

Councillors are hereby summoned, and members of the public and press are invited, to attend a meeting of the Policy & Resources Committee to be held on Monday 10 October 2022, following the Planning & Highways Committee meeting, and not commencing before 19.00 in the Council Chamber, Town Hall, Market Square, Crewkerne.

Note:

- Members of the public who wish to view the meeting proceedings, either in real time or afterwards, can access the meeting through the following link:
<https://www.youtube.com/channel/UCTA9K-7L4Onjcli2Gtz7tCg>

K. Sheehan, Town Clerk (signed on original)
3 October 2022

Agenda

Open Forum: Questions may be put to the Committee in person during this Public Participation Session of up to 15 minutes and a maximum of 3 minutes per person. Issues notified to the Clerk a minimum of 3 working days before the meeting (i.e., by 5pm on the preceding Wednesday) will receive a response during this session. Issues raised in this session without prior notice may be referred to the Clerk to respond to within 10 working days or listed on a subsequent agenda.

1. To note apologies for absence.
2. Declarations of interest in items on the agenda.
3. To confirm the minutes of the Policy and Resources Committee meeting held on 8 August 2022.
4. Clerk's Progress Report: to receive a verbal update report (for information).
5. Finance:
 - a. To receive the second quarter income and expenditure report.
 - b. To receive a report on the current status of Earmarked Reserves and forecast year- end balance.
6. Review of Existing Policies (proposed changes in red):
 - a. Website Policy.
 - b. Community Engagement Strategy.
 - c. Investment and Borrowing Management Policy.
 - d. To review Risk Assessment for the installation of Christmas tree and crib.
 - e. To receive the updated Policy Review Schedule and identify policies for review at the next meeting.
6. New policies:
 - a. To consider the formulation of an Open Spaces Management Policy (Cllr. Maxwell).
 - b. To consider adopting a draft Tree Policy.

7. Local Community Network consultation: to agree the Council's response to the LCN consultation.
8. To receive Matters of Report (for information only).
9. Next meeting: Monday 9 January 2023 following the Planning and Highways Committee and Amenities Committee meetings, Council Chamber, Town Hall. NB this will be a limited agenda to consider grant applications and budget only.

Quarterly Report: 2nd Quarter 2022/23
Overall Summary

	Actual 2021/22			Budget 2022/23			Income/Expend to date 30/09/22			Yr. End Forecast 2022/23			Net expenditure: comparison of year end f'cast to budget	Prime reason(s) for variance	% +/-
	Expend	Income	Net	Expend	Income	Net	Expend	Income	Net	Expend	Income	Net			
Staff Costs	187480	0	187480	203199	0	203199	103636	0	103636	228277	0	228277	25100	£20.3k drawdown from ER	12%
Admin and bank interest/charges	51437	-26	51463	55650	30	55620	26763	517	26246	53835	540	53295	-2300		-4%
Town Hall & Victoria Hall	28264	4998	23266	40094	8050	32044	13585	4893	8692	43568	7662	35906	3900	Overspend on utilities to be drawdown from ER	12%
Grounds Maintenance & Open Spaces	52077	120	51956	40049	2503	37546	37391	487	36904	60458	12226	48232	10700	£10.9k drawdown from ER for open spaces, drawdown from Playgrounds ER	28%
War Memorial Grounds	3173	1	3172	8550	3500	5050	1836	0	1836	9550	3500	6050	1000	Severalls Hall roof repairs	20%
Cemetery	42906	16101	26805	53457	28992	24465	17022	18785	-1763	53287	31260	22027	-2400		-10%
Aqua Centre	0	0	0	500	1000	-500	1026	500	526	1526	2026	-500	0		0%
George Reynolds Centre	36262	14783	21480	46430	13000	33430	14251	9019	5232	48236	15597	32639	-800	Overspend on utilities to be drawdown from ER. Gas pipe installation £2k to be taken from GRC project	-2%
Grants	11734	0	11734	13979	0	13979	13636	0	13636	14136	0	14136	200		1%
Youth service	16367	0	16367	17492	0	17492	7288	0	7288	17492	0	17492	0		0%
Public toilets	73758	20851	52907	9100	0	9100	4622	0	4622	10000	0	10000	900		10%
Projects	19767	6152	13615	21100	0	21100	2821	19254	-16433	29869	19254	10615	-10500		
Events	16308	5766	10542	14000	0	14000	5034	4369	665	17034	4369	12665	-1300	£815 drawdown from ER for Jubilee event	-9%
TOTAL	539533	68747	470786	523600	57075	466525	248912	57825	191088	587267	96434	490833	24300		5%

Within or On Budget	
Over Budget but fully covered by Earmarked Reserves	
Over Budget by < 10% or over budget and partly covered by Earmarked Reserves	
Over budget by > 10%	

EARMARKED RESERVES MOVEMENTS 2022-23

	01.04.2022	Added in year	Used in year	Balance	Comments
Tennis Courts Upgrade	9,356.43			9,356.43	
Invest for Crewkerne's Future	6,751.69			6,751.69	
Bincombe	843.75			843.75	SCC Grant
Youth Town Council	4,940.19			4,940.19	SCC Grant
Playgrounds	2,157.33			2,157.33	
Barn Street rec. ground	2,067.05		631.00	1,436.05	Wayleave funding
Town Hall Project	9,355.39			9,355.39	
Staff Costs	20,300.00			20,300.00	
Neighbourhood Plan	1,000.00			1,000.00	
New Projects	2,150.00			2,150.00	
Events	2,000.00		814.55	1,185.45	
Grounds Maintenance	10,924.34		718.98	10,205.36	
Utilities	7,000.00			7,000.00	
Cemetery **	106,109.88	933.77	0.00	107,043.65	
	184,956.05	933.77	2,164.53	183,725.29	

Cemetery **	Balance brought fwd	Added in year	Used in year	Total	Comments	West Crew 7%	Town Council 93%
Chapels	8,242.00			8,242.00		576.94	7,665.06
Trees	4,650.98			4,650.98		325.57	4,325.41
New Burial Grounds/Paths	8,000.00			8,000.00		560.00	7,440.00
Lodge	34,994.00			34,994.00		2,449.58	32,544.42
Total Allocated Reserves	55,886.98	-	-	55,886.98		3,912.09	51,974.89
Cemetery Unallocated Reserves	58,209.67	1,004.05		59,213.72		4,144.96	55,068.76
TOTAL CEMETERY RESERVES	114,096.65	1,004.05	-	115,100.70		8,057.05	107,043.65

Estimated balance of General Reserves for the year ending 31 March 2023

	£	
Cash Balance		
Expenditure to date	248,912	
Forecast Expenditure to Year End	587,267	a
Income to date	57,825	
Forecast Income to Year End including Precept	562,959	b
Overall Cash Balance B/fwd as of 1 April 2022	296,952	c
Forecast Year End Cash Balance	272,643	d = c + b - a
Earmarked Reserves		
Opening Balance 1st April 2022	184,956	
Balance as at		
Forecast Year End Earmarked Reserves	145,034	e
Plus transfer of unused expenditure to Earmarked Reserves	0	f
Forecast Year End Balance	145,034	g = e + f
General Reserves		
Forecast Year End Cash Balance	272,643	from d
Less Forecast Year End Earmarked Reserves	145,034	from g
Less West Crewkerne Reserves	8,057	
Forecast General Reserves as at 31st March 2023	119,552	h = d - g
% of Precept	25.6%	

Conclusion

The estimated level of General Reserves at 31 March 2023 of approximately £ 119,552 represents 25.6% of the Precept. This is at the minimum level of General Reserves of 25% required to be compliant with the Town Council's policy.

Website Policy

1. Overview

The purpose of Town Council website is to promote the town to residents, visitors and businesses; provide information about the Council's governance and activities, and meet statutory publication obligations. **A partner website, Discover Crewkerne, has been developed to provide community information, a business directory and a platform for the Local Information Centre.**

2. Technical Aspects

The website host must offer:

- Distributed Denial of Service (DDoS) protection
- Data recovery
- Large capacity storage
- Secure Sockets Layer (SSL) certificate security
- Unlimited visitors
- Back office support
- Integration with the crewkerne-tc.gov.uk domain name
- **Compliance with WCAG 2.1 aa guidelines**

The website publishing platform must be:

- In common usage by other organisations
- Easy to use and maintain
- Able to support Search Engine Optimisation (SEO)
- Able to customise the design in accordance with WCAG 2.1 aa guidelines
- Compatible with analytics
- Advert free
- Contactable for back office support

3. Maintenance

The website should be updated to include:

- All documentations as per the Schedule of Publication for all Town Council and Committees. **and subcommittees**

An updating matrix must be maintained identifying update schedules and to provide an audit trail of this.

Access to the Website will be restricted to Town Council office staff only, who will be responsible for the maintenance of content. Access will be only granted to Councillors on an exceptional basis.

4. Contents: inclusion of links to external organisations

The website will only include Town Council managed/funded facilities and services, with the following exceptions:

- broad references may be made to facilities within the town making it attractive to potential residents/businesses/visitors may be made. ~~within the "facilities/about the town" pages only~~
- publically funded services (i.e., transport ~~and relevant transport links~~, education, policing) within the parish may be included in the "external community services page" only
- services which residents may seek within the town at a time of crisis may be included in the "external community services page" only
- pages linking to the ~~County and District higher tier councils will be provided in the "contact" section only~~
- ~~a link to the Local Information Centre will be provided in the "contact" section only~~

In no circumstances will commercial ventures or individuals, especially those competing with council owned or managed services/amenities or whose aim/objective/purpose/approach conflicts with those of the Town Council, be included within the site.

Where facilities/services outside of the council are included in the website, this detail should be limited to a name, brief overview and link.

Where appropriate, requests from external organisations to be included within the site should be redirected to the Local Information Centre ~~for inclusion in the Discover Crewkerne site.~~

Approved at Policy & Resources Committee meeting 13 February 2017 Min. No. 16/17 48
Review at Policy & Resources Committee meeting 10 October 2022 ~~Min. No. XXXX~~



COMMUNITY ENGAGEMENT STRATEGY

Statement of Intent

The Council will respond to the concerns of the community by keeping in touch through effective channels of communication. We do this through:

Communication and Consultation

- The town website. The Council has a ~~website webpage within it~~ which has much information and is ~~regularly~~ updated. Special events and important notices will continue to be added. All agendas and minutes are ~~published on the site on the page.~~ ~~It may be possible to develop our own website.~~
- Information leaflets e.g. Bincombe Beeches booklet and activities for children and adults are available in the Local Information Centre in the Town Hall.
- Public sessions or 'Open Forum' at all Town Council meetings and ~~principal~~ Committees.
- Members of the Council will continue to inform Crewkerne citizens of the Council's vision, priorities and aspirations. In turn Councillors receive valuable feedback which will assist in shaping the vision and priorities.
- The Council's quarterly newsletters are delivered to ~~virtually~~ every household in the town and inform residents on important issues. ~~Newsletters are~~ also available on the website.
- Reports and press articles in the local papers. ~~Council Officers will aim to inform local media outlets of council activities when time permits.~~
- Agendas and dates of meetings are displayed two notice boards in the town centre.
- The Council Annual Report, informs residents of Council work during the year. It is delivered to households, and available in the Community Office and various prime locations in the town, as well as on the web~~site~~.
- Speaking directly to the ~~Clerk and staff~~ every weekday morning at the Town Hall offices or by phone or email.
- Social media. ~~—events and Wednesday market information~~
- Obtaining views via the quarterly newsletter – ~~asking for feedback or short online surveys.~~
- Offering the facility to pass comments via regular councillor surgeries ~~and Coffee with Councillor events.~~
- ~~Ensure that residents are aware of the Neighbourhood Plan and what it means to the town. To facilitate two way communication with residents to ensure the Neighbourhood Plan reflects their needs and views and is accepted at referendum.~~

Involvement

- Working closely with the Police and community organisations to deal with antisocial behaviour.
- Participating with a large number of outside bodies i.e. Community groups such as ABCD and other organisations
- Working with local schools to promote democracy and citizenship and on local events.
- Working with the youth – collaboration to help improve play facilities ~~e.g. Skateboard park.~~

Engagement

- Special events e.g. ~~Happy Valley Picnic event, PACT meetings and initiatives e.g.~~ ~~Jubilee events, Coronation event, Bincombe Beeches events etc.~~



- Going out to 'hard to reach groups' such as schools, youth groups and Scout/Guide groups (amongst others) to obtain views from the young.
- Working closely on issues e.g. with residents, Crewkerne in Business group, Space4Crewkerne, ABCD, Chamber of Trade and the Royal British Legion.

Public Exhibition

- Display of plans and photographs of new projects on display at the Local Information Centre Community Office, at the Annual Town meeting in Victoria Hall and other town locations.

OUR OVERALL AIM OF THE COMMUNITY ENGAGEMENT STRATEGY

This Community Engagement Strategy aims to support an active, strong and inclusive community, which is informed and involved in decision-making that will enable the Council to improve public services and to enhance the quality of life of our residents.

- An active community, where people are supported to improve and enhance their quality of life.
- A strong community, that can form and sustain their own organisations, to bring people together to collaborate on common interests.
- An inclusive community, where all sections of the community feel they have opportunities in decision making on public services.

OUR OBJECTIVES

Our objectives will be to strengthen, develop and sustain opportunities to shape and influence the future.

1. Encourage and support residents of Crewkerne to consider local needs and aspirations and to develop interest to tackle local issues.
2. Ensure that the community is clearly and regularly informed about the services that are provided by the Town Council.
3. Ensure that after a consultation exercise, the community is informed about the results.
4. Ensure that information obtained from consultation and engagement is shared with other agencies to provide a common base of evidence.
5. Try to ensure that consultation and engagement activities are conducted in partnership with other agencies wherever possible, to minimise duplication.

HOW WILL WE MEASURE OUR ACHIEVEMENTS?

Specific performance measures may include residents feeling that:

- they are kept well informed by the Council.
- the Council listens to their views, and acts on their concerns.
- complaints are handled well.
- the Council is trustworthy.
- the Council involves them in making decisions about future priorities.
- they have opportunities to participate with the council, and can influence the decision-making process.
- they are satisfied with the way the Council runs things, and with particular reference to services provided by the Council.
- the council provides value for money.



~~This information will be obtained through a questionnaire within the website.~~

STRATEGY REVIEWS

This Strategy will be reviewed regularly to ensure that the aims and objectives are being met.

Targets to be achieved by next review:

- Communication – more information on social media ~~and use of a variety of social media platforms.~~
- ~~Consultation – website questionnaire.~~
- Involvement – in community resources e.g. Friends of Henhayes and Bincombe, Crewkerne in Bloom, ~~Creative Crewkerne etc to improve the quality of life in the town.~~
- Involvement – ~~to provide a conduit for voluntary and community groups in the town to flourish to allow them to support those residents that need it.~~

Adopted 23rd Nov. 2009 Min No 115 (c) (iii)

Reviewed P&R Ctee 7th February 2011 Min. No 44

Reviewed P & R Ctee 5th January 2015 Min No 34 b)

~~Review P&R Committee 10th October 2022 Min No~~

Investment and Borrowing Management Policy

1.0 OVERVIEW

1.1 Overview

This document gives guidance on borrowing and investments by Crewkerne Town Council ~~in accordance with the Guidance on Local Government Investments ('the Guidance'), issued under s15(1) of the Local Government Act 2003, effective from 2018.~~ accordance with the Local Government Act 2003. It highlights that the Council is committed to Treasury Management to ensure that:

- Capital expenditure plans are affordable
- All external borrowing and other long-term liabilities are within prudent and sustainable levels, and
- Treasury Management decisions are taken in accordance with good professional practice.

The CIPFA Treasury Management Code of Practice defines Treasury Management as: 'The management of the Council's cashflows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks'.

2.0 INVESTMENT STRATEGY

2.1 Introduction

Crewkerne Town Council acknowledges the importance of prudently investing ~~the temporarily~~ surplus funds held on behalf of the community.

Investment Strategies approved after 1 April 2018 must be in line with the Government's Statutory Guidance on Local Government Investments, which includes considerable detail on the provision of loans.

All investments will be made in line with the Council's financial procedures and observations and advice received from the Council's internal and/or external auditors.

2.2 Investment Objectives

In accordance with Section 15(1) of the 2003 Act, the Council will have regard to:

- a) Such guidance as the Secretary of State may issue, and
- b) To such other guidance as the Secretary of State may by regulations specify.

Crewkerne Town Council's investment objectives:

- The Council's investment priorities are the security of reserves and adequate liquidity of its investments.
- The Council will aim to maximise income from its investments commensurate with proper levels of security and liquidity.
- The Council will seek to ensure that investment income is consistent one year to the next.

- Where external investment managers are used, they will be contractually obliged to comply with this Strategy.

All investments will be made in sterling although consideration may be given to investment in property and/or land.

The Department for Communities and Local Government maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and this Council will not engage in such activity.

2.3 Specified Investments

Specified Investments are those offering high security and high liquidity, made in sterling and with a maturing date of no more than a year. Such short-term investments made with the UK Government or a local authority or town parish council will automatically be Specified Investments.

For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the Council will use:

- Deposits with banks, building societies, local authorities or other public authorities.
- Other recognised funds specifically targeted at the Public Sector.
- ~~Institutions with a credit rating of A or above.~~
- ~~The debt management agency of HM Government.~~

The choice of institution and length of deposit will be at the discretion of the Responsible Financial Officer, in consultation with the Chair of the Policy and Resources Committee.

Current investment is with Lloyds Bank.

Where appropriate, investments will be spread over different providers to minimise risk.

2.4 Non-Specified Investments

These investments have greater potential risk – examples include investment in the money market, stocks and shares.

Given the unpredictability and uncertainties surrounding such investments, the Council will not use this type of investment.

2.5 Liquidity of Investments

The Responsible Finance Officer (RFO) will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.

Investments will be regarded as commencing on the date the commitment to invest is entered into, rather than the date on which the funds are paid over to the counterparty.

- 2.6 Long Term investments
Long term investments are defined in the Guidance as greater than 36 months.

The Council does not currently hold any long-term investments.

- 2.7 Reporting on Investment Performance
The RFO will report regularly to the Council on the performance of the investments.

Investment forecasts for the coming year will be accounted for when the budget is prepared. At the end of the financial year, the RFO will report on investment activity to the Council.

3.0 EXTERNAL BORROWING STRATEGY

3.1 Introduction

The Council acknowledges the importance of borrowing funds and the financial impact on the Council and on the precept.

3.2 Principles

Council will agree borrowing for specific capital projects as defined in section 16 of the 2003 Act and all borrowings must be approved by Full Council. Before a council can borrow money, approval must first be received from the Secretary of State by way of the Department for Communities and Local Government (DCLG) via an application made to the National Association of Local Councils (NALC) through the Somerset County association (SALC). The process to be followed and the criteria applied in deciding whether or not approval should be forthcoming, are detailed in the Guide to Parish and Town Council Borrowing in England, jointly published by NALC.

Any Borrowing Approval granted will be retained permanently as part of the Council's records.

The Council is only authorised to borrow a maximum of £500,000 in any single financial year.

The Council will ensure the following criteria is followed when considering obtaining borrowing approval:

- The borrowing should only be used for the purpose of capital expenditure as defined by section 16 of the 2003 Act.
- Any unallocated balances including, where appropriate capital receipts beyond those required for the prudent financial management of the Council, should be used in the project for which the borrowing is required.
- The Council should have a realistic budget for the servicing and repayment of the debt, taking into account the future effect on the Council's precept and cashflow.
- The Council must not mortgage or charge any of its property as security for the money borrowed.

3.3 Lender

The Council will usually borrow funds from the Public Works Loan Board (PWLb) and will research the best possible interest rates offered by the PWLB.

3.4 Period of Loan

The Council will determine the period of loan which should not exceed the period for which the expenditure is forecast to provide benefit to the Council, that is the useful life of the asset.

The Council will consider the effect on the level of repayments and therefore the effect on future precepts when considering the period of the loan.

The Council will also adhere to the **new** requirements, namely consultation with local people about the planned project and about the intention to borrow and how the repayment will affect the budget (and residents' Council Tax). The evidence must demonstrate residents' support for the need and the need to borrow. Evidence of communications will be submitted with the borrowing application.

4.0 REVIEW AND AMENDMENT OF THIS POLICY

This policy will be reviewed every 2 years. However, the Council reserves the right to make variations to this policy at any time, subject to approval of Full Council.

5.0 FREEDOM OF INFORMATION

In accordance with the Freedom Of Information Act 2000, this document will be posted on the Council's website.

Approved by Policy & Resources Committee 20th October 2014 Minute No. 21 a)

Update approved at Full Council meeting 23 January 2017 Minute No. 16/17 177

Updated by Policy & Resources Committee 10 October 2022 Minute No. **XXXXXX**

GENERAL INFORMATION			
Assessors Name:	Andrea Stuart	Date of Assessment:	15.10.2019
Company: Crewkerne Town Council			
Location:	"Ski Slope" to the front of the Town Hall		

DESCRIPTION OF WORK ACTIVITY / TASK
<p>The installation of the Crib on the plinth above the window of the town hall and the installation of the Christmas Tree in the designated place on the "Ski Slope"</p>
<p>PLEASE NOTE: To be carried out on a Sunday morning to minimise public access</p>

OPERATIONALPROCEDURE FOR THIS WORK REQUIRED?	
	No

RESIDUAL RISK LEVEL (after further controls implemented)	HIGH	MEDIUM	LOW

DECLARATION			
Based on this risk assessment, the level of risk has been reduced as far as reasonably practicable (ALARP).			
Signature: Assessor	Andrea Stuart	Position:	Town Councillor
Signature: Manager / Supervisor		Name & Position:	
Due date of next assessment:			

RISK ASSESSMENT									
Hazard / Risk Description - identify hazards & associated risks	Persons at Risk refer to table	Existing Controls in Place e.g. training, information, physical controls	Existing Risk Level			Additional Controls Required	Residual Risk Level		
			L	S	R		L	S	R
Physical Hazards – Manual Handling	A, I J	<ul style="list-style-type: none"> Manual Handling training provided to Employees on a regular basis Use multiple people to lift heavy loads Maximum lift of 25-30Kg per person at waist height but this will be dependent on the individuals physique 	2	3	6	<ul style="list-style-type: none"> No further controls required 	2	3	6
Physical Hazards – Slips and Trips	A, I J	<ul style="list-style-type: none"> Are to be kept clean and tidy Blocks used for chocking the tree to be kept in agreed area when not being used Suitable footwear to be worn (closed toes and sturdy) 	1	3	3	<ul style="list-style-type: none"> No further controls required 	1	3	3
Physical Hazards – Violence from aggressive individuals	A, I J	<ul style="list-style-type: none"> A calm manner to be portrayed at all times More than 1 person to be in the area Remove yourself to a safe place and call the Police if necessary 	1	3	3	<ul style="list-style-type: none"> No further controls required 	1	3	3
Work Area Hazards – Sloping Surface	A, I J	<ul style="list-style-type: none"> Area has slight slope Telehandler to be situated “up/down” the slope rather than “across” Speed of movement of telehandler to be controlled at a slow speed 	2	3	6	<ul style="list-style-type: none"> No further controls required 	2	3	6
Work Area Hazards – Hole in surface	A, I J	<ul style="list-style-type: none"> Hole is only exposed when the 2 lift points have been utilised to remove the paving slab 	1	2	2	<ul style="list-style-type: none"> No further controls required 	1	2	2

Installation of Crib and Christmas Tree Risk Assessment and Method Statement Form

		<ul style="list-style-type: none"> Once removed caution to be taken not to inadvertently enter the area 							
Work Area Hazards – Weather conditions	A,I J	<ul style="list-style-type: none"> If extreme weather with thunder/lightening consider postponing until the storm has passed 	1	4	4	<ul style="list-style-type: none"> No further controls required 	1	4	4
Work Area Hazards – Movement of Vehicles (in vicinity)	A,I J	<ul style="list-style-type: none"> All persons to wear hi-vis vests, hard hats and safety shoes. Access to the area to be restricted to persons involved in the task Tape barrier to be erected around the working area to exclude members of the public Any member of the public in the vicinity to be asked to leave and work halted until area clear Ensure all persons involved are aware to the likely routes to be taken and that they keep well back 	2	3	6	<ul style="list-style-type: none"> No further controls required 	2	3	6
Work Area Hazards – Suspended loads	A,I J	<ul style="list-style-type: none"> Telehandler to have a current Certificate of Through Examination (Hardwill responsibility) Strops used to have been examined by competent person and advised as safe to use within the last 6 months (Hardwill responsibility). Strops to be examined before use to ensure no fraying or cuts Strops to be suitably rated for the load to be lifted (check label) Strops to be secured before the lift commences 	1	4	4	<ul style="list-style-type: none"> No further controls required 	1	4	4

Installation of Crib and Christmas Tree Risk Assessment and Method Statement Form

		<ul style="list-style-type: none"> Any member of the public in the vicinity to be asked to leave and work halted until area clear Competent and approved person to undertake the lift (onus on Hardwill to provide us with a competent and approved person) Banksman to be used to guide the load (using ropes or similar) if required Persons to be kept away from the area immediately underneath the suspended load 							
Work Area Hazards – Movement of Vehicles (on public road)	A, I J	<ul style="list-style-type: none"> Persons should stay on the “ski slope” and not step into the road If necessary to work on the road lookouts to be positioned to stop traffic as required 	1	4	4	<ul style="list-style-type: none"> No further controls required 	1	4	4
Work Area Hazards – Securing Crib	A, I J	<ul style="list-style-type: none"> Persons to keep the lower half of their bodies inside the building at all times Do not overreach, reposition either the crib or the person as necessary 	1	3	3	<ul style="list-style-type: none"> No further controls required 	1	3	3

PERSONS AT RISK – AFFECTED GROUPS

A: Company Employees	B: Principal Contractor Employees	C: Contractor Employees	D: Self-Employed Persons	E: New / Expectant Mothers	F: Young Persons
G: Disabled Persons	H: Visitors	I: General Public	J: Other - specify: Town Councillor, Telehandler driver, tractor/trailer driver		

RISK LEVELS

Likelihood x **Severity** = **Risk Rating Action Scale** **Risk Level**

Installation of Crib and Christmas Tree Risk Assessment and Method Statement Form

1 = Rare / Very Unlikely		1 = No injury / Trivial		1 – 5	No further action required – work may proceed	Low
2 = Unlikely		2 = Minor / first aid injury or illness		6 – 10	Further controls required but work may proceed	Medium
3 = Possible		3 = Over “3 day” injury or illness		11 – 20	Urgent, stronger control measures required	High
4 = Likely		4 = Major injury or illness		21 – 25	Withdrawal of process / activity – do not proceed!	Intolerable
5 = Routine / Certain		5 = Fatality, disabling injury, etc.				

Method Statement for the installation of the Crib and Christmas Tree to the front of the Town Hall

1. Work to be undertaken on a Sunday to minimise the number of members of public in the area
2. There will be a maximum of 6 people in the work area
3. On arrival at the site (ski slope) ask any members of the public to vacate the area and do not commence work until they have left
4. Any members of the public coming near the vicinity during the work are to be asked to leave and stop work until they do so
5. Before any work commences a toolbox talk is to be held with the persons undertaking the work to ensure that all are aware of the work to be undertaken and the various hazards and control measures implemented. Any additional hazards identified are to have a dynamic risk assessment undertaken and control measures applied as required
6. Telehandler to be checked to ensure Certificate of Through Examination in date and strops to be used are suitable for the weight and undamaged.
7. Lifting Plan below to be followed
8. The crib is to be installed in position first.
 - a. Securing straps to be attached to the crib
 - b. Crib to be moved to the rear of the trailer sufficient to enable the forks of the telehandler to be placed in position under the crib
 - c. Crib to be lifted into position following the lifting plan guided by 2 persons in the upstairs window of the town hall
 - d. When in position on the plinth the securing straps are to be secured temporarily around the flag pole awaiting full securing the following day by the persons on the cherry picker
9. The Christmas tree is to be installed once the crib is in place.
 - a. Attach strop securely to the top 1/3 portion of the tree to enable it to be lifted later in the procedure
 - b. Remove flag stone using the relevant lifting points and remove to storage position
 - c. Whilst this "hole" is open caution is to be used to ensure that it is not entered unintentionally
 - d. The chocks stored in the hole are to be removed and stored in an agreed position for use once the tree is in place
 - e. Telehandler to lift the tree position following the lifting plan
 - f. Telehandler to lift the tree into the hole in the flag stones guided by others if necessary
 - g. The telehandler to remain in position supporting the tree whilst the chocks are placed around the trunk to secure it
 - h. Once the tree is secure the strop to the telehandler to be disconnected
 - i. If the strop can be removed from the tree at this point then do so, if not then the strop is to be removed the following day by the persons on the cherry picker
10. To remove the Christmas Tree and Crib at the end of the festivities the above steps are to be followed in the reverse order

Lifting Plan

Crib

1. Crib weighs approx. 50kg this is well within the rating of the telehandler to be used
2. Forks to be placed under the crib centrally and equidistance from the ends on the widest suitable setting
3. Load to be moved to a central point in front of the plinth
4. Telehandler to move in up/down to the slope where possible rather than across it
5. Crib to be lifted into position
6. Crib to be secured to flag pole temporarily

Christmas tree

1. Christmas tree weighs 100-125kg this is well within the rating of the telehandler to be used
2. Strop to be placed around the top of the tree whilst on the trailer
3. Tree to be moved towards the rear of the trailer so as the trunk of the tree overhangs the trailer slightly
4. Test lift to be undertaken to ensure the strop is in the right position and tightens sufficient under load
5. If necessary strop to be adjusted and further test lift undertaken
6. Tree to be lifted upright and temporarily stood on the ground
7. Tree to be moved into position and guided into the pre-existing hole
8. Strop to be removed from the telehandler
9. Telehandler to move away to agreed position

To remove the Crib and Christmas tree the above steps occur in the reverse order

PLEASE NOTE:

SIGN-OFF			
The following undersigned personnel hereby acknowledge they have received a toolbox talk on these RAMS:			
Name	Job / Position	Signature	Date

Crewkerne Town Council					
Schedule for Review of Town Council Policies and Procedures					
Category	Policy/procedure	Date last reviewed	Frequency of review	Date of next review	Comments
Core policies	Financial Regulations	Feb-22	Annual	May-23	Amendments re Contract Procedures (Feb 22)
	Standing Orders	Aug-22	Annual	May-23	Amendment re post-Brexit contract procedures (July 22)
	Code of Conduct	May-22	4 yearly	May-26	New CoC adopted in line with Unitary creation.
	Health & Safety policy	Aug-22	Annual	Aug-23	
Social media/communications policies	Media policy	Aug-22	4 yearly	Aug-26	
	Website policy	Oct-22	4 yearly	Oct-26	On P&R agenda for October 2022
	Social Media policy	Oct-21	4 yearly	Oct-25	
	Community Engagement Strategy	Oct-22	4 yearly	Oct-26	On P&R agenda for October 2022
Finance policies	Investment and Borrowing Management policy	Oct-22	2 yearly	Oct-24	On P&R agenda for October 2022
	Delegation to Officers policy	Jun-16	4 yearly		For February 2023 P&R
	Grant Applications policy	Aug-22	4 yearly	Aug-26	
Policies relating to staff	Training policy	Dec-16	4 yearly		
	Complaints procedure	Jan-15	4 yearly		
	Discipline Policy and Procedures	Feb-11	4 yearly		
	Capability Policy and Procedures	Feb-11	4 yearly		
	Protocol for Councillor and Employee relations	Feb-15	4 yearly		
	Equal Opportunities policy	Jun-17	4 yearly		
	Use of Council vehicles policy	Jun-17	4 yearly		
	Absence management policy	Oct-17	4 yearly		
Policies relating to management of information	Data protection policy	May-18	4 yearly		
	Information security policy	May-18	4 yearly		
	Freedom of Information Model Pub'n Scheme	Feb-16	4 yearly		For February 2023 P&R
	Records management policy	May-18	4 yearly		For February 2023 P&R
	CCTV Policy	Oct-21	4 yearly	Oct-25	Reviewed 2021 to include GRC system. Should be reviewed if any changes to system.
	Policy on audio/visual recording and photography at Council meetings	Feb-22	4 yearly	Feb-26	Scheduled to take account of changes to Sos
Misc.	Allotments policy	Nov-17	4 yearly		
	Flag Flying and Logo policy	Aug-22	4 yearly	Aug-26	
	Child and vulnerable person protection policy	Jun-17	4 yearly		
	Customer Care Tree Policy	Oct-22	4 yearly	Oct-26	On P&R October 2022 agenda
SUGGESTED POLICIES FOR FUTURE ADOPTION					
	Open Spaces Management Policy				

All policies should be reviewed at least once in each cycle of Council, and more frequently should changes to legislation require.

Trees

For Crewkerne Town Council owned trees, we will endeavour to:

- Maintain our trees in a safe condition.
- Prune our trees when they are causing an actual nuisance, i.e. damage to buildings.

Tree Works the Council are not able to do:

- Prune privately owned trees.
- Prune trees back because they are overhanging.
- Systematically prune trees to control their size or height.
- Prune or remove trees in order to improve light.
- Prune or remove trees to improve a view.
- Prune or remove trees because of falling leaves, sap, seeds or debris.
- Prune or remove trees to improve television or satellite reception.

Common tree related enquiries:

If the tree does not belong to CTC and the resident is concerned about:

- Electricity cables (trees interfering with). Contact Scottish and Southern Power – 0845 7708090
- South West Electricity Board – 0845 6012989
- Telephone wires – BT Faults – 0800 800151
- Trees threatening or obstructing the Highway (including pavements) – Somerset County Council Highways – 0300 123 2224
- Trees obstructing streetlights – Somerset County Council Streetlight Department – 01823 423366
- Trees obstructing right of way – Somerset County Council Highways – 0300 123 2224
- High evergreen hedges – refer to land owner or SSDC Tree Officer.
- Nesting birds and roosting bats – contact the police – 101
- If the resident is unsure about which arborist to employ, helpful consumer advice and directories are available at www.trees.org.uk

Doing the work yourselves:

In common law, a property owner can cut back overhanging branches to the boundary of their property. Crewkerne Town Council will usually have no objection to property owners carrying out this type of tree works or engaging a contractor at their own expense, providing:

- Access is not gained via Council land or trees, without written permission of the Clerk to the Council. 01460 74001.
- The tree is not situated within a Conservation Area or subject to a Tree Preservation Order. Refer to the Town Clerk. 01460 74001.
- That any work to the tree is not detrimental to its health or stability and is carried out in accordance with British Standard 2998:2010 – Tree Works.
- That the cut branches are disposed of in a responsible manner and that no unauthorised damage to Council property occurs.