

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 February 2025**, following the meeting of the Planning & Highways Committee, and not commencing before 19.00, in the Council Chamber, Town Hall, Market Square, Crewkerne for the purpose of transacting the business outlined on the agenda below.

Notes:

- **Members of the public can access the meeting which will be uploaded via the following link:**
<https://www.youtube.com/channel/UCTA9K-7L4Onjcli2Gtz7tCg>.
- **Members of the public requiring assistance or reasonable adjustments to aid their attendance at council meetings are asked to contact the Council Offices in advance using the above contact details. Documents are available in large print by request.**
- **Assistive listening devices are available at public meetings – please see a member of staff prior to the start of the meeting.**
- **Recording of meetings is permitted under the Openness of Local Government Bodies Regulations 2014; please refer to the Council’s Policy on Audio/Visual Recording & Photography at Meetings ([Recording-Meetings-policy-Feb-2022.pdf \(crewkerne-tc.gov.uk\)](#)).**
- **Public participation is welcome during the allocated Public Open Forum session, please refer to Section 3 of the Council’s Standing Orders ([Standing-Orders-May-2024.pdf \(crewkerne-tc.gov.uk\)](#)).**

Katharine Sheehan FSLCC, Town Clerk (signed on original)
4 February 2025

Agenda

- 018/2425** **To receive and approve apologies for absence.**
a. To record members present:
Schedule 12 of the Local Government Act 1972 requires:
 - a record be kept of the members in attendance.
 - this record forms part of the minutes of the meeting.
 - Members who are unable attend a meeting should tender apologies in advance to the Town Clerk and the grounds for apologies tendered will also be recorded.b. To approve any apologies for absence:
Section 85(1) of the Local Government Act 1972 requires:
 - Members present to decide if the reason(s) for a member’s absence are acceptable.
- 019/2425** **To receive declarations of pecuniary or personal interests in items on the agenda and any dispensations.**
The Localism Act 2011 and the Council’s Code of Conduct requires:
 - Members to declare any interests not currently recorded in the Member’s Register of Interests or not notified to the Monitoring Officer of it.
 - Requests for Dispensations should be made in writing to the Clerk in advance of the meeting.
- 020/2425** **To approve the draft minutes of the Policy & Resources Committee meeting held on 13 January 2025.**
- 021/2425** **Public Open Forum:** Questions may be put to the Council 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
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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. The Chair reserves the right to vary or extend these time limits.

022/2425

New policies:

- a. To adopt new model Financial Regulations.
- b. To adopt a Legionella Written Control Scheme.

023/2425

Review of Existing Policies (proposed changes in red):

- a. To update Standing Orders to reflect new Financial Regulations.
- b. Health and Safety Policy.
- c. Mid-Year Council Plan Review (deferred from previous meeting).

024/2425

Policy Review Schedule: to note the updated policy review schedule.

025/2425

To receive Matters of Report (verbal reports for information only).

026/2425

Next meeting: Provisionally Monday 9 June 2025, following the Planning and Highways Committee, Council Chamber, Town Hall.



Crewkerne Town Council

Financial Regulations

CREWKERNE TOWN COUNCIL

FINANCIAL REGULATIONS

Contents

1. General	3
2. Risk management and internal control	4
3. Accounts and audit.....	5
4. Budget and precept.....	6
5. Procurement	7
6. Banking and payments	8
7. Electronic payments.....	10
8. Cheque payments	11
9. Payment cards.....	11
10. Petty Cash.....	11
11. Payment of salaries and allowances	11
12. Loans and investments.....	12
13. Income.....	12
14. Payments under contracts for building or other construction works.....	13
15. Stores and equipment	13
16. Assets, properties and estates	13
17. Insurance.....	14
18. Charities.....	14
19. Suspension and revision of Financial Regulations.....	14
Appendix 1 - Tender process	15
Appendix 2 – Financial Procedures	16
Appendix 3 – Role of the Independent Internal Auditor	18
Appendix 4 – Duties of the Responsible Financial Officer	19

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*.
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Town Clerk has been appointed as RFO and these regulations apply accordingly. The Finance Officer (FO) will be responsible for day-to-day operation of the Council's accounting procedures and work as directed by the RFO, to achieve all the Council's financial and accounting objectives. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
 - **setting the final budget or the precept (council tax requirement);**

- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts; and
- authorise any grant or single commitment in excess of £5,000.

2. Risk management and internal control

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
 - **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least once in every month and at each financial year end, a member other than the Chair, shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in

place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council.
- 3.9. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;

- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council or Policy and Resources Committee.

4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council.

4.5. The Policy and Resources Committee shall review the draft budget and submit any proposed amendments to the council not later than the end of December each year.

4.6. The draft budget and forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Policy and Resources Committee and a recommendation made to the council.

4.7. Having considered the proposed budget and forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**

- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or Policy and Resources Committee.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £3,000 excluding VAT the RFO shall seek at least 2 fixed price quotes;
- 5.9. Where the value is between £1,000 and £3,000 excluding VAT, the RFO shall try to obtain 2 estimates, which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the RFO shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

- i. specialist services, such as legal professionals acting in disputes;
- ii. repairs to, or parts for, existing machinery or equipment;
- iii. works, goods or services that constitute an extension of an existing contract;
- iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- The Clerk, under delegated authority, for any items below £1,000 excluding VAT.
- the Clerk, in consultation with the Chair of the Council, or Chair of the appropriate committee, for any items below £5,000 excluding VAT.
- the council for all items over £5,000.

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council, or a duly delegated committee acting within its Terms of Reference, except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £3,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Lloyds bank. The council's other investments are detailed in the Investment and Borrowing Management policy. The arrangements shall be reviewed regularly for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking or cheque, in accordance with a resolution of the council, or duly delegated committee, or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:
 - i. Any payments of up to £1,000 excluding VAT, within an agreed budget.
 - ii. Payments of up to £3,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. Any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998, or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.7. Prior to each Full Council meeting a councillor other than the Chair shall examine and verify all invoices for accuracy. The RFO shall present a schedule of these payments requiring authorisation, forming part of the agenda for the meeting, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by

the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO and Finance Officer shall be appointed as the Service Administrators. The bank mandate agreed by the council shall identify at least three councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk, Finance Officer and/or a member. This is a potential area for fraud and

the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

9. Payment cards

9.1. The Town Council Corporate Purchase card and any trade card account opened by the council will be specifically restricted to use by the RFO and FO and any balance shall be paid in full each month. The Corporate Purchase card shall be restricted to a maximum spend of £3,000 per month. Before any order above the value of £100 is placed using the Corporate Purchase card, a Purchase Authority shall be signed by two councillors who are cheque signatories.

9.2. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

10. Petty Cash

10.1. The council will not maintain any form of cash float. All cash received must be banked intact.

11. Payment of salaries and allowances

11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council. However, where nationally agreed pay rises apply as a contractual right, this shall be implemented automatically by the RFO and noted by council at the next meeting.

- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short-term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the RFO. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted by the due date.

13.7. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to, or omission from a contract must be authorised by the RFO to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land/property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the land/property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The RFO shall promptly arrange additional insurance cover for all new risks, properties or vehicles which are required to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. Charities

- 18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

- 19.1. The council shall review these Financial Regulations annually and following any change of Clerk or RFO. The RFO shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Appendix 2 – Financial Procedures

The Council Accounts are computerised using AdvantEdge software. All council financial procedures will comply with the statement of Financial Regulations.

Income

Money received by the Town Council is banked on the day of receipt unless it arrives after the bank has closed. Such un-banked money is kept in a locked money box in a locked cupboard in the office over-night. Receipts are issued for all monies received. Receipts will also record the relevant invoice numbers where appropriate. A further record of receipts is the bank paying-in book which will also show a record of the receipt number to which the money refers.

Some income is transferred to the council by means of the BACS system. A record of such transfers is received from the payees and placed in a file. Further evidence of BACS payments is provided by the monthly Bank Statements.

Computer records are kept of all income transactions and are comprehensively backed up.

Expenditure & Payment of Invoices

Agreement for payment will be made by the RFO after having checked the invoice against an order or tender and where the sum has been agreed by the council. When the payment of an invoice has been authorised (normally at a Town Council Meeting), the FO will arrange for payment using either a cheque or through the online banking system.

Cheques

A cheque is made out and then signed by any two authorised Councillors, who also initial the counterfoil.

Online banking

The invoice value is entered through the online banking system and is authorised for payment online by any two authorised Councillors. A print out of the Councillor's authorisation is attached to the associated invoices.

A monthly statement of accounts to be paid will be presented to the Council for approval. The cheques will be signed, having previously been prepared and the online payments will have been authorised. Salary payments by BACS shall be made in accordance with Financial Regulations. The Inland Revenue returns and Superannuation payments may be paid promptly but must be recorded by payment method and description only on the monthly statement of accounts in order to preserve staff confidentiality. Bills may be settled prior to the Council Meeting so as not to incur penalties (See Financial Regulations).

Computer records are kept of all expenditure transactions, including petty cash payments. Computer records are held on an IT workgroup server and access to the secure shared data is via individual staff passwords. All computer records are backed up on an ongoing daily basis.

Actual expenditure and income against the budget are reported on a quarterly basis.

Bank Transfers

The RFO will transfer funds to and from the 32 Day Notice and Business Call accounts as necessary to ensure that there are adequate funds in the Business Call account to cover all outstanding payments and taking advantage of higher interest on reserves in the 32 Day Notice Account.

There is “drip feed” arrangement between the Current Account and Business Call Account to maintain a daily Current Account balance of £50,000.

Salaries Records

Each employee has a separate excel spreadsheet showing the employee’s name, rate of pay, the hours worked, the total gross wages earned and the deductions for national insurance, taxation and superannuation etc., together with the employer’s contributions, and finally the net amounts payable by the Council to the employee, and to HM Revenue & Customs (HMRC). Staffology payroll software is used to calculate the national insurance and taxation deductions, and employer contributions. The RFO will provide the Finance Officer with an internal document of the latest amended, approved salaries countersigned by the Mayor. National pay increases and incremental pay rise calculations will be double checked by the RFO, and a copy of each spreadsheet shall be initialled accordingly and kept in the Audit File.

Bank Reconciliation

Bank statements are received after the end of each month and all accounts are balanced with the computer records. After checking by the RFO, printed records are then placed in an Audit File and bank statements are kept in a separate file. A copy of the monthly Bank Reconciliation is presented to the Town Council Meeting.

Audit

As soon as possible after 31st March the accounts are finalised and an income and expenditure account, balance sheet and Annual Return produced. At this stage the accounts have been audited by the Internal Auditor. They should then be approved and signed by resolution as soon as practicable after the end of the financial year and at least within the advised time limit. These accounts are then subject to audit by the External Auditors appointed by the Smaller Authorities’ Audit Appointments (SAAA) or other authorised body. Prior to audit the approved accounts must be displayed on the public notice board for a given period of time and the public are given notice that the full accounts are available for inspection.

The RFO will ensure that the Council considers the annual internal and external written reports and demonstrates that by inclusion in the agendas and minutes. Following a satisfactory audit the accounts are signed off and a written statement from the auditor is added to the accounts statement. A public notice placed is on the board for the required time and subsequently retained, for audit evidence purposes.

Appendix 3 – Role of the Independent Internal Auditor

The internal auditor shall:

- be allowed to have direct access to the Council
- have no other role or be related to any member within the Council
- prepare a report in writing in his/her own name and addressed to the Council
- be competent to carry out the work i.e.(i) shall have an understanding of basic accounting processes (ii) shall have an understanding of the role of internal auditor in reviewing systems rather than undertaking detailed checks that are more appropriately the responsibility of management (iii) shall have an awareness of risk management issues (iv) shall have an understanding of accounting requirements of the legal framework and powers of local councils.
- undertake the work in an ethical manner with integrity and objectivity.

Responsibility

To report on the adequacy of the systems of financial control in operation. This will include:

1. Review of internal controls in place and their documentation as listed in Section 5 of the 'Governance and Accountability in Local Councils in England and Wales – A Practitioners' Guide'.
2. Review of minutes to ensure legal powers in place, recorded and correctly applied.
3. Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements etc. including petty cash transactions.
4. Review and testing of systems and arrangements to prevent and detect fraud and corruption, including risk management processes.
5. Testing of disclosures.
6. Testing of specific internal controls and reporting findings to management.
7. The War Commemoration Trust Recreation Ground separate accounts and financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission.
8. Reports of fraudulent or corruption findings depending on the type shall be reported to the Mayor in the first instance, the RFO (as appropriate), Chairman of Policy and Resources and the Council.

Appendix 4 – Duties of the Responsible Financial Officer

1. To prepare financial reports for the Policy and Resources committee, and/or the Council. These reports will cover budget monitoring, fund balances, receipts to date, payroll summary, payment of accounts, and other relevant current matters.
2. To prepare draft estimates. When approved by Council these will form the annual budget monitoring during the year. To report thereon to the Policy and Resources committee.
3. To submit the precept to the Unitary Council and supply any breakdown requested.
4. To ensure regular banking (daily if necessary) of all money received and expended by the Council.
5. To ensure that all money due to the Council is billed and collected promptly.
6. To identify the duties of all officers, including the RFO dealing with financial transactions, and ensure, as far as possible, the division of responsibilities of those officers in relation to larger transactions. In other words, to ensure that there is as much internal checking as possible.
7. To manage cash flow and control investments and bank transfers.
8. To control payments by cheque, corporate card and online banking.
9. To handle the overall management of payroll, including Local Government Pension Scheme. To ensure prompt payment of tax and national insurance to the collector of taxes monthly. Also to ensure, where appropriate prompt payment of sums due to the pension authority.
10. To take overall responsibility for submission of monthly VAT returns and to deal with VAT inspections.
11. To verify the budget code of suppliers' invoices prior to certification for payment.
12. To ensure the preparation and balance of the final accounts are in accordance with the regulations and report thereon to Policy and Resources Committee and the Full Town Council.
13. To produce accounts and records for external audit in accordance with the regulations.
14. To arrange for internal audit material of all aspects of the Council's financial affairs.
15. To monitor compliance with the Council's financial regulations and ensure correct financial systems are in place.
16. To manage insurance risk. To process claims as necessary. To report annually to Policy and Resources Committee or council on insurance risk covered.
17. To ensure that the Council's register of property and assets is maintained.

18. To be familiar with the computerised accounting system in place.

VERSION CONTROL:

These Financial Regulations were adopted by the council at its meeting held on [enter date].

REVIEW:

As a core governing document, Financial Regulations are to be reviewed annually at the Annual Town Council Meeting, or sooner if changes or legislation requires it.

Due: May 2025.

DRAFT

Aim

The Control of Substances Hazardous to Health 2002 (COSHH 2002) and Management of Health & Safety at Work Regulations 1999 (MHSWR 1999) require employers to ensure that any control measures are properly applied, and employees are provided with suitable and sufficient information, instruction and training. A written scheme of control should be devised and implemented (as stated in the ACOP L8) to design, maintain and operate the water services under conditions that prevent or control the growth and multiplication of legionella bacteria.

Policy Statement

Crewkerne Town Council acknowledges and accepts its responsibilities under the Health & Safety at Work etc. Act 1974, COSHH 2002, MHSWR 1999 and the HSE Approved Code of Practice L8 'The control of legionella bacteria in water systems' 2013. The Council will comply with relevant guidance (HSG 274) issued by the Health and Safety Executive in this respect. The Council will take all reasonable precautions to prevent risk to health from exposure to legionellosis by implementing the appropriate control measures in all its relevant buildings.

Written Scheme Review Period

This written scheme will be subject to review every 2 years or as necessary in line with any risk assessment findings or any changes to relevant legislation.

Document Issue Record Sheet		
Issue	Amendment Date	Comments
DRAFT	27 th January 2024	Clarification of certain points

Document Author/s			
Name	Position	Signature	Date
Andrew Cross	Operations Manager, Crewkerne Town Council		

Document Approval			
Name	Position	Signature	Date
Katharine Sheehan	Town Clerk, Crewkerne Town Council		

Background - What is Legionnaires Disease?

Legionnaires' disease is an uncommon form of pneumonia caused by the legionella bacterium.

Most cases reported are as single (isolated) cases, but outbreaks can occur. All ages may be affected but the disease mainly affects people over 50 years of age, and generally men more than women. Smokers and the immunocompromised are at a higher risk.

The early symptoms of Legionnaires' disease include 'flu-like' illness with muscle aches, tiredness, headaches, dry cough and fever.

Sometimes diarrhoea occurs and confusion may develop.

Deaths occur in 10-15% of the general population and may be higher in some groups of patients.

The incubation period can range from 2 to 19 days with a median of 6 to 7 days after exposure.

Infection occurs when legionella bacteria that have been released into the air in aerosolised form from a contaminated source are inhaled. Once in the lungs the bacteria multiply and cause either pneumonia or a less serious flu like illness (Pontiac fever).

The bacteria are widely distributed in the environment. They can live in all types of water including both natural sources such as rivers and streams, and artificial water sources such as water towers associated with cooling systems, hot and cold water systems and spa pools. They only become a risk to health when the temperature allows the legionellae to grow rapidly, such as in water systems of poor design or installation or when poorly maintained.

Control and prevention of the disease is through treatment of the source of the infection, i.e. by treating the contaminated water systems, and good design and maintenance to prevent growth in the first place.

Contents

Section	Title	Page
1	Management structure for the control of legionella	4
2	Management responsibilities and staff functions	5
3	Design and use of hot & cold-water systems	6
3.1	Conditions that promote the growth of legionella	6
3.2	Design and installation of new or refurbished building services	6
3.3	Cold water systems & storage tanks	6
3.4	Domestic hot water services	6
3.5	Cooling Towers	7
3.6	Air Conditioning systems	7
3.7	Ornamental Water Features	7
3.8	Operation of grounds sprinkler systems	7
3.9	Handling & Exposure to Compost	8
3.10	Use of rainwater supply	8
4	Operation and Maintenance of Buildings	9
4.1	Water temperatures at outlets	9
4.2	Water System Maintenance	9
4.3	Infrequently used outlets and showers	9
4.4	Planned preventative maintenance schedules	9
4.4.1	PPM example Council Premises	9
5	Record Keeping	10
6	Action in the event of an incident	10
7	Microbial Monitoring for Legionella	11
7.1	Interpreting legionella sample results	11
8	Procedures for Legionella Control	12-13

1. Management structure for the control of Legionella

Lines of responsibility for the control of Legionella within Crewkerne Town Council

Duty Holder		
Name	Position	Contact Number/s
Katharine Sheehan	Town Clerk Crewkerne Town Council	01460 74001
email	townclerk@crewkerne-tc.gov.uk	

Responsible Person		
Name	Position	Contact Number/s
Andrew Cross	Operations Manager Crewkerne Town Council	01460 74001 07534 139077
email	opsmanager@crewkerne-tc.gov.uk	

LEGIONELLA CONTROL CONTRACTOR		
Company Name	Address	Phone Number:
Dantek	Dantek Environmental Services, Unit B3 Ashville Park, Short Way, Thornbury, BS35 3UU	01454 417920
		email: operations@dantek.co.uk

Staff will be properly trained and competent to carry out the appropriate measures, and the Council will facilitate such training as is necessary. No amendment shall be made to this written scheme or its procedures without the agreement of the responsible person.

Any changes made to this written scheme will be communicated via the Duty Holder for approval by the Policy & Resources Committee, or Full Council if required.

2. Management responsibilities and staff functions

2.1 The Duty Holder

The duty holder is the owner, occupier, employer or other person ultimately accountable and on whom the duty falls for the safe operation of the Council. In the case of Crewkerne Town Council, this is the Town Council. It is their responsibility to ensure that the necessary resources are available to the responsible person to ensure compliance with this document.

2.2 The Responsible Person

The responsible person is formally appointed by the duty holder to be managerially responsible for the Council's overall legionella management system. The nominated person must be a manager and have sufficient authority to ensure that all operational procedures are carried out in an effective and timely manner. The responsible person must also possess a sound understanding of the control of legionella through appropriate training

It is recognised that the responsible person cannot be an expert on all matters and must be supported by specialists in the necessary area of expertise.

Specifically, the role will involve:

- Ensuring overall compliance with the written scheme
- Ensuring building water system schematics are updated after any significant changes.
- Ensuring risk assessments are carried at least every two years or as necessary.
- Ensuring all relevant staff members are competent to carry out the aspects of legionella control to which they have been assigned.
- Taking reasonable steps to ensure contractors are competent

2.3 The Appointed Contractor

The appointed contractor for designated aspects of legionella control will be a member of a relevant trade professional body and the responsible person shall request, inspect and hold contractor staff competency records.

3. Design and use of hot & cold-water systems

3.1 Conditions that promote the growth of legionella bacteria

Legionella bacteria may contaminate water systems where the temperature is between 20 and 45°C. It is uncommon to find any significant growth below 20°C, the bacteria do not survive for any lengthy period above 60°C. The optimum temperature growth is 37°C. The presence of sediment, sludge, scale and organic material can act as a source of nutrients for Legionella bacteria. Commonly encountered organisms in water systems such as algae, amoebae and other bacteria may serve as a nutrient source for Legionella. The formation of a biofilm (slime) within a water system will also play an important role in harbouring and providing favourable conditions in which Legionella can proliferate. The presence of water stagnation can also play a significant part in legionella growth. An example of this would be a building that has little to no use of its water systems during building refurbishment, mothballing or disused pipework that is still live.

If the conditions mentioned above are eliminated or controlled, the likelihood of legionella growth will be significantly reduced.

3.2 Design and installation of new or refurbished building services

All new or refurbished installations to domestic water systems shall comply with current water regulations and ACOP L8/HSG 274 guidance. It is important to ensure that potential hazards are designed out where possible before installation.

3.3 Cold Water Systems & Storage Tanks

The Council has no cold-water storage water tanks

3.4 Domestic Hot Water Services

Multi-point type water heaters (greater than 15L) should be maintained at a minimum temperature of 55°C. (checked monthly)

Low Volume Point of Use Water heaters (less than 15L) should be maintained at a minimum temperature of 50°C (checked on a six-monthly basis)

Combi boilers (instantaneous) should be maintained at a minimum temperature of 50°C (checked on a six-monthly basis)

Pipe work should be as short and direct as possible especially where it serves intermittently used taps and appliances.

TMV's - Where people at risk of scalding are served by the hot water system, "fail-safe" thermostatically controlled mixing valves (TMV's) shall be used to reduce the hot water temperature at the outlet to 43°C.

These are valves that are unaffected by changes in water pressure and automatically close the hot water supply if the cold water fails. They will be positioned as close as possible to the hot water outlets. People at risk of scalding include young children, the very old, and those with sensory loss.

Mixed water pipework from the thermostatically controlled mixing valve should be kept as short as possible.

3.5 Cooling Towers

The Council has no wet cooling towers. In any future installations, a risk assessment will be carried out and the written scheme revised to take this into consideration

3.6 Air Conditioning Systems

Ventilation and air conditioning systems shall be designed so that water, whether from the supply or from other sources such as condensation, cannot accumulate in ductwork or plant, which is subject to an air stream. All condensate drains shall incorporate an air break as near to the ventilation or air conditioning system as possible, to prevent potentially contaminated water from being drawn back into the system.

No domestic type air humidifiers, or any similar equipment which may compromise air quality, shall be put into use on the Council premises without the prior approval of the Responsible Person.

3.7 Ornamental water features

The council does not operate any ornamental water features. In any future installations, a risk assessment will be carried out and the written scheme revised to take this into consideration

3.8 Operation of grounds sprinkler water systems

The Council does not currently operate ground sprinkler systems. In any future installations, a risk assessment will be carried out and the written scheme revised to take this into consideration

3.9 Handling and exposure to compost

Legionella is often found in compost and legionnaires disease has resulted in a small number of cases from inhalation of dust or moisture droplets. All staff who come into physical contact with compost must ensure the following:

- Staff must ensure that themselves and any children wash their hands as soon as is possible after contact
- Compost bags should not be stored in direct sunlight
- Compost bags should be opened carefully as not to disturb contents
- Compost bags ideally should not be opened in enclosed spaces such as sheds or green houses

3.10 Use of rainwater supply (Water butts)

Water butts collect and contain rainwater. Non-potable water may contain potentially harmful bacteria. The water is often stagnant and may warm up during the summer months leading to significant bacteria growth.

They may be used for gardening purposes such as watering of plants through a water can or similar.

They must NOT be used in conjunction with a power washer.

3.11 Volunteers and Personnel not directly connected to the Council.

There are a number of volunteer groups and groups using council facilities that need to be aware of points 3.8 – 3.10. The Responsible Person will communicate with these groups to ensure that they are aware of these points

4. Operation and Maintenance of Building Services

4.1 Water temperatures at outlets

Cold water outlet temperatures shall be measured after allowing the water to run at full flow for 2 minutes. The temperature should be less than 20°C, or if above 20°C should be less than 2°C above the incoming supply from the water supply company.

Hot water outlet temperatures shall be measured after allowing the water to run at full flow for up to 1 minute. The temperature should be at least 50°C. However, where mixing or blending devices are used which prevent the outlet reaching this temperature, the pipe surface immediately before the device should reach 50°C within 1 minute.

Representative outlets (outlets in between sentinels) will be measured on a rotational basis over a period of a year.

4.2 Water System Maintenance

Maintenance staff who have undertaken "dirty" jobs (i.e. unblocking drains) must change into clean protective clothing and wash their hands thoroughly before working on domestic hot or cold-water systems where there is a risk of contaminating that system. Every year hot water calorifiers shall have their drain valve (where fitted) water visually inspected for signs of sludge, rust or scale. If visual contamination is identified cleaning should be carried out as necessary.

4.3 Little used outlets and showers

The Responsible Person shall review the need for intermittently or infrequently used taps and appliances (particularly showers) from time to time. If such taps and appliances are not necessary, the supplies shall be cut off close to the in-use supply pipe to ensure that no dead leg is formed. If it is not reasonably practicable to remove these outlets a weekly flushing regime should be implemented. During periods of little use of the water systems such as during refurbishment, both hot & cold outlets should be flushed weekly for a determined period. On a quarterly basis, or less frequently if it is shown to be necessary, shower heads and hoses will be dismantled, cleaned and descaled and the work logged on the shower maintenance log sheet. The completed log will be located within the legionella control logbook.

4.4 Planned Preventative Maintenance Schedules

The following table shows an example of the frequency of the necessary control measures to be scheduled as planned preventative maintenance. The master PPM schedule will be retained in the legionella log and copies given to other relevant staff

5. Record Keeping

All records are held electronically on the 'Nuvola' Mobile Logging system operated by Dantek; these include.

- Test Records (with dates) or work carried out to prevent or control legionellosis.
- Weekly flushing of infrequently used outlets (where applicable)
- Monthly / Six Monthly hot & cold-water temperature checks including flow temperature
- Quarterly shower head cleaning

All these records can be printed off and held as paper copies if required.

6. Action in the event of an incident

In the event of a single case of legionellosis, possibly acquired within Council buildings then an emergency meeting shall be set up of a group comprising of the Responsible Person and any other Relevant Person(s)

The group should meet daily as necessary, with others as appropriate, to co-ordinate investigation of the problem, and progress any necessary action. Minutes are to be kept and a log of actions taken and results of tests or inspections are to be recorded by the Responsible Person.

Immediate action may include:

- Stopping admissions to affected site/area
- Sampling water from taps and showers prior to any disinfection or pasteurisation.
- Sampling of water from water heaters serving the affected site prior to any disinfection or pasteurisation
- Increasing hot water temperatures at outlets to a minimum of 60 °C
- Inspection of maintenance records for legionellosis preventative work
- Disinfection of water services in accordance with BS EN 806

Legionnaire's disease is not a notifiable disease in England and Wales but if staff acquire the disease, cases may be notifiable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

The Health & Safety Executive may be involved in the investigation of outbreaks under the Health & Safety at Work Act 1974.

7. Microbial Monitoring for Legionella

Legionella water samples shall be taken under the following circumstances:

- Where control levels of the treatment regime (temperature control) are not being consistently achieved
- When an outbreak or incident is suspected, or has been identified:
 - Samples will be taken in accordance with BS EN 7592 by suitably trained persons.
 - Analysis of water samples for legionella will be carried out by a UKAS accredited laboratory.

7.1 Interpreting Legionella Sample Results

ACOP L8 Table 4 details the action required following legionella sampling in hot and cold-water systems. Table 4 is included below.

Legionella bacteria (cfu/l)	Recommended actions
>100 cfu/l and up to 1000	Either: <ul style="list-style-type: none"> • if the minority of samples are positive, the system should be resampled. If similar results are found again, a review of the control measures and risk assessment should be carried out to identify any remedial actions necessary or, • if the majority of samples are positive, the system may be colonised, albeit at a low level. An immediate review of the control measures and risk assessment should be carried out to identify any other remedial action required. Disinfection of the system should be considered.
>1000 cfu/l	The system should be resampled and an immediate review of the control measures and risk assessment carried out to identify any remedial actions, including possible disinfection of the system. Retesting should take place a few days after disinfection and at frequent intervals afterwards until a satisfactory level of control is achieved

If disinfection of the water systems is necessary, this work will be carried out by trained persons who have been deemed competent to carry out this task. Sections 2.5 and 4.3 should be observed.

8. Procedures for Legionella Control Measures

Procedures for cleaning and disinfection of water tanks and any other control measure will be obtained from the contractor by the Council prior to the works taking place.

All procedures used by Council staff will be held with the responsible person and distributed to other relevant staff.

8.1 Flushing of little used water outlets Procedure (Weekly)

- Identify little used outlet(s)
- Open outlet whilst minimising the release of water aerosol (reduce spray)
- Flush the outlet until the temperature at the outlet stabilises and is comparable with the supply water e.g. until cold water is cold or hot water is hot
- Keep written records of action and report any defects to the facilities manager.

Things to consider:

- Toilets should also be flushed by flushing through one cycle
- Drinking water vending machines and outside taps should also be included

8.2 Monthly / Six Monthly water temperature checks at outlets

8.2.1 Outlets without TMV's

- Identify outlet to be checked by following customised temperature form for the correct month
- Run hot tap on full flow for 1 minute and cold tap for 2 minutes
- Place temperature probe under outlet and record reading
- Report any defects to the operations manager

8.2.2 Outlets with TMV's fitted

- Follow steps 1-2 then place surface probe attachment against hot inlet pipe to TMV ensuring a good contact and record reading. Due to heat loss through pipework material, add 3 degrees to final temperature reading.
- Cold water temperatures cannot be taken with surface probe attachment and must be taken as step 3.

8.3 Monthly temperature checks of Calorifiers

Ensure that you are confident in identifying the secondary hot water flow and return (where fitted) pipework and that it is safely accessible

- Place surface probe attachment against flow pipe ensuring a good contact and record reading. Due to heat loss through pipework material, add 2 degrees to final reading
- If secondary return loop is fitted, follow step 1
- Record results and report any defects to the operations manager.

8.4 Cleaning of shower heads and hoses (quarterly or as necessary)

- Flush shower through to purge any potential water stagnation
- Remove shower head and hose (if fitted)
- Place in a disinfection solution and clean thoroughly
- Refit and flush through to remove any residual disinfectant
- Record cleaning and report any defects to operations manager.

VERSION CONTROL:

Adopted at a meeting of the Policy & Resources Committee held on 10th February 2025,
Minute Reference: 2425/XXXXX

DUE FOR REVIEW:

February 2027, or sooner should circumstances or changes to legislation require it.



Crewkerne

Town Council

Crewkerne Town Council

Standing Orders

Contents

Note: Text in bold may not be suspended as these are statutory in origin.	3
1. Rules of debate at meetings	3
2. Disorderly conduct at meetings	4
3. Meetings generally	5
4. Committees and sub-committees	7
5. Ordinary council meetings	8
6. Extraordinary meetings of the council and committees and sub-committees.....	9
7. Previous resolutions.....	10
8. Voting on appointments	10
9. Motions for a meeting that require written notice to be given to the Proper Officer	10
10. Motions at a meeting that do not require written notice	11
11. Handling confidential or sensitive information	11
12. Draft minutes	11
13. Code of conduct and dispensations.....	12
14. Code of conduct complaints	13
15. Proper Officer	13
16. Responsible Financial Officer.....	15
17. Accounts and accounting statements.....	15
18. Financial controls and procurement.....	15
19. Handling staff matters	17
20. Requests for information.....	18
21. Relations with the press/media	18
22. Execution and sealing of legal deeds	18
23. Communicating with Unitary councillors	18
24. Restrictions on councillor activities	18
25. Standing orders generally	19

Note: Text in **bold** may not be suspended as these are statutory in origin.

1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion, as amended, becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his/her own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he/she last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he/she considers has been breached or specify the other irregularity in the proceedings of the meeting he/she is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his/her decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her right of reply.
- t Excluding motions moved under standing order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the chairman of the

meeting may take further reasonable steps to restore order or to progress the meeting.
This may include temporarily suspending or closing the meeting.

3. Meetings generally

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a ● Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- b ● The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- c ● The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.
- d ● Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of any matter affecting Crewkerne.
- f Members of the public wishing to address the meeting will be asked to complete a contact details form prior to the start of the meeting. At the start of the public participation period the chairman of the meeting shall ask members to introduce themselves to the meeting, stating their names and organisations represented.
- g The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 15 minutes unless directed by the chairman of the meeting.
- h Subject to standing order 3(g) above, a member of the public shall not speak for more than 3 minutes.
- i In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- j A person shall raise his/her hand when requesting to speak but is not required to stand when speaking unless requested to do so by the Chairman.

- k A person who speaks at a meeting shall direct his/her comments to the chairman of the meeting. When a meeting is being recorded or streamed, the chairman should ask all participants, including councillors to speak clearly towards microphones provided. Councillors and members of Town Council staff in attendance will be provided with a name plate for use in meetings.
- l Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- m Footage of council meetings will be made available on the Council's YouTube channel until such time as the minutes of each meeting are formally agreed and signed by the chairman of the meeting in question. Recordings will then be removed.
- n **●● Members of the press or public must not orally report or comment about a meeting as it takes place if he/she is present at the meeting of the council or its committees but otherwise may:**
 - i. **Film, photograph or make an audio recording of a meeting**
 - ii. **Use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later**
 - iii. **Report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.**

in accordance with Crewkerne Town Council's policy on audio/visual recording at Council meetings.

- o **●● The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- p **● Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his/her absence be done by, to or before the Vice-Chairman of the Council.**
- q **● The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- r **●●● Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.**
- s **●●● The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her casting vote whether or not he/she gave an original vote.**
- t **● Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her vote for or against that question. Such a request shall be made before moving on to the next item of business on**

the agenda.

- u The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors present and absent;
 - iii. interests that have been declared by councillors;
 - iv. whether a councillor left the meeting when matters that they held interests in were being considered;
 - v. if there was a public participation session; and
 - vi. the resolutions made.
- v **●●● A councillor who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her right to participate and vote on that matter** (see 13 below).
- w **● No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.** *See standing order 4d(viii) below for the quorum of a committee or sub-committee meeting.*
- x **●●● If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- y A meeting shall not exceed a period of 2 1/2 hours except in a unanimous vote to continue.

4. Committees and sub-committees

- a **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
- c **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;

- v. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 7 days before the meeting that they are unable to attend;
- vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee.

5. Ordinary council meetings

- a In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.**
- c If no other time is fixed, the annual meeting of the council shall take place at 6pm.**
- d In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.**
- e The first business conducted at the annual meeting of the council shall be the election of the Mayor and Deputy Mayor of the Council.**
- f The Mayor of the Council, unless he/she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her successor is elected at the next annual meeting of the council.**
- g The Deputy Mayor of the Council, unless he/she resigns or becomes disqualified, shall hold office until immediately after the election of the Mayor of the Council at the next annual meeting of the council.**
- h In an election year, if the current Mayor of the Council has not been re-elected as a member of the council, he/she shall preside at the meeting until a successor Mayor of the Council has been elected. The current Mayor of the Council shall not have an original vote in respect of the election of the new Mayor of the Council but must give a casting vote in the case of an equality of votes.**
- i In an election year, if the current Mayor of the Council has been re-elected as a member of the council, he/she shall preside at the meeting until a new Mayor of the Council has been elected. He/she may exercise an original vote in respect of the election of the new Mayor of the Council and must give a casting vote in the case of an equality of**

votes.

- j Following the election of the Mayor of the Council and Deputy Mayor of the Council at the annual meeting of the council, the business of the annual meeting shall include:
 - i. **In an election year, delivery by the Mayor of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Mayor of the Council of his/her acceptance of office form unless the council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Appointment of members to existing committees;
 - vi. Appointment of any new committees in accordance with standing order 4 above;
 - vii. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
 - viii. Review of representation on or work with external bodies and arrangements for reporting back;
 - ix. In an election year, to make arrangements with a view to the council remaining eligible to exercise the general power of competence in the future;
 - x. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

6. Extraordinary meetings of the council and committees and sub-committees

- a **The Mayor of the Council may convene an extraordinary meeting of the council at any time.**
- b **If the Mayor of the Council does not or refuses to call an extraordinary meeting of the council within 7 days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 7 councillors, those 7 councillors may convene an extraordinary meeting of a committee [and a sub-committee]. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the 7 councillors.

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 8 councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 10 clear days before the meeting (unless the Chairman and Clerk agree that it may be 6). Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 6 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

- f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- h Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close a meeting.

11. Handling confidential or sensitive information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

12. Draft minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the

agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she shall sign the minutes and include a paragraph in the following terms or to the same effect:
“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his/her view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and dispensations

See also standing order 3(t) above.

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b **Unless he/she has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has a disclosable pecuniary interest. He/she may return to the meeting after it has considered the matter in which he/she had the interest.**
- c **Unless he/she has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has another interest if so required by the council’s code of conduct. He/she may return to the meeting after it has considered the matter in which he/she had the interest**
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to

- which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g. Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h. **A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - ii. **granting the dispensation is in the interests of persons living in the council's area or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. Code of conduct complaints

- a Upon notification by the Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the Council.
- b Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Mayor of this fact, and the Mayor shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 14(d) below.
- c The council may:
 - i. Provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. Seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
- d **Upon notification by the Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him/her. Such action excludes disqualification or suspension from office.**

15. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors, by delivery or post at their residences or, by agreement with each councillor, by email, a signed summons confirming the time, place and the agenda.**
See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3 (c) above for a meeting of a committee.
 - ii. **give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);**
 - iii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least 6 days before the meeting confirming his/her withdrawal of it;
 - iv. **convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his/her office;**
 - v. facilitate inspection of the minute book by local government electors;
 - vi. **receive and retain copies of byelaws made by other local authorities;**
 - vii. retain acceptance of office forms from councillors;
 - viii. retain a copy of every councillor's register of interests;
 - ix. process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
 - x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
 - xi. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
 - xii. arrange for legal deeds to be executed;
See also standing order 22 below.
 - xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations
 - xiv. record every planning application notified to the council and the council's response to the local planning authority;
 - xv. refer a planning application received by the council to the Chairman of the Planning & Highways Committee (or in his/her absence the Vice-Chairman) within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning & Highways committee or full Council meeting;
 - xvi. manage access to information about the council via the publication scheme; and
 - xvii. retain custody of the seal of the council which shall not be used without a

resolution to that effect.
See also standing order 22 below.

16. Responsible Financial Officer

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

- a “Proper practices” in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners’ Guide.
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the council’s receipts and payments for each quarter;
 - ii. the council’s aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter being reported

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the council’s receipts and payments for the last quarter and the year to date for information; and
 - ii. to the full council the accounting statements for the year in the form of Section 2 of the annual return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

18. Financial controls and procurement

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;

- ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of**

Commented [KS1]: Change to £30k in line with new procurement thresholds in new FRegs

Commented [KS2]: As before

Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of council or the Staffing Committee is subject to standing order 11 above.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chairman of the Staffing Committee or, if he/she is not available, the vice-chairman of the Staffing Committee, of absence occasioned by illness or other reason and that person shall report such absence to the Staffing Committee at its next meeting.
- c The chairman of the Staffing Committee or in his/her absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of Clerk. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Staffing Committee.
- d Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee (or other employees) shall contact the chairman of the Staffing Committee or in his/her absence, the vice-chairman of the Staffing Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee.
- e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the chairman or vice-chairman of the Staffing Committee, this shall be communicated to another member of the Staffing Committee, which shall be reported back and progressed by resolution of the Staffing Committee.
- f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected.

- h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.
- i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to the Clerk and/or the Mayor of the Council or the Chair of the Staffing Committee.

20. Requests for information

- a Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Mayor or Deputy Mayor in his/her absence. The full council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

21. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's Media Policy.

22. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii) above.

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b **Subject to standing order 22(a) above, the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

23. Communicating with Unitary councillors

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the councillor of the Unitary Council representing its electoral ward.
- b Unless the council determines otherwise, a copy of each letter sent to the Unitary Council shall be sent to the Unitary Council councillor representing its electoral ward.

24. Restrictions on councillor activities

- a. Unless authorised by a resolution, no councillor shall:
 - i. inspect any land and/or premises which the council has a right or duty to inspect; or

- ii. issue orders, instructions or direction

25. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least two thirds of the councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he/she has delivered his/her acceptance of office form.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

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Next review due:

May 2025.



Health and Safety **Policy and Guidance**

Contents

1.	NOMINATED OFFICERS.....	2
2.	GENERAL STATEMENT	3
3.	RESPONSIBILITIES & ARRANGEMENTS FOR HEALTH & SAFETY MANAGEMENT	4
4.	BUILDINGS	6
5.	PASSENGER LIFTS	6
6.	GOOD HOUSEKEEPING	6
7.	WELFARE ARRANGEMENTS.....	7
8.	PERSONAL SAFETY	8
9.	HOMEWORKING	9
10.	DISPLAY SCREEN EQUIPMENT (DSE)	9
11.	FIRE SAFETY	10
12.	HYGIENE	11
13.	ACCIDENT, INCIDENT & NEAR MISS REPORTING	11
14.	CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)	11
15.	LIFTING AND HANDLING.....	12
16.	STRESS MANAGEMENT	12
17.	RISK ASSESSMENTS	13
18.	CONTACTS	13

1. NOMINATED OFFICERS

Health and Safety Officer

Operations Manager

(In his absence – Town Clerk)

Fire Officer

Operations Manager

(In his absence – Town Clerk)

First Aid

A risk assessment of the number of First Aiders **will be done annually and the office/staff room boards updated to reflect employees holding the relevant qualification.**

COSHH Assessments Responsible Person

Operations Manager

Risk Assessments Responsible Person

Operations Manager

2. GENERAL STATEMENT

This is the Health and Safety Policy Statement of:

Crewkerne Town Council

Health and Safety at Work etc Act 1974

Our statement of general policy is to:

- Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace
- Engage and consult with our employees on matters affecting their health and safety and strive to implement continuous improvements
- Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances
- Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work
- Review and revise this policy as necessary at regular intervals
- Implement emergency procedures – evacuation in case of fire or other significant incident.

Signed: (Mayor)

Date:

VERSION CONTROL:

Adopted Town Council meeting on 23 November 2009

Reviewed 20 August 2014.

Reviewed Policy & Resources Committee meeting 9 October 2017.

Reviewed Policy & Resources Committee meeting 8 August 2022.

Reviewed Policy & Resources Committee meeting 12 February 2024.

Reviewed Policy & Resources Committee meeting 10 February 2025.

DUE FOR REVIEW:

February 2026.

3. RESPONSIBILITIES AND ARRANGEMENTS FOR HEALTH & SAFETY MANAGEMENT

3.1 Crewkerne Town Council

- 3.1.1 The Health and Safety at Work Act 1974 places a statutory duty on all employers to ensure, so far as is reasonably practicable, the safety, health and welfare of all its employees at work and other people who may be affected by their activities, e.g. users, volunteers, Councillors and members of the public.
- 3.1.2 Crewkerne Town Council as the employer, has overall and final responsibility for health and safety matters at all Council-operated premises and for ensuring that health & safety legislation is complied with.
- 3.1.3 Crewkerne Town Council will also ensure that the tenants of Council-owned buildings commit to maintaining compliance with health and safety standards.
- 3.1.4 Crewkerne Town Council will regularly review the operation of its health & safety policy and will ensure that:
 - Employees, volunteers and Councillors as appropriate receive sufficient information, training and supervision on health and safety matters
 - risk assessments are undertaken and the results recorded and made available to all employees
 - accidents are investigated to identify the root cause. These are reported to the Council detailing the preventative action implemented.
 - arrangements are in place to monitor the maintenance of the premises and equipment
 - there are adequate arrangements to liaise and co-operate on health and safety matters with other employers at the Town Hall.
- 3.1.5 Day-to-day responsibility for ensuring this policy is put into practice is delegated to the nominated Health & Safety Officer.

3.2 All Employees

- 3.2.1 **All employees must:**
 - co-operate with supervisors and managers on health and safety matters
 - be aware of relevant risk assessments and method statements
 - not interfere with anything provided to safeguard their health and safety
 - take reasonable care of their own health and safety and not do anything to endanger others.
 - report all health and safety concerns to the Health and Safety Officer.

3.3 Fire Officer

- 3.3.1 Crewkerne Town Council will appoint the nominated Fire Officer who shall receive appropriate training.
- 3.3.2 The responsibilities of the Fire Officer are to:
 - be aware of potential fire hazards and familiar with the location and use of fire-fighting equipment ensuring it is maintained as necessary
 - arrange fire drills and testing of fire alarms and keep records
 - assist with the evacuation of staff and visitors
 - liaise with Emergency Services at the assembly point

- ensure ~~Town Hall~~ staff and volunteers are aware of the fire alarm and drill

FOR DETAILED FIRE SAFETY ARRANGEMENTS SEE SECTION 11.

3.4 First Aid

- 3.4.1 Nominated first aiders will complete Emergency First Aid at Work training provided by a recognised provider. Qualified members of staff **will be** listed on the office and staff room noticeboards.
- 3.4.2 The Health & Safety Officer will ensure that the BS 8599-1 compliant first aid boxes are kept in the designated locations (see Section 13.1) and are regularly checked and correctly stocked.
- 3.4.3 The Health & Safety Officer will ensure that all accidents are recorded using the Council's Accident Report Form, copies of which are kept in the Town Hall offices.

FOR DETAILED FIRST AID AND ACCIDENT ARRANGEMENTS SEE SECTION 13.

3.5 Risk Assessment

- 3.5.1 Crewkerne Town Council will ensure that risk assessments are carried out by competent persons in accordance with the Management of Health & Safety at Work Regulations 1999. Assessments will be documented and made available to all staff.
- 3.5.2 Risk assessments will be reviewed annually to ensure they are suitable and sufficient, ensuring hazards are identified and risk reduced to as low a level as reasonably practicable. Assessments will also be reviewed following significant change in working environment or to practices. Assessments will cover employees and, as appropriate, Councillors and volunteers and all aspects of their Council work wherever this takes place.

FOR DETAILED RISK ASSESSMENT ARRANGEMENTS SEE SECTION 17.

3.6 Training

- 3.6.1 Crewkerne Town Council will ensure that new employees and volunteers receive information and guidance on health and safety as part of their induction.
- 3.6.2 Crewkerne Town Council will ensure the provision of adequate health and safety training for employees and, as appropriate, Councillors and volunteers, including: general health and safety, first aid, manual handling, fire safety, risk assessment. The nominated Health & Safety Officer will also organise training for appropriate use of equipment, and any special training needed to ensure safe systems of work.
- 3.6.3 Any employee, volunteer or Councillor who believes that they have a need for further health and safety training should inform the Health & Safety Officer.

3.7 Personal Protective Equipment (PPE)

- 3.7.1 PPE identified as necessary in any Town Council Risk Assessment will be provided free of charge to relevant employees. PPE should be worn in accordance with training and instructions, kept in good condition and defects reported immediately to the nominated Health & Safety Officer.

- 3.7,2 If a risk assessment indicates that a limb (b) worker requires PPE to carry out their work activities, the Health & Safety Officer must carry out a PPE suitability assessment and the Town Council will provide the PPE free of charge as it does for employees.

4. BUILDINGS

- 4.1** Crewkerne Town Council has a duty to provide a safe and healthy environment for all persons using Town Council operated premises and facilities.

- 4.2** All Town Council staff and Councillors are responsible for identifying actual and potential hazards. Once identified a hazard should be removed. If this is not possible it should be quarantined and immediately reported to the Health & Safety Officer for further action.

4.3 Examples of Hazards

4.3.1 Items Out of Reach:

Chairs or other furniture must not be used to stand on for the purpose of reaching items at height, only approved access equipment (e.g. stepladders) should be used.

4.3.2 Damaged Equipment:

Regular checks should be carried out on equipment, including furniture, for faults, damage, sharp edges etc. Defective items should be removed from use pending repair or replacement.

4.3.3 Damage to the Fabric of Buildings:

Damage to windows, doors, flooring, mains electrical installations etc. may have safety implications and must be reported immediately to the Health & Safety Officer.

5. PASSENGER LIFTS

In accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998, the Council is required to nominate a duty holder, to ensure that its legal responsibilities are met by ensuring that lifts are thoroughly examined and that they are safe to use. The nominated duty holder is the Health and Safety Officer.

The Health and Safety Officer will ensure that the lifts are inspected, tested and maintained in accordance with the above regulatory requirements and through an approved contractor. These requirements also encompass the emergency call-out facility.

Copies of all lift examination reports are available for inspection in the Council office.

The lift maintenance support contract includes the linking of the lift emergency call-out phone to a 24-hour call centre, which ensures that a duty engineer is despatched promptly to resolve the issue with the lift.

6. GOOD HOUSEKEEPING

6.1 Aisles & Walkways

Aisles & walkways must remain clear of obstructions and all materials and equipment stored securely in safe areas. Items should never be placed immediately in front of, or left obstructing, fire doors, fire exits, fire alarms or fire equipment.

6.2 Smoking

Smoking is not allowed in any Council property or vehicle. This restriction applies not only to cigarettes, cigars and pipes but also to e-cigarettes.

6.3 Overcrowding

The Council will ensure that the working environment is not overcrowded and consultation with staff will take place prior to any changes being made.

6.4 Ventilation

The Town Council will ensure staff are provided with a well-ventilated workplace in which workers have control over the local level of ventilation.

6.5 Temperature

In office workplaces a minimum temperature of 16°C shall be maintained and where possible the maximum temperature not allowed to reach an uncomfortable level.

6.6 Lighting

A suitable and sufficient level of light will be provided in all work areas. If lighting is found to be defective this must be reported to the Health & Safety Officer.

6.7 Noise

The Council will ensure that staff are not exposed to excessive workplace noise levels.

6.8 Equipment Storage and Usage

6.8.1 Equipment must not be left lying around but should be safely stored.

6.8.2 No wires may be left trailing across floors.

6.8.3 Paraffin, electric bar or propane gas heaters may not be used in Council premises without the written permission of the Health & Safety Officer.

6.9 Maintenance and Electrical Equipment

6.9.1 All building maintenance work shall be carried out by competent persons.

6.9.2 Electrical equipment must always be used in accordance with instructions and defective items isolated, removed from use and the Health & Safety Officer advised.

6.9.3 The Council will ensure that the testing of electrical wiring in properties and Portable Appliance Testing (PAT) are undertaken at the appropriate time intervals.

7. WELFARE ARRANGEMENTS

7.1 Toilet and Washing Facilities

The Town Council will provide suitable and sufficient toilets and washing facilities for staff in accordance with the minimum requirements of Health & Safety legislation.

7.2 Drinking Water

An adequate supply of clean safe drinking water will be provided for all staff.

7.3 Rest Areas

So far as is reasonably practicable, staff will be provided with a rest area away from their usual workstations.

7.4 New and Expectant Mothers

When an employee provides written notification to the Council stating that she is pregnant, or that she has given birth within the past six months or that she is breastfeeding, the Council will undertake a review of the relevant workplace risk assessment(s), to identify any risks to the health and safety of a new or expectant mother, or that of her baby, and to take any necessary preventive and protective measures to reduce or control any risks identified. In the case of a pregnant or new mother, the Council will undertake an individual risk assessment which will be reviewed on a monthly basis.

Suitable rest facilities will be provided for pregnant and breastfeeding employees.

7.5 Hours of Work

Employees should not work excessively long hours and must take adequate breaks for meals and rest.

8. PERSONAL SAFETY

8.1 In the Office Environment

It is in the nature of the organisation's work that staff or volunteers may on occasion deal with public and find themselves exposed to a potentially confrontational or threatening situation. Should staff feel uneasy, uncomfortable, threatened, abused or assaulted whilst dealing with a member of the public they have the right to refuse to continue further such dealings. In these situations the Town Council will support the decision of the staff member.

8.2 Working Away from the Office

- 8.2.1 Staff working away from the office should advise colleagues where they will be and for approximately how long. If plans change significantly, this information should be communicated back to colleagues.
- 8.2.2 Staff should make clear who they wish informed (outside of work) in the event of an emergency and how they can normally be contacted.

8.3 Lone Working of Grounds Maintenance Staff

- 8.3.1 Grounds staff should only work alone outdoors during daylight hours and be familiar with the findings and actions of the Lone Working Risk Assessment.
- 8.3.2 Staff have access to first aid kits kept in the Grounds & Amenities workshop and vehicles. Emergency first aid training is provided to at least one member of the team and a mobile phone is provided to enable contact in an emergency.

8.4. Holding or Carrying Money or Valuables for the Council

- 8.4.1 Staff should not carry significant amounts of cash to the bank and visits to the bank should not be at a regular time.
- 8.4.2 Cash amounts, over and above that required for petty cash, should not be kept in the Town Hall.
- 8.4.3 Under no circumstances should staff put their safety at risk on account of Crewkerne Town Council.

8.5 Personal Awareness

- 8.5.1 **Be prepared.** Do you know who to contact and what to do if a difficult situation arises? The Town Clerk or Deputy Clerk should be contacted.
- 8.5.2 **Be observant.** Notice everything around you - exit doors, telephones, windows, sources of help. This will make you more aware of your surroundings and help you escape if you need to.
- 8.5.3 **Assess potential risks.** Avoid dangerous short cuts, walk facing the traffic on the street side of pavements, at night think about where you park your car for your safety.

8.6 In Dealing with Aggression

- 8.6.1 **Try to stay calm** if someone is starting to get angry. Your body language, voice and response can help to defuse a situation. Take a deep breath, keep your voice on an even keel, and try to help.
- 8.6.2 **Offer an angry person a range of options** from which they can choose the one they prefer. They will find it difficult to stay angry.
- 8.6.3 **Are you the best person to deal with this situation?** Obtain help from the Town Clerk, or others.

8.7 Reporting and Recording

- 8.7.1 All incidents of aggression should be reported to the Town Clerk and recorded in the accident book.
- 8.7.2 Employers have a legal responsibility to provide a safe working environment. Staff should report any situation in the workplace which is a threat to personal wellbeing. Talking about fear and other problems related to bullying, aggression or harassment are not marks of failure but good practice. A serious incident, even if it results in no physical harm, may cause feelings of anxiety, panic or distress which can carry on long afterwards. Crewkerne Town Council recognises this and will provide a suitable and appropriate level of support.

9. HOMEWORKING

Should employees carry out work for the Council at home then all health and safety rules and guidance in this policy will apply as they do in the workplace.

10. DISPLAY SCREEN EQUIPMENT (DSE)

10.1 General

- 10.1.1 It is the policy of the Council to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992.
- 10.1.2 DSE assessments will be carried out for all staff using computer workstations for more than 1 hour a day to ensure compliance with the regulations.

10.2 Nature and Organisation of the Work

- 10.2.1 Suitable adjustable seating will be provided to all DSE users.
- 10.2.2 Staff will take regular breaks (at least 10 minutes away for every hour at the screen). Short frequent breaks are more satisfactory than occasional longer breaks.

10.3 Equipment

Crewkerne Town Council will ensure provision of:

- VDUs with adjustable screen supports.
- suitable DSE equipment cleaning materials to maintain hygiene.
- adjustable keyboards to enable correct operator working posture
- anti-glare screens to minimise operator eye strain.
- adequate workstation space.

10.4 Maintenance

Copies of equipment manufacturers' operation and maintenance instructions will be held and the Council will ensure that maintenance is carried out where appropriate.

10.5 Eye and Eyesight Tests

Staff using DSE are entitled to request and receive eyesight tests paid for by the Council together with basic frames and lenses if required specifically for DSE work.

10.6 Work Related Upper Limb Disorders

Work Related Upper Limb Disorders are often associated with work using Display Screen Equipment. Staff will be provided with compliant DSE equipment and seating to enable the setting up of comfortable operator workstations. This will help prevent the development of Upper Limb Disorders, however staff should also contribute to their own safety and welfare by:

- avoiding sitting in the same position for long periods
- adjusting equipment and furniture to appropriate and comfortable positions
- taking regular rest breaks from display screen work (at least 10 minutes away from the screen in every hour) by doing other work tasks.

11. FIRE SAFETY

11.1 General

- 11.1.1 It is the responsibility of all staff, volunteers and Councillors working in Council premises to be aware of potential fire hazards and be familiar with the location of fire exits and assembly points.
- 11.1.2 Access to escape doors, extinguishers and other fire-fighting equipment must not be obstructed. The Fire Officer has the authority to remove such obstructions. He/she will arrange staff training, as necessary, for use of such equipment.

11.2 Fire Drills

- 11.2.1 The Fire Officer is responsible for arranging fire drills to take place at intervals, reviewing the success of the evacuation and making recommendations for improved practices to ensure the effectiveness of the evacuation procedures.
- 11.2.2 Fire drill instructions will be part of the induction process for all new staff and volunteers.
- 11.2.3 Alarms: the Fire Officer will ensure fire alarms are tested regularly and records kept and that the fire alarm system is properly maintained.

- 11.2.4 Emergency Lights: the Fire Officer will ensure that emergency lights are tested regularly and records kept, and that the emergency lights are properly maintained.

12. HYGIENE

- 12.1 Staff must keep all areas (particularly food and drink preparation) clean and tidy.
- 12.2 W.C.s must be cleaned regularly and kept in a hygienic condition.
- 12.3 All wash basins should have a supply of hot water, hand wash and towels or dryers.
- 12.4 Sanitary towel bins should be provided, emptied and sanitised regularly by contractors.

13. ACCIDENT, INCIDENT AND NEAR MISS REPORTING

13.1 First Aid

- 13.1.1 Emergency First Aid supplies are contained in clearly marked First Aid Kits which are located in the Town Council offices, the Council's workshop premises and the grounds and amenities vehicles.
- 13.1.2 At least one employee in the Town Council Offices and also in the Grounds and Amenities team will be trained as a First Aider.
- 13.1.3 All staff should know the location of first aid kits and who their first aider is.
- 13.1.4 Details of all first aid treatment must be recorded using the Council's Accident Report Form, copies of which are held in the Town Hall offices.

13.2 Accidents and Emergencies

- 13.2.1 All accidents, incidents and near misses must be reported to the Town Clerk and recorded using the Council's Accident Report Form located in the Town Hall offices/**Lodge office**. Incidents and occurrences (Near Misses) which have the potential to result in harm should also be recorded.
- 13.2.2 It is the Health & Safety Officer's responsibility to investigate the cause of accidents, incidents and near misses, to identify the root cause, ensuring that any necessary corrective or preventative action is taken. The results of the root cause for an accident, incident or near miss should be reported to the Town Clerk.
- 13.2.3 The Health & Safety Officer is responsible for the reporting of work related accidents, occupational diseases and specified dangerous occurrences (near misses) defined within the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013 (RIDDOR).

14. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

14.1 General Statement

- 14.1.1 Under the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended), employers have a duty to assess the risks related to hazardous substances. In accordance with the Approved Code of Practice this assessment will be carried out and documented by a nominated competent person.

14.1.2 The COSHH nominated person will be responsible for carrying out this assessment.

14.1.3 Following this assessment, in accordance with the Approved Code of Practice (ACOP) Crewkerne Town Council will ensure:

- action is taken to remove, so far as is reasonably practicable, any known hazardous substance from the process and/or the work environment and find a safe substitute
- that no substance will be used without reference to the assessment and manufacturers safety data sheets (MSDS)
- known hazardous substances shall be handled, contained and enclosed according to the MSDS and the COSHH assessment
- that appropriate, as detailed in the MSDS, personal protective equipment (PPE) is issued to staff

14.2 Monitoring

Should a member of staff or volunteer be exposed to a hazardous substance, they will be advised to visit their doctor for professional advice. As a further precaution they will be monitored whilst within the workplace by the Health and Safety Officer to ensure no ongoing health issues are present.

14.3 Removal, Substitution, Enclosure and Protection

Wherever possible the use of hazardous substances in the workplace will be avoided and non-hazardous materials will be sought and used. When a hazardous substance cannot be substituted it must be used according to the manufacturer's instructions (the MSDS) and the COSHH assessment. Where possible, hazardous substances should be handled in a contained or enclosed manner away from other workers. Protection including PPE will be made available and used.

15. LIFTING AND HANDLING

- 15.1 Staff and volunteers will receive instruction in Manual Handling best practice, this will include lifting and moving techniques and assessment of loads. Wherever possible assistance from others should be sought and lifting aids used. A correct approach to manual handling lessens the effort required and reduces risk of injury.
- 15.2 Any injury, suffered as a result of manual handling must be reported and details recorded in the Accident Book.

16. STRESS MANAGEMENT

- 16.1 Stress is a serious issue and may result in staff suffering complex medical issues. It may be work related or have its origins outside the workplace but the effects can be the same. There can be a serious impact on quality of life for individuals and disruption to their work. Colleagues may be adversely affected and the effectiveness of an organisation compromised.
- 16.2 Stress in the workplace is a hazard that must be dealt with like any other and the responsibility for reducing it lies both with employer and employee.
- 16.3 Crewkerne Town Council will endeavour to remove the potential causes of stress in the workplace and promote a low stress working environment. It aims to:
- create opportunities for staff to contribute in the planning and organisation of their own jobs
 - ensure staff have work targets that are stretching but reasonable
 - implement effective policies and procedures for dealing with bullying and any form of harassment

- encourage good communications between staff and management
 - promote the maintenance of a supportive culture in the workplace
 - where appropriate take into consideration employees' personal situation/problems at home
 - facilitate employee involvement during any period of change.
- 16.4 The Town Council will ensure as far as is reasonably practicable that its policies, working practices and conditions of employment support this commitment.
- 16.5 Staff and volunteers should plan and organise their work in a way which will minimise the potential for development of stress in themselves or others.
- 16.6 Employees should respect co-workers and ensure that interpersonal conflict is avoided or dealt with sensibly.
- 16.7 Should any member of staff feel that they are suffering from work related stress they should discuss this with their line manager at the earliest opportunity. Where reasonable and practicable the Town Council will seek to provide assistance to the employee.

17. RISK ASSESSMENTS

- **What is a Risk Assessment?**

Risk assessment is a process by which hazards are identified, who might suffer harm and the level of harm/risk calculated. Where possible, hazards will be removed to eliminate or reduce risk but where this is not possible the residual risk must be managed in so far as is reasonably practicable. The risk assessment will detail how the remaining risk is to be mitigated and what must be done to facilitate this. The assessment is in short 'a process of careful examination of what, in your work, could cause harm to people' the aim is to make sure that no one gets hurt or becomes ill.

- **Carrying out a Risk Assessment:**

Carrying out a risk assessment is a relatively straightforward process, simply a careful examination of what could cause harm to people, and what precautions need to be taken.

The HSE proscribes a 'Five Step' process:

- **Step One – Identify the hazards**
- **Step Two – identify who is at risk**
- **Step Three – Evaluate the risks and decide on precautions**
- **Step Four – Record your findings**
- **Step Five - Review your assessment**

Other considerations:

- * If you share premises with other groups, it is a **legal requirement** that you all co-operate with each other in carrying out assessments.
- * If your workers have a trade union health and safety representative, you should consult with them before and after the risk assessment process.

Crewkerne Town Council has undertaken risk assessments, copies of which are held in the Town Hall offices.

18. CONTACTS

Health and Safety Executive:

For further information, advice and guidance concerning Health & Safety visit the Health & Safety Executive website www.hse.gov.uk.

No.	Area Project	Funding	Year 1 (23/24)	Year 2 (24/25)	Year 3 (25/26)	Year 4 (26/27)	UPDATE FEBRUARY 2025
1	Open Spaces						
1.1	Bincombe Beeches Nature Reserve						
1.1.1	Update Bincombe Beeches Management Plan	N/A		X			Carried out December 2024.
1.1.2	Refresh interpretation boards	Budget/Wellbeing grant		X			Funding awarded; in progress
1.1.3	Create a nature trail	Budget		X			Included in new leaflet, move to year2
1.1.4	Hold a Bincombe Beeches activity day/planting event	Budget	X		?		Delivered year 1; add another in 2025?
1.1.5	Additional chainsaw sculptures	Budget	X			X	Delivered year 1; any more for 2025?
1.1.6	Plant more trees to replenish tree stock following Ash Die Back works	Woodland Trust grant(s)/ITF	X				Delivered year 1
1.1.7	Grow volunteer group in support of Health and Wellbeing agenda	N/A	X				
1.2	Happy Valley						
1.2.1	Produce an Open Spaces Management Plan	N/A		X			
1.2.2	Improve accessibility and path surfaces	Timescales TBD		X			Audit level 1 actions complete
1.2.3	Replace end of life play equipment	Accrue		X	X	X	
1.2.4	Install an outdoor gym/junior gym	External grant funding		X			
1.3	Henhayes Recreation Field						
1.3.1	Produce an Open Spaces Management Plan	N/A		X			
1.3.2	Replace end of life play equipment	Developer contributions		X	X	X	
1.3.3	Support sports clubs to improve pitch quality	FA/RFU opportunities?	X	X	X	X	
1.4	Barn Street Recreation Area						
1.4.1	Enhance this space in accordance with results of 2022 public consultation	Budget/EMR		X	X	X	Urban Tree Fund planting March 25.
1.4.2	Produce an Open Spaces Management Plan	N/A		X			
1.4.3	Develop community planting areas	Budget/EMR		X			
1.4.4	Improve signage	Budget	X				Delivered year 1.
1.4.5	Install interpretation board	Budget			X		
1.5	Severalls Tennis Courts						
1.5.1	Work with LTA and Somerset Council to deliver two refurbished courts	LTA/SC funded	X				Delivered year 1.
1.5.2	Consider seating options to support tennis events	Tennis courts income		X			
1.5.3	Publicise courts availability through Council website and LTA Clubspark presence	N/A	X	X	X	X	Ongoing.
1.5.4	Improve tennis courts accessibility via path and gate improvements.	EMR/Grant		X	X		Added year 2.
1.6	Southmead Playground						
1.6.1	Graffiti wall community art project	Budget	X				Delivered year 1.
1.6.2	Replace end of life play equipment	Accrue		X	X	X	
1.7	Severalls Gardens and 'Tommy'						
1.7.1	Organise professional cleaning of 'Tommy' and restoration of lettering	Part funded by WMT	X				Delivered year 1.
1.7.2	Restore pillars at entrance to Severalls	Budget + WMT part funded	X				Delivered year 1.
1.7.3	Install interpretation board at gardens	Budget			X		
1.7.4	Identify a way to commemorate the names of the Crewkerne war dead at this location	Budget/external funding				X	
1.8	Allotments						
1.8.1	Support allotment holders with sustainable initiative such as rainwater harvesting, composting	Budget	X				Troughs completed, but ongoing in case opportunities arise.
1.9	Open Spaces generally						
1.9.1	Continue to assess potential to acquire and provide more allotments	N/A	X	X	X	X	Ongoing.
1.9.2	Work with developers on CTC management of any future open spaces in the town	For discussion as arises	X	X	X	X	
1.9.3	Identify a location for a community orchard	N/A	X	X	X	X	
1.9.4	Support the creation of a green travel corridor between the town centre and satellite developments	N/A	X	X	X	X	Ongoing.
1.9.5	Conduct accessibility audit on all open spaces	Starting HV summer 2023	X	X	X	X	
1.9.6	Consider playground provision at northern end of town						
1.9.7	Plant more trees and ensure significant trees are appropriately protected with TPOs	Woodland Trust grant(s)/ITF	X	X	X	X	Ongoing.

2	Council Buildings and Venues						
2.1	Town Hall						
2.1.1	Repaint all exterior woodwork and doors	Budget	X	X			
2.1.2	Upgrade alarm system	EMR		X			Delivered year 2.
2.1.3	Refurbish interior to improve staff working environment	Accrue		X	X	X	
2.1.4	Replace end of life heating system	EMR	X				Delivered year 1.
2.1.5	Identify suitable ventilation provision	Accrue		X	X	X	
2.1.6	Investigate side drainage issues	TBC		X			Monitoring.
2.2	George Reynolds Centre						
2.2.1	Install solar panels and battery storage system	Budget			X		On hold pending management changes.
2.2.2	Investigate rainwater harvesting	N/A		X			
2.2.3	Complete carbon audit and identify additional green improvements	N/A		X			
2.2.4	Consider installation of a hearing loop	Budget				X	Mobile hearing loop at Town hall.
2.2.5	Work with community volunteers to return GRC to independent management	Budget		X	X		Added year 2.
2.3	Falkland Square toilets						
2.3.1	Identify use for former gents toilet	TBD					
2.3.2	Improve rear storage yard to offer better support to community groups	Budget			X		Complete and CiB rainwater initiative underway.
2.4	Lodge & Workshop chapel (NB cemetery grounds are planned for separately in conjunction with the JBC)						
2.4.1	Complete external refurbishment including repointing, replacing guttering/drainpipes, window repairs.	EMR/Budget	X	X			Agreed - waiting for contractor.
2.4.2	Complete internal works	EMR/Budget	X	X			Complete.
2.4.3	Restore Lodge gardens	Budget	X	X			Delivered year 1.
2.4.4	Refurbish entrance/side gates to Lodge	EMR/Budget	X	X			Delivered year 1.
2.4.5	Consider how to introduce boundary with A30 in front garden	Budget	X				Delivered year 1.
2.4.6	Repair porch, bell and paint front door	Budget			X		
2.4.7	Refurbish lean to, guttering and tiles	Budget	X				Drainage improved - monitoring.
2.4.8	Restore driveway and improve bank retention	Budget	X				Delivered year 1.
2.4.9	External toilet - refurbish for use by volunteer groups and contractors	Budget		X			Delivered year 2.
2.4.10	Improve roof insulation	Budget	X				Delivered year 1.
2.4.11	Restore internal chapel walls	Budget		X			In process winter/spring 2025.
2.4.12	Replacement of defective or incorrect guttering	Budget	X	X	X	X	Guttering acquired as and when available
2.5	Buildings generally						
2.5.1	Conduct carbon audit for whole council estate	N/A		X			
2.5.2	Proactive advertisement of venues and facilities	N/A	X	X	X	X	Ongoing.
3	Town Centre						
3.1	Replace town centre interpretation boards	Budget		X			Agreed - quotes being sought.
3.2	Refurbish heritage style black and gold fingerposts	Budget			X		
3.3	Refurbish town benches and bins	Budget	X	X	X	X	Bench refurbishments have started April 2024.
3.4	Campaign for one way systems in Market Street and North Street to reduce congestion & HGVs	Developer contributions	X	X	X	X	
3.5	Work with Planning Enforcement to uphold the character of the Conservation Area	N/A	X	X	X	X	
3.6	Campaign for improved parking provision, with increased long stay availability	N/A	X	X	X	X	
3.7	Lobby Waitrose for 'first hour free' policy & investigate other free parking initiatives, incl. at Xmas	N/A	X	X	X	X	Remove?
3.8	Support the installation of more EV charging points	N/A	X	X	X	X	
3.9	CCTV control to Sedgmoor 24/7 centre	Poss police contribution?		X			SC no longer supporting central CCTV. Remove?
3.10	Work with partners to prevent empty shops becoming an eyesore - investigate pop up shops	N/A	X	X	X	X	
3.11	Improve area under Lucombe Oak and provide Christmas lights	Budget		X			In progress.
3.12	Increase number of trees	Budget		X			
3.13	Work with Somerset Council to improve quality of pavements and paths	N/A	X	X	X	X	Ongoing.
4	Vehicles & Equipment						
4.1	Improve team flexibility with purchase of additional mower	Budget		X	X	X	Delivered year 2.

4.2	Move to EVs once capabilities sufficient for needs	Budget - timescales tbd					
4.3	Continued replacement of tools with battery powered alternatives	Budget	X	X	X	X	Ongoing.
5	Rights of Way						
5.1	Investigate ways to obtain ranger/lengthsman services to proactively manage RoW network	Budget			X		
5.2	Review town walks and produce booklet adding new walks	Budget		X			
5.3	Support provision of safe cycle paths	N/A	X	X	X	X	
6	Public Engagement						
6.1	Biodiversity and management plans for sites to be communicated via interpretation boards and social media	As above					Ongoing.
6.2	Continue to grow social media presence	N/A	X	X	X	X	Ongoing.
6.3	Continue to support the Neighbourhood Plan process and engage public through consultation and referendum	Locality funded	X	X	X		Ongoing.
6.4	Continue Public Open Forum sessions and publicise to help public engage	N/A	X	X	X	X	Ongoing.
6.5	Improve streaming of council meetings via purchase of new AV system	Budget	X				Delivered year 1.
6.6	Install hearing loop in Council Chamber	Budget	X				Delivered year 1.
7	Young People						
7.1	Continue to provide a quality Youth Service through a new four year Service Level Agreement	Budget	X	X	X	X	SLA delivered year 1.
7.2	Increase Youth Outreach work to help reduce anti-social behaviour	Budget	X	X	X	X	Delivered year 1 and 2. Year 3?
7.3	Develop a Youth Council	EMR	X	X			Started year 1, support ongoing.
7.4	Fund summer playdays where provision from Somerset Council is reduced	Budget	X	X	X	X	Delivered year 1, year 2 being planned.
7.5	Investigate provision of Forest School type activity at Bincombe Beeches	N/A		X			
8	Partnership Working						
8.1	Support improved parking arrangements at Crewkerne Station	N/A					
8.2	Continue regular walkarounds with Highways Officers to resolve issues	N/A	X	X	X	X	Ongoing.
8.3	Work with Somerset Council and Wadham School to support development of ATP pitch	Developer contributions/FA	X	X	X	X	
8.4	Support and engage with our neighbourhood partner organisations via the Local Community Network (LCN)	N/A	X	X	X	X	Ongoing.
8.5	Support the monthly Farmers Market	N/A	X	X	X	X	Ongoing.
8.6	Continue to support the Community Fridge	Budget	X	X	X	X	Ongoing.
8.7	Work with the Business Group to help them re-establish and finish website	N/A	X	X	X	X	
8.8	Support the Voluntary Transport group and advertise for more drivers	N/A	X	X	X	X	
9	Events						
9.1	Deliver annual Lighting Up and Christmas market events	Budget	X	X	X	X	Delivered year 1, year 2 being planned.
9.2	Deliver occasional events as required, e.g. Coronation, Jubilee, D-Day 80	Budget	X	X	X	X	Ongoing, delivered as identified.
9.3	Deliver Bincombe Beeches Activity Day(s)	Budget	X		?		Delivered year 1, poss year 3?
9.4	Investigate and support other opportunities to bring the community together	N/A	X	X	X	X	
9.5	Work with partners to deliver more community projects, trails, and competitions	Budget	X	X	X	X	
9.6	Continue to support and grow the weekly Wednesday market			X	X	X	Added year 2. Ongoing.
10	Budget						
10.1	Extend budgetary capacity by proactively applying for supplementary grants	External grant funding	X	X	X	X	Ongoing
10.2	Grow and promote CTC's Community Grants programme	Budget	X	X	X	X	Ongoing
11	Governance						
11.1	Apply for Quality Council Status (Local Councils Award Scheme)	Budget	X				Delivered year 1. Do Councillors want to add Gold?
11.2	Review all Council policies and procedures in accordance with agreed Policy Review Schedule	N/A	X	X	X	X	Ongoing.
11.3	Review Council Action Plan and Vision annually	N/A	X	X	X	X	Ongoing.
11.4	Complete Neighbourhood Plan	Locality funded	X	X	X		
11.5	Review current town boundary	N/A		X			
11.6	Review Committee structures and meetings schedule in accordance with best practice			X			Added year 2.
11.7	Develop and adopt a Civil Contingencies Plan for the town.			X	X		Added year 2.
12	Lobbying						
12.1	Support affordable housing provision						
12.2	Advocate for improved healthcare services for the town and surrounding villages						
12.3	Campaign for more weight to be given to town councils in planning applications						

12.4	Campaign for lower business rates	Where opportunities arise.					
12.5	Campaign for more financial support from central government for rural market towns						
12.6	Campaign for Community Governance Review to deliver electoral warding					Added year 2.	
12.7	Facilitate help for town businesses to improve access arrangements					Added year 2.	

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	May-24	Annual	May-25	
	Standing Orders	May-24	Annual	May-25	
	Code of Conduct	May-24	4 yearly	May-25	New CoC adopted in line with Unitary creation.
	Health & Safety policy	Feb-24	Annual	Feb-25	On agenda Feb 2025
Social media/communications policies	Media policy	Aug-22	4 yearly	Aug-26	
	Website policy	Oct-22	4 yearly	Oct-26	
	Social Media policy	Oct-21	4 yearly	Oct-25	
	Abusive, unreasonable and vexatious complaints policy	Feb-23	4 yearly	Feb-27	
	Customer Service Policy	Jun-23	4 yearly	Jun-27	
	Community Engagement Strategy	Oct-22	4 yearly	Oct-26	
Finance policies	Investment and Borrowing Management policy	Oct-24	1 yearly	Oct-25	Moved to annually as per new Financial Regulations.
	Delegation to Officers policy	Jul-23	4 yearly	Jul-27	
	Grant Applications policy	Jun-24	4 yearly	Jun-28	
Policies relating to staff	Training policy	Jun-23	4 yearly	Jun-27	To note that a draft Staff Handbook is being drawn up which will draw all standalone policies relating to staff into one document for adoption.
	Complaints procedure	Jun-23	4 yearly	Jun-27	
	Discipline Policy and Procedures	Feb-24	4 yearly	Feb-28	
	Grievance Policy and Procedures	Feb-24	4 yearly	Feb-28	
	Capability Policy and Procedures	Feb-24	4 yearly	Feb-28	
	Protocol for Councillor and Employee relations	Feb-15	4 yearly		
	Equalities and Diversity Policy	Jun-23	4 yearly	Jun-27	
	Use of Council vehicles policy	Oct-23	4 yearly	Oct-27	
	Appraisals policy	Jun-23	4 yearly	Jun-27	
	Whistleblowing Policy	Feb-24	4 yearly	Feb-28	
	Time off in Lieu (TOIL) Policy	Feb-24	4 yearly	Feb-28	
	Sickness Absence Policy	Feb-24	4 yearly	Feb-28	
	Dignity at Work policy	Feb-23	4 yearly	Feb-27	
Policies relating to management of information	Data protection policy	May-18	4 yearly		
	Information security policy	Jun-24	4 yearly	Jun-28	
	Subject Access Request policy	Oct-23	4 yearly	Oct-27	
	Freedom of Information Model Pub'n Scheme	Feb-23	4 yearly	Feb-27	
	Records management policy	Feb-23	4 yearly	Feb-27	
	CCTV Policy	Oct-21	4 yearly	Oct-25	Reviewed 2021 to include GRC system. Should be reviewed if any changes to system.
	Accessibility Statement	Feb-22	4 yearly	Feb-26	
	Privacy Notice	Feb-22	4 yearly	Feb-26	
	Policy on audio/visual recording and photography at Council meetings	Feb-22	4 yearly	Feb-26	
Misc.	Allotments policy	May-24	4 yearly	May-28	
	Flag Flying and Logo policy	Jun-24	4 yearly	Jun-28	
	Child and vulnerable person protection policy	Jun-17	4 yearly		
	Open Spaces Management Policy	Dec-23	4 yearly	Dec-27	
	Co-option Policy	Jun-24	Jan-00	Jun-28	
	Customer Care Tree Policy	Oct-23	4 yearly	Oct-27	
Committee Terms of Reference	Planning & Highways Committee ToR	Oct-23	4 yearly	Oct-27	
	Policy & Resources Committee ToR	Feb-24	4 yearly	Feb-28	
	Amenities Committee ToR	Oct-23	4 yearly	Oct-27	
	Joint Burial Committee ToR	Dec-21	4 yearly	Dec-25	
	Staffing sub-Committee ToR	Feb-23	4 yearly	Feb-27	
SUGGESTED POLICIES FOR FUTURE ADOPTION	Employer Discretions Policy				
	Memorial Benches and Trees Policy				
	Legionella Written Control Scheme	Feb-25	2 yearly	Feb-27	On agenda Feb 2025

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

	Identifies policies on the next P&R agenda for review
	Identifies policies which have been reviewed within required timescales
	Identifies policies which need to be reviewed