Council Village Hall Hiring Agreement policy

4. Governance

Shavington-cum-Gresty Parish Council Financial Regulations
Shavington-cum-Gresty Parish Council Standing Order

5. Financial Impact

Nil

6. Resource Impact

Clerk's time

7. Conclusions

Members are asked to note the report and:

- a. Approve the policy attached
- b. Approve the policy attached with some amendments
- c. Not approve the policy attached

8. Consideration Sought

Shavington-cum-Gresty, *Village Hall Committee Meeting 11.10.2023*
Agenda Item 12

That the policy attached is approved.





SHAVINGTON
CUM
GRESTY

Shavington-cum-Gresty Parish Council
Main Rd, Shavington, Crewe, CW2 5DP

SHAVINGTON-CUM-GRESTY VILLAGE HALL HIRING AGREEMENT

Approved by Shavington-cum-Gresty Parish Council on 6 July 2022

Conditions of Hire between

the Owner (Shavington-cum-Gresty Parish Council)

and the Client

1. Supervision

The Client shall, during the period of the hiring, be responsible for:

supervision of the Village Hall, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the Village Hall whatever their capacity. As directed by the Bookings Clerk, the Client shall make good or pay for all damage (including accidental damage) to the Village Hall or to the fixtures, fittings or contents and for loss of contents.

2. Car Park

The Parish Council will not accept liability for any accidents damage or loss incurred.

The Client is responsible for ensuring that vehicles are parked in an orderly way so as to avoid obstruction of other vehicles using the car park, leaving access to the buildings at the rear of the car park and the highway. Alcohol must not be consumed in the car park. The Parish Council accept no responsibility for any damage whatsoever by act of vandalism, theft, fire, flood or force of nature at all times.

The car park must be used for the sole purpose of attending the event being held in the hall.

3. Use of the Village Hall

The Client shall not use the Village hall for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the Village Hall or allow the Village Hall to be used for any unlawful purpose or in any unlawful way, nor do anything or bring onto the Village Hall anything which may endanger the same or render invalid any insurance policies in respect thereof.



SHAVINGTON CUM GRETTY

Shavington-cum-Gresty Parish Council
Main Rd, Shavington, Crewe, CW2 5DP

Access to the ceiling space is strictly prohibited.

4. Licences

The Client shall be responsible for obtaining licences in respect of playing live or recorded music (PRS and PPL).

5. Public Safety Compliance

The Client shall comply with all conditions and regulations made in respect of the Village Hall by the Fire Authority and Local Authority. Whether Covid regulations are in place to limit the number of people allowed in the facility, the hirer must guarantee that the number of persons at any time in the Hall is complying with the local or national regulations.

6. Fire Precautions/Emergency Procedures/Escape Routes

The Client must familiarise themselves with the location of all emergency exits, the position and instructions for the use of fire extinguishers and to note the fire drill procedure notice which is situated on the notice-board in the foyer of the hall.

The three exit signs must remain switched on at all times.

For occasions when guests are to be seated, there must be a gangway of 3 ft 6 in and access to fire exits must not be blocked.

End of session check-list:

- Search for smouldering fires and clear waste-paper.
- Check that all electrical appliances are turned off and unplugged.
- Turn out all lights not required for security purposes.
- Ensure that curtains are opened.
- Secure all windows and outside doors
- See attached Covid 19 Guidelines with regards to cleaning (if applicable)

7. Gas and Electrical Appliance Safety

The Client shall ensure that all gas appliances and electrical equipment belonging to the Village Hall and any electrical equipment brought in by the Client are used safely in accordance with the Instructions. If electrical equipment is brought into the hall, there must



SHAVINGTON CUM GRE^{STY}

Shavington-cum-Gresty Parish Council
Main Rd, Shavington, Crewe, CW2 5DP

be an appropriate certificate to evidence that the equipment has been subject to PAT (portable appliance testing).

8. Accidents and Dangerous Occurrences

The Client must report to the Bookings Clerk, all accidents involving injury to the public, as soon as possible and complete the relevant section in the Village Hall's accident book. Any damage to Village Hall property, or failure of equipment belonging to the Village Hall, or brought in by the Client must be reported to the Bookings Clerk as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority; these are accidents which cause serious injury or death. The completion of this form is the responsibility of the Bookings Clerk. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

9. Animals

The Client shall ensure that no animals except guide dogs or other support dogs (eg 'Hearing' dogs) are brought into the Village Hall. No animals are to enter the kitchen at any time.

Exception can be approved on a one-to-one basis by the Parish Clerk.

10. Fly-Posting

The Client shall not carry out or permit fly-posting or any other form of unauthorised advertisements for any event taking place at the Village Hall if such fly-posting and advertisements are displayed within the curtilage of the Village Hall and shall indemnify and keep indemnified each member of the Parish Council against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

13. Permitted Numbers

Whether Covid regulations are in place to limit the number of people allowed in the facility, the hirer must guarantee that the number of persons at any time in the Hall is complying with the local or national regulations.

14. Booking Administration

Booking request



SHAVINGTON CUM GRESTY

Shavington-cum-Gresty Parish Council
Main Rd, Shavington, Crewe, CW2 5DP

Each booking enquiry will be assessed by the Booking Clerk. The Council reserves the right to refuse booking requests that don't comply with this policy or whether supporting documents listed in the booking form are not provided.

To support regular hirer, the Council reserves the right to refuse booking for slots that are regularly hired.

a. Payment for Hire

Full payment is required to secure a booking.

b. Hire Charges

Hirers are advised that charges may be reviewed on 1st April annually. Hirings arranged before that date for events after that date will be charged at the rates applicable at the time of booking.

c. Regular Hire

For anyone booking a 16-week block booking, on an occasional basis the Parish Council reserves the right to move any one of the sessions and extend the hirer period in order for the Parish Council to utilise the premises (i.e. public meetings, vaccination centre, ..)

d. Hire Period

The hiring period shall be between the times specified in the confirmation of booking document. The Client should include time needed for preparation and clearing-up in establishing the total period of hire required. The Client is responsible for making sure that the Village Hall is not left unattended and/or unsecured at any time during, or at the end of the hire period.

The hall must be left in a clean and tidy condition at the end of the hire period.

15. Insurance and Indemnity

(a) The Client shall be liable for:

(i) The cost of repair of any damage (including accidental and malicious damage) done to any part of the Village Hall including the curtilage thereof or the contents of the Village Hall.

(ii) All claims, losses, damages and costs made against, or incurred by, the Parish Council, its employees, volunteers, agents or invitees as a result of



SHAVINGTON CUM GRETTY

Shavington-cum-Gresty Parish Council
Main Rd, Shavington, Crewe, CW2 5DP

any nuisance caused to a third party as a result of the use of the Village Hall by the Client.

- (b) The Parish Council is insured against any claims arising out of its own negligence.

16. Cancellation

The Hirer may surrender the hiring provided that written notice is delivered to the Booking Officer or Parish Clerk prior to the function. The Council may at its discretion vary the sum payable to the Council under the terms of the agreement, upon consideration of the circumstances relating to the surrender of the hiring, and particularly the period of notice given and any subsequent re-letting of the premises. However, if the cancellation is made less than 7 days before the date of the function, the fee will not be refunded.

The Parish Council shall be entitled summarily to cancel the hiring without in any way being liable to the Hirer or any other person in respect of any loss, damage or expenses suffered by reason of such stoppage or cancellation due to the following circumstances:

- (a) If the Hirer fails to pay the appropriate charges in accordance with the conditions of payment.
- (b) If at any time prior to the commencement of the function it shall appear to the Parish Clerk that the Hirer has made a material omission or mis-statement in the application form.
- (c) If the Village Hall is being required for use as a Polling Station for a Parliamentary or Local Government election or by-election;
- (d) During national mourning period
- (e) The Parish Council reasonably considers that –
 - (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or
 - (ii) unlawful or unsuitable activities will take place at the Village Hall as a result of this hiring;
- (f) The Village Hall may become unfit or unsafe for the use intended by the Client;
- (g) The hall may be required for an emergency requiring use of the Village Hall as a shelter for the victims of flooding, snowstorm fire, explosion or those at risk of these or similar disasters.



SHAVINGTON
CUM
GRE^{STY}

Shavington-cum-Gresty Parish Council
Main Rd, Shavington, Crewe, CW2 5DP

In any such case the Client shall be entitled to a refund of payment, but the Parish Council shall not be liable to the Client for any resultant direct or indirect loss or damages whatsoever.

A copy of this Agreement will be provided to the client as part of the confirmation of a booking. The client is deemed to have accepted the terms and shall be bound by it.



SHAVINGTON
CUM
GRESTY

Shavington-cum-Gresty Parish Council
Main Rd, Shavington, Crewe, CW2 5DP

SHAVINGTON-CUM-GRESTY VILLAGE HALL INFORMATION

Village Hall Hire Fee - per four hour session from 1 April 2023

Monday-Friday	8.00 am – 12 noon	£33
	1.00 pm – 5.00 pm	£33
	6.00 pm – 10.00 pm	£33
Saturday	9.00 am – 1.00 pm	£50
	2.00 pm – 6.00 pm	£50
	7.00 pm – 11.00 pm	£75
Sunday	9.00 am – 1.00 pm	£50
	2.00 pm – 6.00 pm	£50
	7.00 pm – 11.00 pm*	£50

Clients have use of the following facilities within the hire charge:

- Main Hall including lounge, kitchen, bar area and car park.

OFFERS

The following offers are available:

- Weekend session £35 for those who live in the Shavington-cum-Gresty Parish (weekend booking only. **Excluding Saturday 7.00pm – 11.00pm.**)
- 16 weeks consecutive booking block at the cost of 12 weeks for regular users (weekday only).



SHAVINGTON
CUM
GRESTY

Shavington-cum-Gresty Parish Council
Main Rd, Shavington, Crewe, CW2 5DP

ADDITIONAL INFORMATION

Facilities

Whole Hall	Free BT Wi-Fi (no code needed)
Main Hall/Lounge	There are tables and chairs for 120 guests. These are stored in the lounge and cupboard adjacent to the main hall. These should be returned in a clean condition at the end of your function.
Kitchen:	The kitchen has a fridge, cooker, microwave, hot water urn and crockery for 120 persons. Some cutlery is available. Tea-towels are not provided.
Car park	Car park on the rear of the Village Hall Full use of the Shavington Primary School car park.
Speakers	Speakers are available for hire. Please contact the Booking Officers for more info and hiring costs

There is a First-Aid kit in the kitchen, together with an Accident Reporting book.

Please note: the use of the facility is not exclusive. The Village Hall is used by Shavington-cum-Gresty Parish Council staff and PCSOs. They have access to the kitchen and toilets facilities.

WHEN COMPLETE, THIS FORM SHOULD BE RETURNED TOGETHER WITH THE REQUESTED DOCUMENTS TO:

- a. villagehall@shavingtononline.co.uk ; or
- a. Cllr Kevin Gibbs, 14 Crewe Road, Shavington, CW2 5JB

For further information please contact Shavington Village Hall on 01270 42 11 25
or email villagehall@shavingtononline.co.uk

The Parish Council will not accept responsibility or liability in respect of damage, theft or loss of any property, goods, vehicles or other items whatsoever brought into or left in the Hall whether by the Hirer or on his behalf, before, during or following the period of letting.

Bookings will not be confirmed until payment is received, and all documentation is sent to the booking officer.



SHAVINGTON
CUM
GRESTY

Shavington-cum-Gresty Parish Council
Main Rd, Shavington, Crewe, CW2 5DP

APPLICATION FOR THE USE OF SHAVINGTON-CUM-GRESTY VILLAGE HALL

APPLICANTS SHOULD READ THE STANDARD CONDITIONS FOR THE USE OF
SHAVINGTON-CUM-GRESTY VILLAGE HALL ACCOMPANYING THIS FORM BEFORE COMPLETING

Payment shall be made in advance by BACS

Account name: SHAVINGTON CUM GRESTY PC - VILLAGE HALL

sort code 08-92-99

account number 65364422

(For other payment methods please contact the Parish Clerk at clerk@shavingtononline.co.uk)

Details of applicant

Name / Organisation name	
Representative Name (over 18 years old)	
Address	
Telephone	
On site contact (mobile no)	
Email	

Purpose

Session(s) required	Monday - Friday	8.00 am – 12 noon	[]
		1.00 pm – 5.00 pm	[]
		6.00 pm – 10.00 pm	[]
	Saturday	9.00 am – 1.00 pm	[]
		2.00 pm – 6.00 pm	[]
		7.00 pm – 11.00 pm	[]
	Sunday	9.00 am – 1.00 pm	[]
		2.00 pm – 6.00 pm	[]
		7.00 pm – 11.00 pm	[]
	Date(s) required	Start: _____ Finish: _____	



SHAVINGTON
CUM
GRESTY

Shavington-cum-Gresty Parish Council
Main Rd, Shavington, Crewe, CW2 5DP

Details of activity	
Number of expected audience at any one time	
Fee due (£)	

**Please confirm you are sending the following with this application (Yes/ No)
We cannot process your application without them**

Copy of Public Liability insurance (Business and Charity only)	
Copy of your risk assessment & method statement (Business and Charity only)	
(Essential) I confirm I will send the necessary fee	
I confirm that I will leave the Hall in an orderly and clean condition. I am aware and accept if the Village Hall is found not to be in an orderly and clean condition after use by myself (the hirer) I will refund the Parish Council with any costs incurred.	

I am authorised by the Organisation named above to agree to the Council's conditions of use

Signature	
Date	