



# COMMUNITY USE POLICY

**Holsworthy Town Council: Sunlounge Badock Gardens EX22 6BB**

**Date: January 15th, 2026**

**Purpose:**

This policy sets out the principles and procedures for the use of the Council-owned community building in Badock Gardens, Holsworthy, providing a safe, welcoming, and accessible space for **older residents** to socialise, take part in leisure or wellbeing activities, and engage with the community.

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## 1. Policy Statement

The Council is committed to:

- Supporting **health, wellbeing, and social inclusion** for older people
  - Ensuring that the building is **accessible, safe, and inclusive**
  - Maximising **community benefit** while protecting Council assets
  - Providing **clear guidance** for staff, users, and community groups
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## 2. Eligible Users

- Older residents of the local community
- Community groups or organisations providing services or activities for older people as per the Badock Gardens listed charity
- Occasional use by other community members may be considered if it supports social inclusion and wellbeing

**Not permitted:**

- Commercial activity unrelated to community benefit
  - Sale of alcohol or food without prior Council approval
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### **3. Access & Opening Hours**

- The building will be **open weekdays**, during the hours of 10:00am- 2:00pm
  - Access outside standard hours may be granted in exceptional circumstances, with Council approval
  - The building may be closed temporarily for:
    - Maintenance or repairs
    - Severe weather or emergencies
    - Special Council events
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### **4. Booking & Use Arrangements**

- Use of the building is **through pre- approved opening times of the Council**
  - Users must comply with the **Council's behaviour standards, safety rules, and safeguarding policies**
  - The Council reserves the right to refuse access if:
    - The activity is not consistent with the building's purpose
    - There are safety concerns
    - Users fail to comply with the policy
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### **5. Management & Staffing**

- The Council's Park's team is responsible for:
    - Day-to-day management of the building
    - Opening and closing the facility
    - Routine inspections and maintenance checks
    - Ensuring compliance with health, safety, and safeguarding requirements
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### **6. Health, Safety & Safeguarding**

- The building must be used in compliance with:
  - Health & Safety at Work Act 1974

- Fire safety regulations
    - Equality Act 2010
  - Users and staff must ensure:
    - The building is used safely
    - Risks are identified and managed
    - Vulnerable adults are protected through safeguarding procedures
  - The Council provides first aid equipment and guidance; users are encouraged to report incidents promptly
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## 7. Behaviour & Conduct

Users are expected to:

- Treat staff, volunteers, and other users with respect
  - Maintain a quiet and calm environment suitable for older residents
  - No smoking, alcohol, or unsafe activities
  - Follow staff instructions and posted building rules
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## 8. Maintenance & Cleaning

- The Council is responsible for:
    - Routine cleaning
    - Building maintenance
    - Health and safety inspections
  - Users are expected to leave the building in **good condition**
  - Any damage or hazards must be reported immediately to the Council
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## 9. Accessibility & Inclusion

- The building is designed to be **fully accessible**:
  - Step-free entrances

- Appropriate seating
  - Clear signage
  - Activities should be **inclusive** and considerate of older people's needs, including mobility and sensory impairments
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## **10. Monitoring & Review**

- The Council will monitor:
    - Usage patterns
    - Feedback from users
    - Safety incidents or complaints
  - The policy and building use will be reviewed **annually** to ensure it continues to meet the needs of older residents
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## **11. Policy Compliance**

- Failure to follow this policy may result in:
    - Denial of use of the building
    - Temporary suspension or permanent removal of access
    - Escalation to Council management for serious breaches
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## **Approved by Holsworthy Town Council**

**Date:** 4<sup>th</sup> February 2026

**Item Number:** 17 - Full Council

**Minute Number:** 5801

**Next Review:** February 2027 and when necessary