



SMALL EQUIPMENT LOAN POLICY

Date Adopted:	10 December 2024
Meeting:	Finance and General Purpose Committee
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BACKGROUND

The objective of this policy from Thornbury Town Council (Town Council) is to allow local community groups, Town Council volunteers, and residents to borrow small items of equipment valued up to £250.

LOAN CONDITIONS

Equipment will be loaned to local community groups, Town Council volunteers, and residents. The decision to loan equipment will be at the discretion of the Clerk, who may delegate to an officer, and will be made on a first-come, first-served basis.

- Bookings must be made in advance by contacting Town Council offices to ensure equipment availability.
- Borrowers will be required to sign a Small Equipment Loan Form (Appendix A) to record the loan and accept responsibility for the items borrowed. The borrower must be aged 18 or over and provide proof of identity and address such as driving licence, passport, bank statement, or utility bill, for the Town Council's records.
- By completing and signing the Small Equipment Loan Form, borrowers agree to indemnify the Town Council against any claims arising from the use or misuse of the loaned equipment. While the Council will ensure the equipment is fit for purpose before lending, it accepts no liability for any factors beyond its control. From the moment the equipment leaves Council premises, borrowers are fully responsible for its use. They must consider the environment in which it will be used and any potential impact on others. For example, when borrowing Bat detectors for night use, borrowers should take into account weather conditions and the terrain they will navigate. If the equipment is used at an event, borrowers are responsible for the safety and welfare of attendees, considering factors such as age, ability, and environmental conditions.
- Equipment loans will be for agreed durations as recorded on the Small Equipment Loan Form. Loan duration will be determined by the Clerk or delegated officer and will depend on demand.
- Extensions to the loan duration must be approved by the Clerk or delegated officer.
- Setting up the equipment is the responsibility of the borrower unless prior arrangements have been made.
- Equipment must only be used for its intended purpose.
- Equipment is for personal, non-commercial use only.
- If equipment is lost or damaged, the borrower will be expected to replace, repair, or pay for damages up to a limit of £250.
- If damage occurs, it will be assessed upon return. The Town Council will arrange for repairs, and the borrower will be invoiced for the cost.

RETURN AND RECOVERY OF EQUIPMENT

- Equipment must be collected from and returned to the Town Council office (Thornbury Town Hall).
- All loaned equipment will be inspected by officers prior to loaning.
 - All loaned equipment will be inspected by officers upon return to ensure it is returned in full and in acceptable condition.

Appendix A- Small Equipment Loan Form and Declaration

Equipment loaned :
(Quantity,
description/model)

Condition at check out :

Purpose :

Duration of loan :

I agree to use the equipment issued to me in accordance with the Small Equipment Loan Policy:

Full Name :

Signature :

Contact number :

Date :

Email :

To be filled in when returning the equipment:

Equipment returned :

Damages recorded and agreed :
(if any)

Signature :

Date :