**Agenda item 12**

**Jubilee Square Bookings**

**To consider taking on the booking of events on the Jubilee Square from Shropshire Council.**

The Town Council often receives phone calls about booking the Jubilee Square which falls under the responsibility of Shropshire Council and it can be difficult to redirect potential hirers.

As part of the 2017 asset transfer discussions the Town Council had indicated that it was willing to take over the bookings of the Jubilee Square, which would make the process of booking simpler. This has never been actioned by Shropshire Council due to more pressing workload of the officer involved.

The matter has been raised again recently with Zoe Mortimer who has stated that

*“I can confirm that I am happy for the Town Council to liaise and support booking for the town square, it  would be good to have a calendar of events that can be shared as booked or proposed events are added and then we can sort through the exact hire details and any costs”*

In order to progress this matter, as there does not seem to be any formal booking process the office will develop a booking form and keep a bookings diary which will be shared with Shropshire Council. The office has also obtained a key to the bollards which will enable us to give access to hirers.

**Clerks Recommendation**

That the Town Council agrees to take over the booking of the Jubilee Square.