

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 8 June 2026**, 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:**

- The recording of the meeting will be uploaded for members of the public who wish to view it via the following link: [Crewkerne Town Council - YouTube](#)
- 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.
- 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](#))
- 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-2025.pdf](#))

Gemma Hughes PSLCC, Town Clerk (signed on original)  
2 June 2026

---

# Agenda

- 001/2627**      **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.
- 002/2627**      **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.
- 003/2627**      **To approve the draft minutes of the Policy & Resources Committee meeting held on 9 February 2026.**
- 004/2627**      **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 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.

- 005/2627**     **To adopt new policies:**  
a) Alcohol Policy for the George Reynolds Centre  
b) Drugs Policy for the George Reynolds Centre
- 006/2627**     **Review of Existing Policies (proposed changes in red):** Media Policy
- 007/2627**     **Policy Review Schedule:** to note the updated policy review schedule
- 008/2627**     **To receive Matters of Report** (verbal reports for information only)
- 009/2627**     **Next meeting:** Monday 12 October 2026, following the Planning and Highways Committee, Council Chamber, Town Hall.

## Sale of Alcohol Policy for the George Reynolds Centre

### Expected Standards

There are 4 licensing objectives of equal importance:

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm



**Challenge 25** applies to all age-related sales that occur on our premises. You **MUST** apply this when any customer who looks to be under the age of 25 attempts to purchase alcohol, either for themselves or for somebody else.

If you sell alcohol to anyone under 18, you are breaking the law. The consequences are very serious; you could receive a £90 Fixed Penalty Notice or if prosecuted be fined up to £5000, which may result in a conviction being recorded against your name. If you are a Personal Licence Holder, your Personal Licence is also at risk of forfeiture. Additionally, Council could face prosecution as a result of your actions, as well as having its licence suspended or revoked.

**Challenge 25** policy requires you to use a 5-step approach every time you see someone who appears to be under the age of 25:

1. Assess the age of every customer.
2. If you think the customer *looks* under 25, ask for ID.
  - **Only the following documents are acceptable for proof of age purposes:**
    - A valid Passport
    - A valid photo drivers' licence – Please note there is NO European Driving Licence
    - A 'Pass' approved card from the national Proof of Age Standards Scheme
    - A British Military ID Card
    - A National Identity Card

**You MUST check the document produced VERY carefully and be aware that they all can be issued to persons under the age of 18 years.**

Only **Original Documents** can be accepted - photocopies, photographs or **Phone Apps** and out of date documents are **not acceptable**

3. If the customer cannot produce acceptable ID, you **MUST** refuse the sale of alcohol
4. When you refuse the sale you must record this in the 'Refusals' logbook

5. If you believe that someone over the age of 18 years is buying alcohol for someone under the age of 18 years you must refuse the sale of alcohol and record this in the 'Refusals' logbook unless the person over the age of 18 years has bought Beer, Wine or Cider for the underage person to consume with a main meal at the premises; this CANNOT be a snack.

There are fake proof of age cards, so if you are unhappy with the ID for any reason or it looks fake or tampered with, or you think it belongs to someone else (e.g. a brother or sister), refuse the sale and bring the matter to the attention of the person exercising control at the event.

**Challenge 25** applies at all times, even when:

- You are busy.
- You believe you have seen acceptable ID from the customer on a previous occasion.

Remember, if you ask for ID from everyone you think looks under 25, then you will protect yourself from breaking the law. Practice **Challenge 25** and do not get caught out. Trading Standards and the Police do carry out test purchases with volunteers to see if a sale is made!

You must **NOT** sell alcohol to someone that appears to be drunk regardless of their age as this is an offence and you must be vigilant in looking out for someone else who is buying alcohol for that person too; in both cases the sale must be refused and entered into the 'Refusals' logbook.

You must NOT sell alcohol to someone that appears to be under the influence of drugs – see separate Drugs policy and make an entry of the refusal in the 'Refusal's logbook.

Alcohol is defined as spirits, wine, beer, cider or any other fermented, distilled or spirituous liquor of 0.5% or above so you must be mindful of this if you are asked for Brandy Coffees, Vodka Jellies etc. etc. as although diluted they are still highly likely to contain alcohol of 0.5% of above.

**Please sign this document to acknowledge that you have understood your training and responsibilities and agree to always ask for ID from customers who appear to be under the age of 25. You will not be permitted to sale alcohol at the premises until you have done so.**

Trainer's Name: ..... Trainer's Signature: .....

Trainee's Name: ..... Trainee's Signature: .....

Date: .....

N.B. The trainer MUST hold a valid personal licence issued under the Licensing Act 2003

**Version Control:**

Adopted by Policy and Resources Committee: XXXXX

This policy will be reviewed every annually, or sooner if required by changes in legislation or council practice.

Review Date: **June 2027**



## Drugs Policy for the George Reynolds Centre

### Expected Standards

There are 4 licensing objectives of equal importance:

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

This policy relates to the use of illegal drugs or other harmful substances on the premises.

Its purpose is to:

- a) Comply with the Misuse of Drugs Act 1971 by ensuring that the use or supply of controlled drugs is not knowingly permitted at the George Reynolds Centre
- b) Provide a safer working environment for persons working at the premises (whether paid or unpaid)
- c) Provide a safer environment for customers.
- d) Minimise and deter drug use at the venue.
- e) Prevent drug dealing in the premises.
- f) Safeguard customers who have used drugs or misused other substances.
- g) Support customers seeking help regarding their own or others' drug use.

The policy will be communicated to customers by:

- Posting a copy on the Crewkerne Town Council website
- Raising awareness of the policy at entrances to the venue and, when appropriate, on tickets

The possession of illegal drugs is a criminal offence and as such is viewed very seriously by Crewkerne Town Council. We do not permit any person or persons to take, use, possess, sell or be under the influence of any controlled substance whilst on these premises. Any person breaching this may be subject to may be subject to ejection, bans and potentially be reported to the police. The length of any ban from the premises will be decided by the Town Council based on the facts in each individual case.

If not confronted head on, drug use on licensed premises will not go away, in fact it is likely to increase as the premises will develop a reputation of somewhere where drug use is tolerated; we do not want to develop that reputation.

We are also aware that “turning a blind eye” could be construed as “permitting”; again this will not be tolerated on these premises.

The Misuse of Drugs Act 1971 splits Controlled Drugs into three Classes defined by the amount of harm that have the potential to cause. They are categorised as follows:

- **CLASS A:** Which includes Cocaine, Crack Cocaine, Heroin, Ecstasy, Cannabis Oil and LSD
- **CLASS B:** Which includes Cannabis, Cannabis Resin and Amphetamine
- **CLASS C:** These generally include prescription drugs which are abused such as Diazepam and Steroids. Possession of Nitrous Oxide (“Noz”, “NO2” or “Balloons”) with intention to inhale is a criminal offence.

In addition to the classification of controlled drugs, the 1971 Act also creates the offences with the main ones being:

- **Possession:** Also known as personal use where the individual has a small amount of a controlled drug on their person.
- **Possession with Intent to Supply:** This is where an individual has a controlled drug in their possession and the reason for this is to supply it to another.
- **Supply:** This is where a person supplies or offers to supply a controlled drug to another person.

Possibly the most important part of the Act which directly affects licensed premises is Section 8 of the 1971 Act. This creates an offence to ‘**Knowingly permit or suffer any drug-related activity on the premises**’. Activity in this instance will relate to any of the above offences.

Psychoactive Substances Act 2016. Consideration will also be given to preventing the use of so-called ‘legal highs’ in contravention of this legislation items such as Spice, Mephedrone, and Slavia (not an exhaustive list) will be treated in the same way as any illegal drug under the Misuse of Drugs Act.

All persons whether exercising control at the premises at an event or working at the premises during an event (whether paid or unpaid) regardless of the legal entity that engaged their services have a duty to support this policy to make sure that people coming into the venue feel safe and are able to enjoy themselves in a drug free environment; they are also required to remain vigilant for any signs or symptoms of drug use and act accordingly.

### **Equipment used in Drug Taking**

Drug takers use a variety of different materials when taking drugs. Some of the things to look out for include:

- Wraps – the folded paper, foil, small button bags, or clingfilm that drugs are sold in
- Torn, unlit cigarettes
- Torn up beer mats, packets of Rizlas – used for rolling joints, roaches
- Foam stuffing taken from seats/bits of foam left around
- Payment with tightly rolled banknotes or notes that have been tightly rolled
- Traces of blood or powder on banknotes

- Drinking straws left in toilets
- Tinfoil or spoons, especially if they are burnt, scorched or covered in soot
- Syringes – used for injecting drugs
- Tightly rolled banknotes or drinking straws
- Traces of white powder on any surface
- Silver coloured metal cylinders and balloons

### **Typical Symptoms/Signs of Possible Drug Use**

The signs and symptoms of drug use can vary depending on the type of drug but can include:

- Acting 'drunk'
- Acting in an erratic, excited, aggressive or silly nature
- Having a 'nothing can stop me' high
- Having bloodshot eyes
- Unnaturally dopey, vacant staring, sleepy euphoria, dancing
- Very dilated pupils
- 'Jawing'

Also, be on the lookout for:

- The excessive drinking of water or soft drinks unless someone is the designated driver.
- Traces of white marks or powder around nostrils
- The distinctive 'herbal' smell of cannabis smoke

### **Signs of Drug Dealing**

These can include:

- A person 'holding court', with a succession of 'visitors' who only stay with him/her for a short time
- A person making frequent visits to the toilet, followed by a different person/people each time
- People exchanging small packages or cash, often in a secretive manner, but may be quite open (to avoid suspicion)
- Furtive, conspiratorial behaviour — huddling in corners and whispering
- Conversation includes frequent references to drugs (slang names)
- Remember: dealers are not identifiable by appearance; they often look highly respectable. They are not always male.

### **Counter-measures by the Manager of the George Reynolds Centre**

The Manager of the George Reynolds Centre shall decide based on the type of event and any other factors deemed appropriate whether the person exercising control at the event needs to:

- Display clear signage on a 'Zero Tolerance Policy' shall be placed in key areas, e.g. at the entrance, toilets etc.
- Provide Security staff registered with the Security Industry Authority in the ratio of SIA persons to customers as they deem necessary

The Manager of the George Reynolds Centre shall also:

- Ensure the upkeep and management of the CCTV system
- Ensure the person exercising control of the premises at the event knows the location of the incident book
- Make arrangements with Police for 'high-viz walkthroughs' where appropriate

#### **Procedure and responsibilities of person(s) exercising control at the event**

Where drugs are found at the premises, to ensure that the procedure in the paragraphs below is followed and call the out of hours telephone number given to them by the Town Council before the close of the event, and a Member/Officer of the Town Council shall collect it/them and put the item(s) in the safe and contact the local police as soon as practicable.

To ensure:

- Any persons working at the premises whether paid or unpaid connected to the event are aware of their responsibilities under this policy and have signed and dated a copy of this policy.
- High levels of housekeeping, e.g. clearing and wiping tables, general maintenance.
- That frequent visits to check the toilets are carried out especially where a toilet booth is occupied for a longer period than would be expected.
- Where the Manager of the George Reynolds Centre requires that SIA registered persons are used at the event that they wear High-Viz apparel which indicates their role at the event.

#### **Procedure for Persons working at the premises in any capacity connected to the event (whether paid or unpaid)**

Drugs found on premises: The person who finds the item is required to place the items in a sealable bag or envelope and seal it. Once sealed, that person will add a security seal label and shall add an entry of the find in the incident book; the entry shall include but is not limited to:

- The date & time of the find
- A detailed description of the location where it was found
- Quantity/weight of the found item

The incident book shall then be signed by the person finding it and counter-signed by the person exercising control at the event.

Failing to adhere to this policy may amount to committing an offence of unlawful possession as outlined above.

The defence to this is knowing or suspecting it to be a controlled drug, he took possession of it for the purpose of delivering it into the custody of a person lawfully entitled to take custody of it and that as soon as possible after taking possession of it he took all such steps as were reasonably open to him to deliver it into the custody of such a person.

**Cleaning staff procedures and responsibilities.**

if you find drugs on the premises you must report this immediately it/they are discovered to the Manager of George Reynolds Centre, and provide:

- a) details of the exact location, it/they were found,
- b) the date & time found;
- c) the number of items found/weight. The Manager will enter the details into the incident book and notify the local police as soon as practicable. Should the Manager be unavailable the same details shall be reported to a Member or Officer of the Town Council, who shall also notify the local police as soon as practicable.

**Please sign this document to acknowledge that you have understood your responsibilities in regard to the drug policy.**

Trainer's Name: ..... Trainer's Signature: .....

Trainee's Name: ..... Trainee's Signature: .....

Date: .....

Name of Person exercising control at the premises at the event

.....

Signature of person exercising control at the premises at the event

.....

Date: .....

**Version Control:**

Adopted by Policy and Resources Committee: XXXXX

This policy will be reviewed every annually, or sooner if required by changes in legislation or council practice.

Review Date: **June 2027**

## Media Policy

Utilising the media is one avenue in which the Council can advise the community or stakeholders about relevant issues. However, it is important to use this avenue wisely to ensure the message is consistent.

This policy/procedure details how Councillors and staff are required to respond to media enquiries or comments. By conducting all media liaison via a central point of contact, the Town Council will be able to oversee media issues. Also, by limiting the number of official spokespeople, the Council has a better opportunity to provide a consistent message.

**This policy applies to all forms of media, including print, broadcast, online platforms, and social media.**

### Aims and Principles

Crewkerne Town Council aims to build and maintain a positive reputation and will have a proactive approach to dealing with the media with enquiries being dealt with, wherever possible, within two working days, **where the nature and complexity of the enquiry allows.**

This approach will ensure an open and transparent approach.

### Policy Objectives

- To improve residents' understanding of the work of the Council and to provide public information.
- To enhance the reputation of Crewkerne Town Council by promoting and celebrating success and the achievements of the Council and its partners.
- To ensure a co-ordinated response from a single point of communication, the Town Clerk (or Deputy **Town Clerk** in their absence).
- Reduce the risk of **reputational harm arising from lack of response or inaccurate information.** ~~negative publicity resulting from non-response to enquiries.~~
- **To ensure the Council is able to respond accurately to public comment and correct misinformation where necessary.** ~~To defend the Council from unfounded criticism by ensuring the public are properly informed of all relevant facts.~~
- To have regard to the Code of Recommended Practice on Local Authority Publicity.

### Spokespersons and Communication Hierarchy ~~Policy Statement:~~

- All media **enquiries must be directed to the Town** ~~contact should be conducted subject to availability and in the order of the Clerk in the first instance, the Mayor, the Chairmen of the various Committees.~~
- **In the absence of the Town Clerk, the Deputy Town Clerk will act as the designated contact point.**
- The Mayor **may act as** ~~and the Clerk are the~~ official spokespersons for **matters relating to Full Town Council** **where appropriate.** ~~, unless authority for a particular matter is delegated.~~

- **Committee Chairs may only comment where specifically authorised by Full Council or the Town Clerk.**

### **Responding to Media Enquiries:**

Crewkerne Town Council is often contacted by various media outlets for information or comments on a wide range of issues.

When an enquiry is made by any media outlet, it is to be directed to the Clerk who will undertake any research necessary to assist her/him to make an informed, considered and timely response. If a Chairman of a Committee is contacted, only the decision of the corporate body should be conveyed.

In instances where the nature of the media enquiry is deemed by the Town Clerk to be of a technical nature and/or of low risk (e.g. routine factual information already in the public domain), authorised officers may respond. ~~the staff may direct the enquiry to the Deputy Clerk, Operations Manager, Administrative Officer or Chairman to respond.~~ **All other enquiries must be escalated to the Clerk.**

~~In~~ **All media enquiries must be considered** consideration needs to be given to the information being disclosed in relation to:

- GDPR and the Council's Data Protection **legislation** policy
- Freedom of Information **Act 2000**
- **Environmental Information Regulations 2004**
- Confidentiality **requirements**
- ~~The~~ **Relevant Council Policy policies**

The Council takes the protection of personal data seriously and is committed to protecting this information in accordance with the requirements of the General Data Protection Regulation, as detailed in the Council's Data Protection policy.

The Council will not **disclose** ~~give out~~ personal data **or sensitive data unless there is a lawful basis or without ensuring that the necessary consent has been obtained.** ~~to do so.~~

Equal opportunities and diversity must be respected at all times. ~~when dealing with any form of media.~~ The Town Council ~~shall~~ **will** not publish **or support** any material which in whole, or in part, appears to **promote** ~~be designed to support~~ a political party.

### **Making Private Statements**

It is important for Councillors and staff to distinguish between instances where they are **speaking** ~~called upon to comment through the media~~ in an official or private capacity.

Enquiries where a staff member is asked to give an opinion or statement of a political and/or policy nature **must** ~~it should~~ be referred to the Clerk.

Councillors and staff **may give personal views in a private capacity; however they must clearly state that such views are personal and not representative of the Council.** ~~should ensure that interviews on a private basis are restricted to comments, personal insights or views on matters. It is important that Councillors emphasise that matters are purely their personal view, not directly related to the Council policy or an employee's work and should not be based on any information that is not in the public domain.~~

**Councillors and staff should not disclose any information that is not already in the public domain.**

The Town Clerk should be informed of any radio, ~~or television~~ **or social media** interviews, statements, **or public commentary given in a Council-related context.** ~~comments made by Councillors so that they can be aware of the situation.~~

## **Record Keeping and Accountability**

- All formal media responses should be recorded and retained in accordance with the Council's document retention policy.
- Where appropriate, press statements should be shared internally prior to release to ensure accuracy and consistency.

## **Supporting Documents:**

- Code of Recommended Practice on Local Authority Publicity
- Crewkerne Town Council's Social Media Policy
- Crewkerne Town Council's Recording of Meetings Policy

## **Version Control:**

Adopted by Policy and Resources Committee: 14 May 2018 Min. No. 17/18 45

Reviewed by the Policy & Resources Committee meeting: 8 Aug 2022 Min. No. 22/23 5d

Reviewed by the Policy & Resources Committee meeting: XXXXX

This policy will be reviewed every four years, or sooner if required by changes in legislation or council practice.

Review Date: **June 2030**



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-25	Annually	May-27	
	Standing Orders	May-25	Annually	May-27	
	Code of Conduct	May-25	4 yearly	May-27	
Social media/communications policies	Media policy	Aug-22	4 yearly	Aug-26	
	Website policy	Oct-22	4 yearly	Oct-26	
	Social Media policy	Oct-25	4 yearly	Oct-29	
	Abusive, unreasonable and vexatious complaints policy	Feb-23	4 yearly	Feb-27	
	Customer Service Policy	Jun-23	4 yearly	Jun-27	
	Complaints Policy	Jun-23	4 yearly	Jun-28	
	Community Engagement Strategy	Oct-22	4 yearly	Oct-26	
Finance policies	Investment and Borrowing Management policy	Oct-25	Annually	Oct-26	Moved to annually as per new Financial Regulations.
	Strategic and Financial Risk Register	Feb-26	Annually	Feb-27	
	Delegation to Officers policy	Jul-23	4 yearly	Jul-27	
	Grant Applications policy	Jun-24	4 yearly	Jun-28	
Policies relating to staff	Staff Handbook now *containing: Training Policy Disciplinary, Grievance & Capability Procedures Protocol for Cllr-Employee relations Equalities and Diversity Policy Appraisals Policy Whistleblowing Sickness Absence Policy Dignity at Work Policy Time off in Lieu (TOIL) policy Personal Relationships At Work	Mar-26	Annually	Mar-27	*Staff Handbook adopted June 2025 now covers those areas listed which were previously standalone policies, plus new policies relating to harrassment, paternity leave, carer's leave etc.
	Use of Council vehicles policy	Mar-26	4 yearly	Mar-30	
	Employer Pensions Discretions Policy	Mar-25	4 yearly	Mar-29	
Policies relating to management of information	Data protection policy	Oct-25	4 yearly	Oct-29	
	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	Apr-26	4 yearly	Apr-30	
	CCTV Policy	Oct-25	4 yearly	Oct-29	
	Accessibility Statement	Feb-26	4 yearly	Feb-30	
	Privacy Notice	Feb-26	4 yearly	Feb-30	
	Recording, Filming and Photography at Council Meetings Policy	Feb-26	4 yearly	Feb-30	
Policies relating to Health & Safety and compliance	Legionella Written Control Scheme	Feb-25	2 yearly	Feb-27	
	Health & Safety policy	Feb-26	Annually	Feb-27	
Miscellaneous	Allotments policy	Jun-25	4 yearly	Jun-29	
	Flag Flying and Logo policy	Jun-24	4 yearly	Jun-28	
	Child and vulnerable person protection policy	Oct-25	4 yearly	Oct-29	
	Open Spaces Management Policy	Dec-25	4 yearly	Dec-29	
	Co-option Policy	Jun-24	4 yearly	Jun-28	
	Memorial Benches and Trees Policy	Jun-25	4 yearly	Jun-29	
	Martyn's Law	Feb-26	4 yearly	Feb-30	
	Customer Care Tree Policy	Oct-23	4 yearly	Oct-27	
	Volunteer Management Policy	Oct-25	4 yearly	Oct-29	
	Alcohol Policy - GRC		Annually	Jun-26	
	Drugs Policy - GRC		Annually	Jun-26	
Committee Terms of Reference	Planning & Highways Committee ToR	Feb-24	4 yearly	Feb-28	
	Policy & Resources Committee ToR	Oct-23	4 yearly	Oct-27	
	Amenities Committee ToR	Nov-23	4 yearly	Nov-27	
	Joint Burial Committee ToR	Dec-25	4 yearly	Dec-29	
	Staffing Sub-Committee ToR	Mar-26	4 yearly	Oct-30	
SUGGESTED POLICIES FOR FUTURE ADOPTION	Data Breach Policy				
	Data Privacy Impact Assessment Business Continuity Procedure				

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