

Sandwich Town Council

Quarterly Meeting of the Council



Agenda

Chair: Cllr P Carter

Councillors: I Black, P Breen, D Carter, E Csuka, J Franklin, W Fortescue, N Gray, S Mallett, D Marie, M Moorhouse, M Pennington, L Ripley, V Tomlins, C Wiles and C Ungerson

Councillors are hereby summoned to attend a meeting of Full Council in the Council Chamber, Guildhall on Monday 26th February 2024 at 19:00 to transact the business on the agenda below.


Gill Gray, Town Clerk

Date: 21st February 2024

1	Chair's opening remarks:	
2	Apologies for absence received:	
3	Declarations of interest: To receive any declarations of disclosable pecuniary interests from Members in respect of business to be transacted on the agenda.	
4	Minutes of the Full Council Meeting: To approve the Minutes of the Ordinary Meeting of STC held on 29 th January 2024 and to consider any matters arising from those minutes not covered elsewhere in this Agenda. To approve the Minutes of the Extraordinary Meeting of STC held on 9 th February 2024 and to consider any matters arising from those minutes not covered elsewhere in this Agenda. To receive the Minutes of the Planning Committee meeting held on 10 th January 2024. To receive the Minutes of the Finance and General Purposes Committee meeting held on 15 th January 2024.	Attach 1a Attach 1b Attach 1c Attach 1d
5	Payment Schedules: 5a To receive and note the payments for mid-February totalling £31,040.41 Those payments which are not supported by a minute reference have been authorised by Officers with delegated powers of expenditure. 5b To receive and approve the schedule of payments for February, totalling £8,194.96 5c Council to confirm nomination of two signatories to authorise end of February payment schedules on Bankline. 5d Council to confirm nomination of two signatories to authorise mid-March 2024 payment schedules on Bankline.	Attach 2a & 2b
6	Public Participation: A 20-minute session is set aside for members of the public to make representations at the meeting in respect of the business on the agenda and other matters if time permits. Individual representations should not	

	exceed 5 minutes. (Written notice of the desire to exercise the right to speak, together with the topic to be addressed, must be given to the Town Clerk prior to noon on the day of the meeting)	
7	Verbal Report from our Dover District Councillors on matters relating to Sandwich	
8	Verbal Report from our Kent County Councillor on matters relating to Sandwich	
9	Report from local Police representative and Community Warden for Sandwich To receive reports from local Police representative and/or Community Warden Peter Gill if available.	
10	Updates from Councillors: To receive and note verbal updates from Councillors on meetings that they have attended as nominated representatives of the Council	
11	Financial Information: To receive and note the Sandwich Town Council Statement of Accounts as of 31 st January 2024 (income & expenditure and budget)	Attach 3
12	Proposed Financial Software Procurement Council to receive a report from the RFO with recommendation from the Finance and General Purposes Committee that two identified finance software quotations are progressed for consideration by Council. The F&GP Committee recommend the inclusion of a booking software option to assist with streamlining processes for hirers and officers. Members are asked to consider the report and approve the procurement of a suitable finance software package with a booking software option included: Decision required	Attach 4
13	Bulwarks Play Area and STC Proposed Contribution Town Clerk to share a report with Members that outlines the recommended contribution to DDC in relation to the Bulwarks Play Area project; the F&GP Committee support the proposal. Council is requested to consider if the SLA with DDC should be renegotiated and if so, that the service fee be deferred until 2024/2025 for budgetary purposes: Decisions required	Attach 5
14	Events on Guildhall Forecourt/Square Update Members to receive a report from the Town Clerk with an update on the hire of the Guildhall Forecourt/Square in relation to fees charged: Decision required	Attach 6
15	Weekend Market Enquiry Town Clerk to share a report that relates to a three day Market Event enquiry for 22-24.03.24 and a potential Food Fayre in May proposed to be held on the Guildhall Forecourt/Square; Members asked to consider the request that is supported in principle by the F&GP Committee: Decision required	Attach 7
16	Monks Wall Nature Reserve Proposals for Activities for 2024 Members to receive a report from the Town Clerk that includes details from the Monks Wall Nature Reserve Warden that spans the period from September 2023 to mid-January 2024. Members are invited to consider the Warden's recommendations for actions and activities for 2024; to agree the expenditure from the Monks Wall Reserve budget: Decision required	Attach 8
17	Metal Detecting Request Town Clerk to share a request from a local metal detector for potential permission to detect on Cow Leas Meadow: Decision required	Attach 9
18	Policies and Procedure Town Clerk to share draft policies that are recommended for adoption by the Human Resources Committee. I. Volunteer Policy	Attach 10a, 10b, 10c, 10d, 10e, 10f, 10g

	<p>II. Recruitment Policy III. Complaints Procedure IV. Equalities and Diversity Policy V. Health and Safety Policy VI. Lone Working Policy VII. Training and Development Policy</p> <p>Decisions required</p>	
19	<p>The Hub and Intruder Alarm The newly refurbished hub has an existing ADT intruder alarm that is still live, and it is proposed that this is used for the new space. Following contact with ADT there is an annual charge for service and software support; Council is asked to consider agreement to the annual service contract with ADT: Decision required</p>	Attach 11
20	<p>Confidential Matters: Under the Public Bodies (Admission to Meetings) Act 1960 (extended by s.100 of the Local Government Act 1972) the public may be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item. 1. Information relating to a particular employee or a particular officeholder, under the authority: Decision required</p>	
21	<p>Review of Appointment of Town Clerk Members to receive a confidential report from the Human Resources Committee and following the probation period to consider if the Town Clerk is confirmed as permanent in the role for STC: Decision required</p>	Enc 1
22	<p>Date of next Full Council Meeting: 25th March 2024</p>	

Minutes of the Meeting of Sandwich Town Council held in the Council Chamber on: Monday 29th January 2024 at 19:00		
<p>Chair: Cllr P Carter Councillors: I Black, D Carter, E Csuka, W Fortescue, J Franklin, N Gray, S Mallett, D Marie, M Moorhouse, M Pennington, L Ripley, V Tomlins, C Ungerson and C Wiles. Officer: G Gray, Town Clerk Observers: Cllr S Chandler and three residents with the newly appointed Mayor's Cadet.</p>		
STC.01.24.01	<p>Chair's opening remarks and introduction of Mayor's Cadet for Confirmation in Office: The Mayor welcomed the newly appointed Mayor's cadet – Lance Corporal Whiting for 2024. Lance Corporal Whiting received the Cadet' badge from the Mayor.</p> <p>The Mayor reported on items including:</p> <ul style="list-style-type: none"> • Attendance to two civic events, the Blessing of the Seas in Margate and a medieval banquet facilitated by the Medieval Trust and BASH. • Recent criticism of STC on Facebook. • Cllr M Pennington was welcomed back. • The sad passing of an ex-Mayor, Mr Ted Kingsland, a minute silence was observed. 	Action:
STC.01.24.02	<p>Apologies for absence received: Apologies were received and accepted from: Cllr P Breen – personal commitment.</p>	
STC.01.24.03	<p>Declarations of interest: No declarations were received.</p>	
STC.01.24.04	<p>Minutes of the Full Council Meeting: To approve the Minutes of the Ordinary Meeting of STC held on 18th December 2023 and to consider any matters arising from those minutes not covered elsewhere in this Agenda. It was moved by Cllr D Marie and seconded by Cllr E Csuka and RESOLVED: that the minutes of the STC meeting held on 18th December be approved as a true and accurate record. One Member abstained. The action log to be updated for the next STC meeting. Cllr D Marie reported that contact with the Coastal Community Team for Deal and Sandwich has not been successful, a response is awaited. To receive the minutes of the Planning Committee meeting held on 6th December 2023. It was moved by Cllr W Fortescue and seconded by Cllr M Moorhouse and RESOLVED: that the minutes of the Planning Committee meeting held on 6th December 2023 be received. Four Members abstained.</p>	

	<p>To receive the minutes of the Finance & General Purposes Committee meeting held on 11th December 2023.</p> <p>It was moved by Cllr E Csuka and seconded by Cllr D Carter and RESOLVED: that the minutes of the F&GP Committee meeting held on 11th December 2023 be received. Three Members abstained.</p>	
STC.01.24.05	<p>Payment Schedules:</p> <p>5a Council received the mid-month payments for mid-January 2024, totalling £27,800.98.</p> <p>It was moved by Cllr J Franklin and seconded by Cllr N Gray and RESOLVED: To receive and note the payments for mid-January 2024 totalling £27,800.98.</p> <p>5b Council received the schedule of payments for January 2024, totalling £3,510.40.</p> <p>It was moved by Cllr J Franklin and seconded by Cllr N Gray and RESOLVED: To receive and approve the schedule of payments for January 2024, totalling £3,510.40.</p> <p>5c Council considered nominations for two signatories to authorise end of January payment schedules on Bankline.</p> <p>It was RESOLVED: that Cllr P Carter and Cllr J Franklin are nominated to authorise the end of January 2024 payment schedules on Bankline.</p> <p>5d Council considered nominations for two signatories to authorise mid-February 2024 payment schedules on Bankline.</p> <p>It was RESOLVED: that Cllr J Franklin and Cllr C Wiles are nominated to authorise the mid-February 2024 payment schedules on Bankline.</p>	
STC.01.24.06	<p>Public Participation:</p> <p>A 20-minute session is set aside for members of the public to make representations at the meeting in respect of the business on the agenda. Individual representations should not exceed 5 minutes. (Written notice of the desire to exercise the right to speak, together with the topic to be addressed, must be given to the Town Clerk prior to noon on the day of the meeting).</p> <p>One resident spoke about the planning application for the Old School House and explained that as the applicant he had been speaking to neighbours about his proposals.</p> <p>One resident spoke about concerns with the layout of Bus Stand B and suggested that residual risks had not been addressed to date. The resident raised anomalies in her opinion with the recent letter received from KCC in response to the objection lodged by STC for the proposed TRO for Cattle Market.</p>	
STC.01.24.07	<p>Verbal Report from our Dover District Councillor on matters relating to Sandwich.</p> <p>Cllr M Moorhouse reported that a new corporate plan had been adopted at DDC with four strategic themes identified. There is a new electric bus service to be introduced for Dover. The new updated Green Waste Service/Scheme was being rolled out following the adoption by DDC. The increase in parking charges has caused concern across the District. The Council Tax Base figures will be considered at the next DDC Cabinet meeting with a proposed 2.25% increase tabled for consideration. Cllr M Moorhouse is awaiting updates on two planning issues, The Limes, and Fellowship Walk.</p>	


<p>STC.01.24.08</p>	<p>Verbal Report from our Kent County Councillor on matters relating to Sandwich.</p> <p>Cllr S Chandler reported on the following topics:</p> <ul style="list-style-type: none"> • KCC draft budget published, significant savings identified and now a balanced budget. • Financial challenges remain with the increased cost of child and adult social services. • The draft KCC budget to be shared with STC. • The Parish Winter Support Scheme is now open for applications from local Councils. • Kent Film Office who generates income and promote Kent as well. <p>Cllr E Csuka asked if traffic management could be considered following a meeting with a concerned resident, a meeting to be organised with the relevant KCC officer. There are opportunities for new cameras, and this could be facilitated via a Speedwatch group, Town Clerk to share when available.</p> <p>Cllr C Wiles enquired if the Kent Film Office includes Sandwich in filming enquiries, Town Clerk confirmed that one enquiry has been received and actioned for a small film crew; Town Clerk to provide a report for Council.</p>	
<p>STC.01.24.09</p>	<p>Report from Local Police Representative and Community Warden for Sandwich</p> <p>PC Eyre-Jackson has conducted speed checks, one completed in early January 2024; the Mayor to request dates and locations.</p> <p>Town Clerk shared the Community Warden report that included:</p> <ul style="list-style-type: none"> • Severe Weather Emergency protocol and engagement with homeless individuals in the town to support them in the wintry weather • The Kent Community Warden Services Consultation has now ceased, and the outcome is awaited following a challenge that is being considered by the Scrutiny Panel at KCC. 	
<p>STC.01.24.10</p>	<p>Updates from Councillors:</p> <p>Cllr C Ungerson reported attending three recent events in her capacity as Deputy Mayor for Sandwich. They included Network Rail event, Leave to Land Exhibition and graduation ceremonies at Canterbury Cathedral.</p> <p>Cllr P Breen hosted a drop in opportunity on 4th January 2024 with Kent Police for the community to share concerns.</p> <p>Cllr D Marie attended the recent Town Team meeting on 15th January 2024. The Chair of the DDC NHW group has resigned and Cllr D Friend is now Chair of the group. Cllr D Marie added he had attended the Gazen Salts NR meeting as a Trustee.</p> <p>Council was advised that the Christmas Lights AGM is taking place on Tuesday 6th February 2024.</p> <p>Cllr J Franklin reported he had recently attended the AGM for Citizens Advice Bureau and advised that the Jubilee Centre were seeking a treasurer.</p> <p>Cllr M Moorhouse reported his recent attendance to the Dover KALC meeting where concerns covered new residential developments, litter on roads and Affinity Water.</p>	

STC.01.24.11	<p>Financial Information: Council to receive and note the Sandwich Town Council Statement of Accounts as of 31st December 2023 (income and expenditure and budget). It was moved by Cllr D Marie and seconded by Cllr L Ripley and RESOLVED: that the Sandwich Town Council Statement of Accounts as of 31st December 2023 be received and noted.</p>	
STC.01.24.12	<p>Review of Financial Regulations and Proposed Increase for Delegated Expenditure Members considered a report from the RFO which included a recommendation from the F&GP Committee that supports the proposed increases of delegated expenditure for the Town Clerk. This review is following the interim report from the Internal Auditor who recommended that Council should review the expenditure limits. The expenditure must be within budget and is required to be reported to STC by the Town Clerk. It was moved by Cllr C Ungerson and seconded by Cllr E Csuka and RESOLVED: that the proposed increases for delegated expenditure for the Town Clerk were approved and the Financial Regulations be adopted. Any expenditure to be within budget and reported to Council by the Town Clerk.</p>	
STC.01.24.13	<p>Road Safety Audits for Cattle Market Members considered a report from the Town Clerk with the three Road Safety Audits. Members were requested to agree a way forward and how any ongoing concerns should be addressed, these include some from residents. It was moved by Cllr E Csuka and seconded by Cllr D Marie and RESOLVED: that the Town Clerk seek a meeting with the relevant authorities to discuss the perceived remaining risks following the Road Safety Audits. The Town Councillors invited to attend any meeting should be limited to those who have already been involved in meetings and consultation.</p>	
STC.01.24.14	<p>Bay Hall and Maddox Working Group Updates Members considered reports from the RFO with details of potential accountants to be appointed to conduct Accounts Preparation and Independent Examination/Audit of Accounts for the Maddox Charity. The second report sought a request to move the Maddox WG meetings to evenings at the request of Cllr D Marie. It was moved by Cllr P Carter and seconded by Cllr L Ripley and RESOLVED: that Levicks Accountants be appointed to undertake accounts preparation and independent examination/audit of the accounts for the Maddox Charity. It was moved by Cllr E Csuka and seconded by Cllr N Gray and RESOLVED: that the decision for the timing of GMWG meeting be deferred to the GMWG.</p>	
STC.01.24.15	<p>D-Day 80 – 6th June 2024 Members considered a report from the Town Clerk which detailed a proposal to take part in the D-Day 80 celebrations for Sandwich on 6th June 2024. A limited budget has been identified of £80.00 so funding opportunities and ideas were welcomed. Cllr D Marie suggested working with RBL Sandwich, Town Clerk to contact the Chair. Town Clerk to approach the Curfew Bell Ringers Captain to investigate if they are willing to be involved. The Beacon to be lit by STC, a Town Crier to read the proclamation and the four</p>	

	<p>schools engaged and approached to seek their involvement with the poem's element of the day. Other ideas included approaching the Cadets, Scouts and Guides, the St Peters church and garden and St Clements Church. Another idea was a tribute held at a memorial.</p> <p>It was moved by Cllr D Marie and seconded by Cllr I Black and RESOLVED: that the Council will deliver a D-Day 80 celebration for Sandwich and the Town Clerk to register on the national database to confirm involvement from STC.</p>	
STC.01.24.16	<p>Draft Local Flood Risk Management Strategy 2024-2034</p> <p>Members considered a draft response for the consultation to the draft Local Flood Risk Management Strategy as prepared by Cllrs I Black and S Mallett.</p> <p>It was moved by Cllr E Csuka and seconded by Cllr I Black and RESOLVED: that the response prepared for the consultation be adopted and submitted by the Town Clerk as the Council consultation response for the draft Local Flood Risk Management Strategy.</p>	
STC.01.24.17	<p>Policy and Statement</p> <p>Members considered a report from the Town Clerk with two draft policies that are required for the new website launch.</p> <ol style="list-style-type: none"> I. Privacy Policy II. Accessibility Statement <p>The designation of the Town Clerk as Data Protection Officer needs to be stated on the Privacy Policy and Cllr I Black queried if there is an automatic opt-out on the new website; Town Clerk to seek clarification.</p> <p>It was moved by Cllr C Wiles and seconded by Cllr L Ripley and RESOLVED: that the Privacy Policy and Accessibility Statement be adopted for the new website.</p>	
STC.01.24.18	<p>Planning Application</p> <p>Members considered planning application 23/01314 for School House Nursery, School Road, Sandwich CT13 9HT.</p> <p>It was moved by Cllr D Marie and seconded by Cllr C Wiles and RESOLVED: that the Town Council supports the planning application 23/01314 with the following comments:</p> <ul style="list-style-type: none"> • The flat roof should not be permitted to include use as a terrace or balcony as this would impact neighbouring property privacy • There should be a robust construction management plan in place • The sky light should include a provision for obscuring to prevent overlooking. <p>One Member abstained and one Member was against.</p>	
STC.01.24.19	<p>Confidential Matters:</p> <p>Under the Public Bodies (Admission to Meetings) Act 1960 (extended by s.100 of the Local Government Act 1972) the public may be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.</p> <p>Information relating to a particular employee, or a particular officeholder under the authority.</p>	


	It was moved by Cllr M Moorhouse and seconded by Cllr N Gray and RESOLVED: that the public be asked to leave the meeting due to the following item containing information relating to a particular employee under the authority or an applicant to become an employee under the authority.	
STC.01.24.20	Recruitment Update Members considered the confidential report on the recent recruitment for two roles and the process adopted. It was RESOLVED: that the report was received and noted.	
STC.01.24.21	Meeting closed at 9.35pm	
STC.01.24.22	Date of next Full Council Meeting: 26 th February 2024	

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<p>Minutes of the Extra Ordinary Meeting of Sandwich Town Council held in the Council Chamber on: Friday 9th February 2024 at 19:00</p>		
<p>Chair: Cllr C Ungerson Councillors: I Black, E Csuka, W Fortescue, N Gray, M Moorhouse, M Pennington, V Tomlins, and C Ungerson Officer: G Gray, Town Clerk Observers: One resident</p>		
STC.02.24.01	<p>Apologies for absence received: Apologies were received and accepted from: Cllr P Breen – personal commitment, Cllrs P Carter & D Carter – Mayoral commitment, Cllr J Franklin – family commitment, Cllr D Marie – work commitment, Cllr S Mallett – personal commitment and Cllr L Ripley – family commitment. Cllr S Chandler (KCC) sent her apologies.</p>	Action:
STC.02.24.02	<p>Declarations of interest: No declarations were received.</p>	
STC.02.24.03	<p>Public Participation: A 20-minute session is set aside for members of the public to make representations at the meeting in respect of the business on the agenda. Individual representations should not exceed 5 minutes. (Written notice of the desire to exercise the right to speak, together with the topic to be addressed, must be given to the Town Clerk prior to noon on the day of the meeting). One resident spoke in relation to Item five, the TRO Cattle Market update. There were concerns raised about perceived inaccuracies contained in the statement from KCC that was a response to the objection raised by STC to the proposed amendments of the Waiting Restrictions on Cattle Market, Sandwich.</p>	
STC.02.24.4	<p>Parish Council Winter Support Scheme Application Members considered the proposed funding application that the Town Clerk is recommending for submission. The Parish Council Winter Support Scheme is sponsored by KCC and KALC. The application must be approved by Full Council before it can be progressed and submitted for consideration by the panel. There were slight suggested amendments to the wording, to include the impact of inflation and rising interest rates as contributory factors to the cost of living crisis. To make it clear that the initiative is supporting all family members. It was moved by Cllr V Tomlins and seconded by Cllr E Csuka and RESOLVED: that the PC Winter Support Scheme funding application be submitted by the Town Clerk on behalf of STC.</p>	
STC.02.24.5	<p>TRO Cattle Market Update Town Clerk shared a written response received from KCC in relation to the objection raised by the Council for the proposed TRO for Cattle Market. A short debate took place where Members raised concerns that KCC were not aware of the road layouts and</p>	

	<p>problems experienced in town. The issue of the sight lines was considered more important than the flow of traffic causing disruption. The potential lack of enforcement was a concern, and this needed to be clarified with DDC. Following the meeting on 29.01.24 there will be follow up action in relation to the road layout. The statement that STC agreed and accepted the design of the road layout was refuted.</p> <p>It was moved by Cllr E Csuka and seconded by Cllr M Moorhouse and RESOLVED: that the original objection remains in place and be maintained for the proposed TRO for Cattle Market, Sandwich.</p>	
STC.02.24.6	Meeting closed at 7.30pm	
STC.02.24.7	Date of next Full Council Meeting: 26 th February 2024	

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Minutes of Sandwich Town Council Planning Committee Meeting held in the Council Chamber on: Wednesday 10th January 2024		
<p>Chair: Cllr J Franklin Councillors: P Carter, W Fortescue, S Mallett, D Marie and C Wiles Co-opted Members: None Observers: 12 Officer: Gill Gray – Town Clerk and Assistant Clerk</p>		
P.01.24.1	<p>Apologies for absence received: Apologies were received from:</p> <p>Cllr M Moorhouse – work commitment and Cllr M Pennington - convalescing.</p>	
P.01.24.2	<p>Declarations of interest: Cllr Fortescue declared an interest Agenda item 6, Withdrawn Planning Applications. It was noted that the application regarding 8 Upper Strand Street has been given an incorrect application number. The correct number should read 22/00776.</p>	
P.01.24.3	<p>Minutes of the Planning Committee: It was moved by Cllr P Carter and seconded by Cllr D Marie and RESOLVED: that the Minutes of the Planning Committee held on Wednesday 6th December 2023 be approved.</p>	
P.01.24.4	<p>Public Participation:</p> <p><u>Application: 23/01314</u></p> <p>The following concerns were raised by the resident on behalf of himself and neighbours to the development in relation to the School House Nursery application:</p> <ul style="list-style-type: none"> ▪ Loss of Privacy/Overlooking ▪ Loss of daylight/sunlight/overshadowing ▪ Noise Pollution ▪ Dust and the negative impact this is having on those living in close proximity with asthma. <p>Clarification was given regarding the deadline for submitting comments. The Town Clerk explained due to the submission of new documentation committee members now had until 30th January 2024.</p> <p><u>Application: 23/01636</u></p> <p>A representative from the Save Ash Levels group shared with members their objections to the proposed construction of a solar farm and associated infrastructure of the Ash Levels.</p>	

	<p>Cllr P Breen shared similar concerns in relation to the proposed construction of a solar farm and associated infrastructure on the Ash Levels.</p>	
<p>P.01.24.5</p>	<p>Planning Applications: Application plans and papers can be viewed via the Dover District Council website.</p> <p>a) Planning Application Ref No – 23/01636 Proposal: Change of Description – Construction of solar farm with associated access and infrastructure. Location: Goshall Valley, East Street, Ash</p> <p>It was moved by Cllr P Carter and seconded by Cllr D Marie and RESOLVED: that the Town Council comments: RECOMMENDATION: Strongly objects to the proposed construction of a solar farm and associated access and infrastructure due to the negative impact the site will have on:</p> <ul style="list-style-type: none"> ▪ Nature Conservation and local wildlife ▪ The Heritage of the site in relation to the Richborough Roman Fort and Amphitheatre. ▪ The visual Amenity. <p>b) Planning Application Ref No – 23/01314 Proposal: Erection of a two storey side/rear extension, alterations to window/doors, formation of new vehicular access and parking. Location: School House Nursery, School Road, Sandwich CT13 9HT</p> <p>It was moved by Cllr J Franklin and seconded by Cllr P Carter and RESOLVED: that the Town Council defer reviewing the application until the Full Council meeting on Monday 29th January 2024 due to the submission of new documentation.</p> <p>c) Planning Application Ref No – 23/01341 Proposal: Remedial works including installation of a secondary first floor structure over existing, relocation of existing low level roof ties and installation of additional roof ties. Location: 59 Strand Street, Sandwich, Kent CT13 9EX</p> <p>It was moved by Cllr P Carter and seconded by Cllr J Franklin and RESOLVED: that the Town Council comments: Support planning application 23/01341</p> <p>d) Planning Application Ref No – 23/01437 Proposal: Erection of single storey rear extension and sliding gate for vehicular access. Location: 12 Britannia Terrace, School Road, Sandwich, CT13 9HT</p> <p>It was moved by Cllr P Carter and seconded by Cllr J Franklin and RESOLVED: that the Town Council comments: Strongly object to the planning application 23/01437. Material Considerations:</p> <ul style="list-style-type: none"> ▪ Highway safety and inadequate space for entering and exiting off street parking. ▪ Conservation. Application incorporates a flat roof design. <p>e) Planning Application Ref No – 23/01427 Proposal: Proposed alterations to Ground Floor front room fireplace and hearth. Location: The Old Dutch House, 62 King Street, Sandwich CT13 9BL</p>	

It was moved by Cllr P Carter and seconded by Cllr W Fortescue and RESOLVED: that the Town Council comments: Support planning application 23/01427.

f) Planning Application Ref No – 23/01417

Proposal: Reduce height by approximately 2-3 metres. One Holm Oak the subject of tree preservation order no. 3 of 1997.

Location: 99 St Georges Road, Sandwich, Kent CT13 9LE

It was moved by Cllr D Marie and seconded by Cllr P Carter and RESOLVED: that the Town Council comments: Support planning application 23/01417.

g) Planning Application Ref No – 23/01397

Proposal: Erection of a first floor rear extension.

Location: 21 Wantsume Lees, Sandwich, Kent CT13 9JF

It was moved by Cllr P Carter and seconded by Cllr Wiles and RESOLVED: that the Town Council comments: Support planning application 23/01397.

h) Planning Application Ref No – 23/01421

Proposal: Change of use of land for the siting of 8 no. timber glamping pods along with associated access, parking, and landscaping

Location: Land South of The Den Richborough Road Richborough CT13 9JG

It was moved by Cllr P Carter and seconded by Cllr D Marie and RESOLVED: that the Town Council comments: No Comment

i) Planning Application Ref No – CON/20/00166/K

Proposal: Discharge of condition 3 (materials), condition 12 (external meter boxes), condition 19 (archaeology), condition 25 (traffic calming proposals) pursuant to application 20/00166 Variation of condition 2 (approved plans) to allow amendments to the elevations and layout of the apartment building (12 dwellings) under planning permission 16/00046 (S73)

Location: Willowbank Sandwich Kent

It was moved by Cllr P Carter and seconded by Cllr C Wiles and RESOLVED: that the Town Council comments: No Comment

j) Planning Application Ref No – TC/23/00153

Proposal: Reduce by 50% (approximately 4 metres) of one Bay tree situated within a conservation area.

Location: 20 Fisher Street Sandwich Kent CT13 9E

It was moved by Cllr P Carter and seconded by Cllr C Wiles and RESOLVED: that the Town Council comments: No Comment


k) Planning Application Ref No – TC/23/00149

Proposal: T1 dead tree - fell; T2 Sycamore - fell; G2 Leylandii and Yew- reduce to 1 metre below telephone line; T3-T8 dead Apple trees - fell; T9 Sycamore - reduce by 3 metres and crown lift to 6 metres; G3 Leylandii - cut back to allow footpath access; Apple trees in orchard - reduce by up to 1.5 metres over entire crown, all situated within a conservation area.

Location: 84 Strand Street Sandwich CT13 9HX

	<p>It was moved by Cllr P Carter and seconded by Cllr J Franklin and RESOLVED: that the Town Council comments: Works required noted.</p> <p>I) Planning Application Ref No – TC/23/00149 Proposal: T1 dead tree - fell; T2 Sycamore - fell; G2 Leylandii and Yew- reduce to 1 metre below telephone line; T3-T8 dead Apple trees - fell; T9 Sycamore - reduce by 3 metres and crown lift to 6 metres; G3 Leylandii - cut back to allow footpath access; Apple trees in orchard - reduce by up to 1.5 metres over entire crown, all situated within a conservation area. Location: 84 Strand Street Sandwich CT13 9HX</p> <p>It was moved by Cllr P Carter and seconded by Cllr C Wiles and RESOLVED: that the Town Council comments: Works required noted.</p>	
P.01.24.6	<p>Withdrawn Planning Applications:</p> <p>Planning Application Ref No – 23/00776 Proposal: Replacement of 3 no. rear elevation windows, introducing double glazing. <i>Application withdrawn.</i> Location: 8 Upper Strand Street, Sandwich, Kent CT13 9EE</p> <p>Clarification from Dover District Council be requested as the applicant informed members the application was refused not withdrawn.</p> <p>ACTION: Town Clerk to contact Dover District Council to ask for clarification.</p>	
P.01.24.7	<p>Planning Decisions: The most recent new Planning Decisions taken by Dover District Council were received and noted.</p> <p>It was RESOLVED: that the planning decisions were received and noted.</p>	
P.01.24.8	<p>Street Furniture Applications: To receive and consider any applications made to DDC in relation to a Street Furniture Consent Application under the Local Government (miscellaneous provisions) Act 1982.</p> <p>LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982 STREET FURNITURE CONSENT</p> <p>No new applications have been received.</p>	
P.01.24.9	<p>Licensing: To consider any licensing notices and issues received from Dover District Council.</p> <p>No notices or issues from Licensing received.</p>	
P.01.24.10	<p>Enforcement: To consider any enforcement notices and issues received from Dover District Council.</p> <p>None to consider.</p>	

P.01.24.11	<p>Correspondence: To receive and consider correspondence relating to planning matters, including notification of appeals against refusal of Planning Applications.</p> <p>None to consider.</p>	
P.01.24.12	<p>Verbal update from our Dover District Councillor on matters relating to planning.</p> <p>It was requested by Cllr P Carter that if no DDC representative is available to attend the meeting that a report is supplied.</p>	
P.01.24.13	<p>Meeting closed at 7.35pm</p> <p>Date of next Planning Committee Meeting: Wednesday 7th February 2024</p>	

Minutes of Sandwich Town Council Finance and General Purposes Committee Meeting held in the Council Chamber on 15th January 2024 at 18:30 hours.		
Chair: Cllr C Wiles Councillors: Cllrs P Carter (Mayor), P Breen, D Carter, E Csuka, J Franklin, N Gray and C Ungerson Officer: Town Clerk		
Observing: Cllr S Mallett and one resident.		
FGP.01.24.1	Apologies for absence received: Cllr I Black due to family commitment.	
FGP.01.24.2	Declarations of interest: To receive any declarations of disclosable pecuniary interests from Members in respect of business to be transacted on the agenda. None received.	
FGP.01.24.3	Minutes of the Finance and General Purposes Committee: Members received minutes of the Finance and General Purposes Committee held on 11 th December 2023. Cllr E Csuka welcomed the action log and suggested that they should be shared across the Committee with the Chair having the overall responsibility for progressing them. Cllr C Wiles asked when there is likely to be progress with the Bulwarks Play Area, the Town Clerk confirmed a pre-meeting has been organised for 29 th January 2024. Cllr P Breen requested an update on the payroll provision, the Town Clerk confirmed that the first payroll has been processed in January 2024 by the newly appointed payroll provider. The Town Clerk to send a formal letter to request that the old STC Facebook page is closed It was moved by Cllr P Carter and seconded by Cllr N Gray and RESOLVED: to receive and approve the minutes of the meeting of F&GP Committee on 11th December 2023 and the actions agreed. Two Members abstained.	
FGP.01.24.4	Public Participation A 20-minute session is set aside for members of the public to make representations at the meeting in respect of the business on the agenda. Individual representations should not exceed 5 minutes. (Written notice of the desire to exercise the right to speak, together with the topic to be addressed, must be given to the Town Clerk prior to noon on the day of the meeting) There were no speakers.	

FGP.01.24.5	<p>Finance and Assets Working Group Update</p> <p>Cllr E Csuka shared a verbal report on the progress of the Finance and Assets Working Group. Cllr E Csuka confirmed that they have met twice and agreed a scope of work. Two work streams have been identified. Cllr P Breen and Cllr D Carter to look accounts, income, and expenditure for the assets, including loans. Cllr E Csuka, Cllr N Gray and Cllr C Wiles to look at titles, lease documents and the Sandwich Agreement in detail. Further reports to be shared with the Committee as progress is undertaken by the WG.</p> <p>Cllr N Gray queried if it was possible to explore a claim for a small piece of land that joins the car park with Fellowship Walk. Town Clerk to report back to a future meeting.</p> <p>The ownership of properties/land is not clear in all cases, this needs to be explored with Land Registry. This is intended to be a task for an Assets Officer when a new recruitment for the role is agreed by the HR Committee. It was agreed that the Working Group will produce worksheets for each asset, including Bay Hall. The importance of finance software for this project was discussed, the RFO is producing a report for the Committee to consider and progress the procurement of a finance system for the Council.</p> <p>It was moved by Cllr P Carter and seconded by Cllr C Ungerson and RESOLVED: that the report be received, and the actions identified agreed.</p>	
FGP.01.24.6	<p>Update on the Priorities for the F&GP Committee</p> <p>Town Clerk shared an update report for the priorities for the F&GP Committee with recommended actions for the Committee. Members reviewed the priorities and considered if there were any additions required.</p> <p>The following points were raised during the debate:</p> <ul style="list-style-type: none"> • The importance of training for staff • The requirement for Risk assessments and the general health and safety for employees to be maintained • The necessity for statutory checks to be recorded and the list of contracts/agreements to be provided to the Committee • The migration to the new IT provider to be managed by the Mayor and Town Clerk • The new website to be launched potentially by mid-February <p>It was moved by Cllr P Carter and seconded by Cllr E Csuka and RESOLVED: that the points and actions raised were to be considered as top priorities and that the update report be received.</p>	
FGP.01.24.7	<p>Delegated Authority Proposed Increase for Financial Regulations</p> <p>Members considered a report from the RFO with proposed increases of delegated expenditure for the Town Clerk which are part of the Financial Regulations. The recommendation was part of the Internal Auditor's interim report. The proposed increase in delegated expenditure to be considered and requested to be a recommendation to Council. A short debate followed, and some concerns were:</p>	

	<ul style="list-style-type: none"> • It was not clear if the delegation was for budgeted or non-budgeted items • There should be financial delegation to the Committee through the Financial Regulations • There should be fewer meetings and without delegation for expenditure this will not be practical • There should be reports from the Town Clerk when any of the delegated authority is exercised • That the Financial Regulations are reviewed again within six months <p>It was moved by Cllr C Wiles and seconded by Cllr N Gray and RESOLVED: that the proposed increase for the delegated expenditure for the Town Clerk in the Financial Regulations be recommended to Full Council with the following caveat:</p> <ul style="list-style-type: none"> • There should be a budget for any item/service identified • Any expenditure and action reported to the Committee/Council 	
FGP.01.24.8	<p>Appointment of a Councillor Auditor</p> <p>Members considered a report that requested the appointment for a Councillor Auditor. The Councillor Auditor will sign the bank reconciliations each month. Cllr D Carter was considered as the Councillor Auditor due to her experience in finance and skillset that matched the role. The role is voluntary and is not a paid position. A deputy be nominated, and Cllr P Breen was confirmed.</p> <p>It was moved by Cllr C Wiles and seconded by Cllr C Ungerson and RESOLVED: that Cllr D Carter was appointed as the Councillor Auditor and Cllr P Breen as the Deputy Councillor Auditor.</p>	
FGP.01.24.9	Date and time of Next Meeting: Monday 19th February 2024 at 18:30 in the Council Chamber at the Guildhall.	
FGP.01.24.10	Meeting closed at 7.18pm.	

Corn Wiles
19/2/24

Sandwich Town Council - Payment Schedule 2023/24 - Mid February 2024

Date of Meeting	Print No.	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total	Actual Payments Made (Reconcile to Bank Statement)
26/02/2024	388	Salaries - Sandwich Town Council	Mayor's Allowance - February 2023	Mayor's Allowance & Uniform	Minute Ref: STC 00.23.12 (I)	£79.56	£0.00	£79.56	
26/02/2024	388	Salaries - Sandwich Town Council	Sandwich Town Council Administration Salaries - February 2024	Town Clerk & Office Staff	Minute Ref: STC 00.23.12 (I)	£4,622.20	£0.00	£4,622.20	
26/02/2024	388	Salaries - Sandwich Town Council	Quay Conventions Salaries - February 2024	Quay Conventions - Salaries	Minute Ref: STC 00.23.12 (I)	£769.89	£0.00	£769.89	
26/02/2024	388	Salaries - Sandwich Town Council	Cattle Market Conventions Salaries - February 2024	Cattle Market Conventions - Salaries	Minute Ref: STC 00.23.12 (I)	£769.70	£0.00	£769.70	
26/02/2024	388	Salaries - Sandwich Town Council	Contribution to Caring Staff - February 2024	Contribution to Caring Staff	Minute Ref: STC 00.23.12 (I)	£598.30	£0.00	£598.30	
26/02/2024	388	Salaries - STBF Guildhall	Guidhall Caring and Cleaning - February 2024	Guidhall	Minute Ref: STC 00.23.12 (I)	£5,394.72	£0.00	£5,394.72	
26/02/2024	388	Salaries - STBF Guildhall	Guidhall Administration Salaries - February 2024	STBF	Minute Ref: STC 00.23.12 (I)	£4,007.30	£0.00	£4,007.30	£20,904.59
26/02/2024	388	Salaries - Sandwich Toll Bridge Fund	Administration Salaries - February 2024	IT Expenses (incl. Website)	STC Minute Ref: 32.09.22 (V)	£40.00	£8.00	£48.00	£48.00
26/02/2024	390	Highways Business Services	Website Management - February 2024	IT Expenses (incl. Website)	Minute Ref: 32.09.22 (V)	£40.00	£8.00	£48.00	£48.00
26/02/2024	391	Wide Business Services	Photocopier charges	Photocopier (Rental & Usage)	Town Clerk	£56.44	£11.29	£67.73	£67.73
26/02/2024	392	KCS Education Supplies	Toner x 1 for photocopier	Photocopier (Rental & Usage)	Town Clerk	£3.95	£1.39	£5.34	£5.34
26/02/2024	393	Castle Shredding Limited	Hand Trolleys for Quay Conventions	Quay Conventions - Other Expenditure	Town Clerk	£28.89	£5.60	£34.49	£34.49
26/02/2024	394	Norren's Cakes	8 bags of paperwork shredding	Office Expenses (incl. telephone)	Town Clerk	£42.00	£5.00	£47.00	£47.00
26/02/2024	395	Amazon	Clearing for Curlew Ringers Supper on 16/02/2024	Curlew Ringers Supper (not ball repairs)	Town Clerk	£351.00	£0.00	£351.00	£351.00
26/02/2024	398	Cloudy IT	Course fee for annual leave record	Office Expenses (incl. telephone)	Town Clerk	£3.89	£4.98	£8.87	£8.87
26/02/2024	400	Rhino Plant Hire	IT Support services 26/01/2024 - 26/02/2024	IT Expenses (incl. Website)	Minute Ref: STC.11.23.18	£251.07	£73.23	£324.30	£324.30
26/02/2024	401	Part-time Caretaker	Mulching brambles at Monks Well Nature Reserve	Monks Well Nature Reserve	Minute Ref: STC 00.23.15	£2,490.00	£492.00	£2,982.00	£2,982.00
26/02/2024	402	Chr Ungeruz	Replenish to Maycress chairs	Mayoral Expenses	Town Clerk	£20.00	£0.00	£20.00	£20.00
26/02/2024	403	Hearings Town Council	Reimbursement for taxi fare to attend Christchurch University Graduation	Mayoral Expenses	Town Clerk	£29.00	£0.00	£29.00	£29.00
26/02/2024	404	Kent Association of Local Councils	Mayor and Mayress to attend Mayor's Charity Quiz Night - Hearings	Mayoral Expenses	Town Clerk	£24.00	£0.00	£24.00	£24.00
26/02/2024	405	Kent Association of Local Councils	Display Screen Equipment Assessment course for 6 employees	Staff Training	Town Clerk	£30.00	£19.00	£49.00	£49.00
26/02/2024	406	Kent Association of Local Councils	Year End & Audit - course for RFO	Staff Training	Town Clerk	£30.00	£3.00	£33.00	£33.00
26/02/2024	407	New Appointments Group	Vet for unregistered counsellors - course for RFO	Staff Training	Town Clerk	£30.00	£9.00	£39.00	£39.00
26/02/2024	408	New Appointments Group	Data Protection essentials course - for 6 employees	Staff Training	Town Clerk	£30.00	£19.00	£49.00	£49.00
26/02/2024	410	New Appointments Group	Temporary appointment of cover staff to help with Thursday Market	Thursday Market Manager	Town Clerk	£198.85	£27.37	£226.22	£226.22
26/02/2024	411	Business Stream	Temporary appointment of cover staff to help with Thursday Market	Thursday Market Manager	Town Clerk	£117.30	£29.46	£146.76	£146.76
26/02/2024			Quay Public Conventions - Water charges 21-10-23 - 20-01-24	Quay Conventions - Other Expenditure	Minute Ref: STC 00.23.12 (I)	£5,199.70	£0.00	£5,199.70	£5,199.70
			Total		Total	£29,338.88	£701.83	£30,040.71	£30,040.71

Sandwich Town Council - Payment Schedule 2023/24 - End of February 2024

Date of Meeting	Print No.	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total	Actual Payments Made (Reconcile to Bank Statement)
26/02/2024	396	Peninsula	HR Services - January	Peninsula / HR Services	STC Minute Ref: 06.23.12 (H)	£122.73	£23.18	£145.91	£145.91
26/02/2024	397	GOV.UK	DBS Check - Town Clerk	Office Expenses (incl. telephone)	Town Clerk	£18.00	£0.00	£18.00	£18.00
26/02/2024	407	Mayor of Faversham Charity Fund	Mayor and Mayoress to attend the Mayor & Mayoress of Faversham's Charity Banquet & Ball	Mayoral Expenses	Town Clerk	£90.00	£0.00	£90.00	£90.00
26/02/2024	411	Phoenix Link	Phone Charges - December 2023	S144 (Other Expenditure)	STC Minute Ref: 32.06.22 (V)	£51.62	£10.32	£61.94	£61.94
26/02/2024	412	Phoenix Link	Phone Charges - December 2023	Office Expenses (incl. telephone)	STC Minute Ref: 32.06.22 (V)	£51.62	£10.32	£61.94	£61.94
26/02/2024	413	Peninsula	HR Services - February	Peninsula / HR Services	STC Minute Ref: 06.23.12 (H)	£122.73	£23.18	£145.91	£145.91
26/02/2024	414	Business Stream	Water charges - Black Lane Abonments - in dispute (to be refunded)	Black Lane / Sandown Road Abonments	Minute Ref: STC 06.23.12 (H)	£0.00	£0.00	£0.00	£0.00
26/02/2024	415	Phoenix Link	Service Charges - January 2023	S144 (Other Expenditure)	STC Minute Ref: 32.06.22 (V)	£10.00	£2.00	£12.00	£12.00
26/02/2024	415	Phoenix Link	Service Charges - January 2023	Office Expenses (incl. telephone)	STC Minute Ref: 32.06.22 (V)	£10.00	£2.00	£12.00	£12.00
26/02/2024	416	Phoenix Link	Phone Charges - January 2023	Guidhall	STC Minute Ref: 32.06.22 (V)	£10.00	£2.00	£12.00	£12.00
26/02/2024	416	Phoenix Link	Phone Charges - January 2023	Office Expenses (incl. telephone)	STC Minute Ref: 32.06.22 (V)	£10.00	£2.00	£12.00	£12.00
26/02/2024	417	Phoenix Link	Phone Charges - January 2023	Guidhall	STC Minute Ref: 32.06.22 (V)	£51.62	£10.32	£61.94	£61.94
26/02/2024	417	Phoenix Link	Phone Charges - January 2023	Office Expenses (incl. telephone)	STC Minute Ref: 32.06.22 (V)	£51.62	£10.32	£61.94	£61.94
26/02/2024	417	Phoenix Link	Service Charges - January 2023	S144 (Other Expenditure)	STC Minute Ref: 32.06.22 (V)	£40.03	£8.00	£48.03	£48.03
26/02/2024	417	Phoenix Link	Service Charges - January 2023	Office Expenses (incl. telephone)	STC Minute Ref: 32.06.22 (V)	£40.03	£8.00	£48.03	£48.03
26/02/2024	418	Sege Global Services Ltd	Sege Payroll - February	Guidhall	STC Minute Ref: 32.06.22 (V)	£40.04	£8.01	£48.05	£48.05
26/02/2024	418	Sege Global Services Ltd	Sege Payroll - February	Office Expenses (incl. telephone)	STC Minute Ref: 32.06.22 (V)	£40.04	£8.01	£48.05	£48.05
26/02/2024	419	Post Office	Parcel sent with Tourist Leaflets	IT Expenses (incl. Website)	STC Minute Ref: 32.06.22 (V)	£18.00	£3.80	£21.80	£21.80
26/02/2024	420	Biffa	Recycling Charges - December	S144 (Other Expenditure)	Town Clerk	£5.48	£0.00	£5.48	£5.48
26/02/2024	421	Eltacon Ltd	Chaffuring the Mayor and Mayoress to Canterbury Cathedral and Dover Marina	Office Expenses (incl. telephone)	Town Clerk	£26.58	£5.92	£32.50	£32.50
26/02/2024	421	Eltacon Ltd	Mileage to Canterbury Cathedral and Dover Marina	Mayor's Assistant & Uniform	Town Clerk	£120.00	£0.00	£120.00	£120.00
26/02/2024	422	New Appointments Group	Temporary appointments of cover staff to help with Thursday Market	Mayoral Travel	Town Clerk	£47.70	£0.00	£47.70	£47.70
26/02/2024	423	Global Cleaning Supplies	Cleaning Supplies for Quay Conventience	Quay Conventience - Other Expenditure	Town Clerk	£196.85	£27.87	£224.72	£224.72
26/02/2024	424	GOV.UK	DBS Check - RFO	Office Expenses (incl. telephone)	Town Clerk	£159.84	£31.97	£191.81	£191.81
26/02/2024	425	KCS Education Supplies	Paper Towels	Quay Conventience - Other Expenditure	Town Clerk	£16.00	£0.00	£16.00	£16.00
					Total	£7,984.79	£213.17	£8,197.96	£8,197.96

Sandwich Town Council Quarterly Meeting of the Council



Agenda

Chair: Cllr P Carter

Councillors: I Black, P Breen, D Carter, E Csuka, J Franklin, W Fortescue, N Gray, S Mallett, D Marie, M Moorhouse, M Pennington, L Ripley, V Tomlins, C Wiles and C Ungerson

Councillors are hereby summoned to attend a meeting of Full Council in the Council Chamber, Guildhall on Monday 26th February 2024 at 19:00 to transact the business on the agenda below.

Gill Gray, Town Clerk

Date: 21st February 2024

1	Chair's opening remarks:	
2	Apologies for absence received:	
3	Declarations of interest: To receive any declarations of disclosable pecuniary interests from Members in respect of business to be transacted on the agenda.	
4	Minutes of the Full Council Meeting: To approve the Minutes of the Ordinary Meeting of STC held on 29 th January 2024 and to consider any matters arising from those minutes not covered elsewhere in this Agenda. To approve the Minutes of the Extraordinary Meeting of STC held on 9 th February 2024 and to consider any matters arising from those minutes not covered elsewhere in this Agenda. To receive the Minutes of the Planning Committee meeting held on 10 th January 2024. To receive the Minutes of the Finance and General Purposes Committee meeting held on 15 th January 2024.	Attach 1a Attach 1b Attach 1c Attach 1d
5	Payment Schedules: 5a To receive and note the payments for mid-February totalling £31,040.41 Those payments which are not supported by a minute reference have been authorised by Officers with delegated powers of expenditure. 5b To receive and approve the schedule of payments for February, totalling £8,194.96 5c Council to confirm nomination of two signatories to authorise end of February payment schedules on Bankline. 5d Council to confirm nomination of two signatories to authorise mid-March 2024 payment schedules on Bankline.	Attach 2a & 2b
6	Public Participation: A 20-minute session is set aside for members of the public to make representations at the meeting in respect of the business on the agenda and other matters if time permits. Individual representations should not	

SANDWICH TOWN COUNCIL - GENERAL A/C - STATEMENT AS AT 31/01/24

INCOME

Balance Brought Forward 01/04/23 including MWNR Balance (£59,357.66) and other reserve balances (£16,999.04) and Maddox Fund (£206,368.34)	£448,696.34
	<hr/>
	£448,696.34
<u>Precept</u>	£278,538.53
<u>Outside Sources</u>	
Black Allotment Rents & Water Contribution	£1,791.86
Quay Conveniences	£1,172.76
Green Waste Bags	£178.33
Drill Hall	£16,425.00
P22 Electricity Charge	£571.64
<u>Refunded From Functions</u>	
Deputies supper donations	£588.95
Curfew Ringers Supper	£49.91
<u>Internal Transfers / Adhoc Income</u>	
Museum payment for stock from Visitor Information Centre	£34.00
Refund from Photocopying	£24.20
<u>Monks Wall Nature Reserve</u>	
Income relating to Monks Wall Nature Reserve	£8,639.46
<u>S144 (Visitor Information Centre & Tourism)</u>	
Visitor Information Centre	£119.94
<u>Forecourt Income</u>	
Current Markets	£4,064.63
<u>Miscellaneous Income</u>	
Difference between HMRC payments and amounts paid (timing difference)	£6,460.20
Pension correction (to adjust earlier overpayment)	£5,368.63
Room Hire income from DDC - to be moved to STBF GH a/c	£85.00
Maddox Fund - dividends	£6,316.76
Refund - STBF Salaries	£35,319.40
Refund - STBF Guildhall Salaries	£96,235.73
50% contribution from STBF Guildhall towards professional fees	£943.25
KCC Members Grant received towards War Memorial repairs	£500.00
Refund from Maidstone Borough Cnl re cancelled boat trip on 26th April	£40.00
Refund from Zoom for subscription	£142.70
Refund of funds re payment 310 (Modern Working)	£200.00
Peace Ceremony - meal contributions	£179.70
Refund of electricity credit - Fishergate	£1,228.05
Refund of staff parking permit	£95.00
Refund from STBF for purchase of silicone for Guildhall repair	£5.35
	<hr/>
	465,318.98

TOTAL**£914,015.32****EXPENDITURE****Vat Paid**

VAT 11,789.12

Mayoral and Civic Functions

Mayoral Expenses 797.77

Mayoral Travel 640.04

Mayor's Hospitality (Including Civic Events) 4,257.14

Mayor's Attendant & Uniform 1,331.95

Cinque Port Functions & Subscription	367.50
Election Expenses	5,078.75
<u>Staffing</u>	
Town Clerk & Office Staff	56,581.56
Contribution to Caretaking Staff	5,902.67
Staffing Contingency	22,816.38
Staff Recruitment	195.00
Staff Training	95.00
Officers Travel & Parking Expenses	1,220.31
Staff Salaries bonus pot	269.18
<u>Administration</u>	
Petty Cash	130.00
HR & Payroll	3,038.13
Office Expenses (incl. telephone)	5,342.65
Audit Fees	3,118.25
Subscriptions & Memberships	2,028.58
IT Expenses (incl. Website)	11,453.04
Photocopier (Rental & Usage)	956.90
Bank Charges	545.02
<u>Insurance</u>	
Insurance - Public Conveniences and Boatmans' Chapel	224.00
Other Insurances (ie/ Liability & Slander)	4,563.61
<u>Public Conveniences</u>	
Quay Conveniences - Salaries	9,099.23
Cattle Market Conveniences - Salaries	8,521.76
Quay Conveniences - Other Expenditure	6,387.09
Cattle Market Conveniences - Other Expenditure	340.34
<u>S144 (Visitor Information Centre & Tourism)</u>	
S144 Salaries	5,149.30
S144 (Other Expenditure)	504.59
<u>Sandwich Open Spaces / Other Properties</u>	
Black Lane / Sandown Road Allotments	7,207.24
Boatman's Hill Chapel - Water Rates & Maintenance	163.77
Cow Leas	968.08
Donkey Paddock	420.00
Flowers, cleaning & maintenance of the War Memorial	3,780.00
Drill Hall / Quayside Market	17,527.61
Fishergate	2,902.57
Bay Hall	4,408.94
<u>Reserves - Ring-fenced</u>	
Monks Wall Nature Reserve	12,163.02
<u>Miscellaneous / Unexpected Expenditure</u>	
20's Plenty for Us - stickers and banners	187.80
Thomson Snell & Passmore - professional fees	1,886.50
Portable road closed sign for King Street	47.50
Wreaths	235.00
Defibrillator aftercare service - Guildhall forecourt defib	189.00
Repair of Deputy Mayoress Badge	35.00
Stationary for Market Manager	4.39
Parking permit for Market Trader	137.50
Room hire for Councillors Surgery - Jubilee Centre	15.00
Reimbursement for purchase of paint to refurbish Town Crest	17.42
Cllr Ungerson attendance at Kalc AGM	5.00
Fuel reimbursement to Cllr Ungerson re mileage to Kalc AGM	40.50

Union Flag	259.32
Professional advice re land next to rear GH carpark	850.00
Buglar for Remembrance Sunday	50.00
<u>Guildhall and Forecourt</u>	
Contribution towards running of the Guildhall	113,750.00
<u>Guildhall Forecourt Project</u>	
Thursday Market Manager	450.00
Loan Repayment	12,033.48
	<hr/>
	352,479.50
<u>Items relating to Sandwich Toll Bridge Fund Account</u>	
STBF Salaries	40,502.89
	<hr/>
	40,502.89
<u>Items relating to Sandwich Toll Bridge Fund Guildhall Account</u>	
STBF Guildhall Salaries - Guildhall Caretaking and Cleaning	53,124.18
STBF Guildhall Salaries - Guildhall Administration	48,744.52
STBF Guildhall Salaries - Visitor Information Staff (Guildhall element)	1,445.20
Silicone for repair in Guildhall (to be reimbursed)	4.46
Phone Charges (Guildhall share to be reimbursed)	504.61
Cleaning Costs - Guildhall (to be reimbursed)	79.92
IT Support (Guildhall share to be reimbursed)	1,119.40
Pipe cleaner and isolator for Guildhall (to be reimbursed)	5.78
Repair to ladies toilet, Guildhall (to be reimbursed by STBF Guildhall a/c	100.00
Room Hire income - to be transferred to STBF Guildhall a/c	85.00
	<hr/>
	105,213.07
	<hr/>
	498,195.46
	<hr/>
Balance at Bank as per Bank Reconciliation as at 31/01/24	£415,819.86
TOTAL	£914,015.32
	<hr/>
Bank Reconciliation as at 31/01/24	
Current a/c	£417,671.79
Less: Outstanding payments	£1,851.93
TOTAL	£415,819.86
	<hr/>
	£415,819.86
	<hr/>
OUTSTANDING PAYMENTS	
379 Ettecon Ltd (Chauffeur & attendant to the Mayor - Blessing of the Seas)	£137.10
380 DM Payroll Services Ltd (Payroll set up and Administration of payroll & pension)	£158.00
381 Williamson & Barnes (Professional Fees in connection with land adjoining rear Guildhall carpark	£1,020.00
382 HR Solve It (HR support services)	£112.50
386 Wyman Electricals Ltd (Electrical installation condition report - Bay Hall)	£216.00
387 Mr K A Chapman (Warden service for Monks Wall Nature Reserve 25-11-23 - 24-01-24)	£208.33
	<hr/>
	£1,851.93

Monks Wall Nature Reserve

Balance Brought Forward 01/04/23 £59,357.66

Income

Rural Payments Agency £8,639.46

£8,639.46

Expenditure

Warden Fees 01/03/2023 - 21/01/2024 £1,874.97

Basic Payment Scheme Administration (Finns) £462.50

Reimburse Warden for purchase of Wooden Marker Staves £24.84

Excavation works for new scrape £9,626.71

Security Tracking System £174.00

£12,163.02

Balance as at 31/01/24 **£55,834.10**

SANDWICH TOWN COUNCIL - GENERAL A/C - Balance B/Fwd 01/04/23 £448,696.34

Expenditure	Approved Budget 2023/24	Expenditure to Date	Balance to Date
<u>Mayoral and Civic Functions</u>			
Mayoral Expenses	£2,500.00	£797.77	£1,702.23
Mayoral Travel	£1,800.00	£640.04	£1,159.96
Mayor's Hospitality (Including Civic Events)	£3,500.00	£4,257.14	-£757.14
Mayor's Attendant & Uniform	£8,970.00	£1,331.95	£7,638.05
Cinque Port Functions & Subscription	£380.00	£367.50	£12.50
Curfew Ringers Supper (not bell repairs)	£800.00	£0.00	£800.00
Election Expenses	£6,000.00	£5,078.75	£921.25
<u>Staffing</u>			
Town Clerk & Office Staff	£67,380.00	£56,581.56	£10,798.44
Contribution to Caretaking Staff	£8,240.00	£5,902.67	£2,337.33
Staffing Contingency	£2,000.00	£22,816.38	-£20,816.38
Staff Recruitment	£3,500.00	£195.00	£3,305.00
Staff Training	£2,000.00	£95.00	£1,905.00
Officers Travel & Parking Expenses	£1,100.00	£1,220.31	-£120.31
Staff Salaries bonus pot	£670.00	£269.18	£400.82
<u>Administration</u>			
Petty Cash	£130.00	£130.00	£0.00
HR & Payroll	£1,280.00	£3,038.13	-£1,758.13
Office Expenses (incl. telephone)	£6,760.00	£5,342.65	£1,417.35
Audit Fees	£3,500.00	£3,118.25	£381.75
Subscriptions & Memberships	£1,930.00	£2,028.58	-£98.58
IT Expenses (incl. Website)	£15,000.00	£11,453.04	£3,546.96
Photocopier (Rental & Usage)	£2,000.00	£956.90	£1,043.10
Bank Charges	£800.00	£545.02	£254.98
Health & Safety Provisions	£3,000.00	£0.00	£3,000.00
<u>Insurance</u>			
Guildhall Insurance including contents	£600.00	£0.00	£600.00
Insurance - Public Conveniences, Boatman's Chapel and Fishergate	£760.00	£224.00	£536.00
Other Insurances including Public Liability	£3,390.00	£4,563.61	-£1,173.61
<u>Public Conveniences</u>			
Quay Conveniences - Salaries	£8,370.00	£9,099.23	-£729.23
Cattle Market Conveniences - Salaries	£8,370.00	£8,521.76	-£151.76
Quay Conveniences - Other Expenditure	£10,350.00	£6,387.09	£3,962.91
Cattle Market Conveniences - Other Expenditure	£1,000.00	£340.34	£659.66
<u>S144 (Visitor Information Centre & Tourism)</u>			
S144 Salaries	£18,770.00	£5,149.30	£13,620.70
S144 (Other Expenditure)	£2,470.00	£504.59	£1,965.41
<u>Sandwich Open Spaces / Other Properties</u>			
Black Lane / Sandown Road Allotments	£3,600.00	£7,207.24	-£3,607.24
Boatman's Hill Chapel - Water Rates & Maintenance	£120.00	£163.77	-£43.77
Cow Leas	£350.00	£968.08	£381.92
Donkey Paddock	£2,000.00	£420.00	£1,580.00
Flowers, cleaning & maintenance of the War Memorial	£2,400.00	£3,780.00	-£1,380.00
Drill Hall / Quayside Market	£18,440.00	£17,527.61	£912.39
Fishergate	£7,000.00	£2,902.57	£4,097.43
Play Areas	£6,600.00	£0.00	£6,600.00
Telephone Boxes	£250.00	£0.00	£250.00
Bay Hall	£7,000.00	£4,408.94	£208,959.40
<u>Reserves - Ring-fenced:</u>			
Monks Wall Nature Reserve	£0.00	£12,163.02	£47,194.64
IT Reserve	£3,000.00	£0.00	£13,500.00
Highways Improvement Plan (H.I.P's) Reserve	£2,500.00	£0.00	£6,859.04
Drill Hall Reserve	£1,000.00	£0.00	£3,140.00
<u>Reserves- General</u>			
Operating Funds to be kept in Reserve	£40,000.00	£0.00	£40,000.00
<u>Other Services</u>			
Green Garden Waste Bags	£1,400.00	£0.00	£1,400.00
Disability Access Strategy	£2,500.00	£0.00	£2,500.00
<u>Miscellaneous / Unexpected Expenditure:</u>			
Miscellaneous / Unexpected Expenditure:	£7,498.53	£0.00	£4,775.84
20's Plenty for Us - stickers and banners	£0.00	£187.80	£0.00
Thomson Snell & Passmore - professional fees	£0.00	£1,886.50	£0.00
Portable road closed sign for King Street	£0.00	£47.50	£0.00
One wreath with badge inserts	£0.00	£235.00	£0.00
Defibrillator aftercare service - Guildhall forecourt defib	£0.00	£189.00	£0.00
Repair of Deputy Mayoress Badge	£0.00	£35.00	£0.00
Stationary for Market Manager	£0.00	£4.39	£0.00
Parking permit for Market Trader	£0.00	£137.50	£0.00
Reimbursement for purchase of paint to refurbish Town Crest	£0.00	£17.42	-£17.42
Cllr Ungerson attendance at Kalc AGM	£0.00	£5.00	-£5.00
Fuel reimbursement to Cllr Ungerson re mileage to Kalc AGM	£0.00	£40.50	-£40.50
Union Flag	£0.00	£259.32	-£259.32

Professional advice re land next to rear GH carpark	£0.00	£850.00	-£850.00
Buglar for Remembrance Sunday	£0.00	£50.00	-£50.00
Room hire for Councillors Surgery - Jubilee Centre	£0.00	£15.00	-£15.00
<u>Guildhall and Forecourt</u>			
Heating, Lighting, Water & Rates	£14,620.00	£0.00	£14,620.00
Contribution towards running of the Guildhall	£113,750.00	£113,750.00	£0.00
<u>Guildhall Forecourt Project</u>			
Thursday Market Manager	£3,000.00	£450.00	£2,550.00
Loan Repayment	£12,040.00	£12,033.48	£6.52
<u>Items relating to Sandwich Toll Bridge Fund Account</u>			
STBF Salaries	£0.00	£40,502.89	-£40,502.89
<u>Items relating to Sandwich Toll Bridge Fund Guildhall Account</u>			
STBF Guildhall Salaries - Guildhall Caretaking and Cleaning	£0.00	£53,124.18	-£53,124.18
STBF Guildhall Salaries - Guildhall Administration	£0.00	£48,744.52	-£48,744.52
STBF Guildhall Salaries - Visitor Information Staff (Guildhall element)	£0.00	£1,445.20	-£1,445.20
Silicone for repair in Guildhall (to be reimbursed)	£0.00	£4.46	-£4.46
Cleaning Costs - Guildhall (to be reimbursed)	£0.00	£79.92	-£79.92
Phone Charges (Guildhall share to be reimbursed)	£0.00	£504.61	-£504.61
Pipe cleaner and isolator for Guildhall (to be reimbursed)	£0.00	£5.78	-£5.78
IT Support (Guildhall share to be reimbursed)	£0.00	£1,119.40	-£1,119.40
Repair to ladies toilet, Guildhall (to be reimbursed by STBF Guildhall a/c)	£0.00	£100.00	-£100.00
Room Hire income - to be transferred to STBF Guildhall account	£0.00	£85.00	-£85.00
TOTAL	£446,388.53	£486,406.34	£243,707.23

Income	Approved Budget 2023/24	Income to Date	Balance to Date
STC Balance carried forward from 2022/23 (less MWNR balance)	£122,300.00	£389,338.68	£42,671.30
Monks Wall Nature Reserve balance brought forward	£0.00	£59,357.66	£0.00
<u>Precept</u>	£278,538.53	£278,538.53	£0.00
<u>Outside Sources</u>			
Black Lane Allotment Rents & Water Contribution	£5,290.00	£1,791.86	-£3,498.14
Sandown Road Allotment	£300.00	£0.00	-£300.00
Quay Conveniences	£5,800.00	£1,172.76	-£4,627.24
Green Waste Bags	£1,500.00	£178.33	-£1,321.67
Cow Leas Lease	£200.00	£0.00	-£200.00
Drill Hall	£21,900.00	£16,425.00	-£5,475.00
P22 Electricity Charge	£300.00	£571.64	£271.64
<u>Refunded From Functions</u>			
Deputies supper donations	£600.00	£588.95	-£11.05
Curfew Ringers Supper	£450.00	£49.91	-£400.09
<u>Internal Transfers / Adhoc Income</u>			
Museum payment for stock from Visitor Information Centre	£150.00	£34.00	-£116.00
Refund from Photocopying	£60.00	£24.20	-£35.80
<u>Monks Wall Nature Reserve</u>			
Income relating to Monks Wall Nature Reserve	£0.00	£8,639.46	£8,639.46
<u>§144 (Visitor Information Centre & Tourism)</u>			
Visitor Information Centre	£1,000.00	£119.94	-£880.06
<u>Forecourt Income (to be used for repayment of loan and other maint of Forecourt)</u>			
Current Markets	£8,000.00	£4,064.63	-£3,935.37
<u>Miscellaneous Income</u>			
Difference between HMRC payments and amounts paid (timing difference)	£0.00	£6,460.20	£6,460.20
Pension correction (to adjust earlier overpayment)	£0.00	£5,368.63	£5,368.63
Room Hire Income from DDC - to be moved to STBF GH a/c	£0.00	£85.00	£85.00
Maddox Fund - dividends	£0.00	£6,316.76	£6,316.76
Refund - STBF Salaries	£0.00	£35,319.40	£35,319.40
Refund - STBF Guildhall Salaries	£0.00	£96,235.73	£96,235.73
50% contribution from STBF Guildhall towards professional fees	£0.00	£943.25	£943.25
KCC Members Grant received towards War Memorial repairs	£0.00	£500.00	£500.00
Refund from Maidstone Borough Cnl re cancelled boat trip on 26th April	£0.00	£40.00	£40.00
Refund from Zoom for subscription	£0.00	£142.70	£142.70
Refund of funds re payment 310 (Modern Working)	£0.00	£200.00	£200.00
Peace Ceremony - meal contributions	£0.00	£179.70	£179.70
Refund of electricity credit - Fishergate	£0.00	£1,228.05	£1,228.05
Refund of staff parking permit	£0.00	£95.00	£95.00
Refund from STBF for purchase of silicone for Guildhall repair	£0.00	£5.35	£5.35
TOTAL	£446,388.53	£914,015.32	£183,901.75
Bank reconciliation as at 31/01/24	£415,819.86		

Report to Trustee of: Sandwich Town Council
Meeting scheduled for Monday 26th February 2024
Report from: Responsible Finance Officer
Date: Wednesday 21st February 2024
Subject: Finance Software and Facilities Bookings Software Systems
Classification: General

Purposes of report:

To recommend the purchase of a Finance software package for Sandwich Town Council and Sandwich Toll Bridge Fund.

Additionally, to recommend the purchase of a Facilities Bookings software package for Sandwich Toll Bridge Fund, to streamline Guildhall room-hire bookings and invoicing.

Finance Software System – Introduction

Sandwich Town Council is very unusual in that it has a large set of accounts still managed in Excel spreadsheets.

This means processes are slow, laborious, and data is less robust than if the accounts were maintained using a dedicated Finance software package.

There are three Finance software systems commonly used by Town and Parish Councils around the UK. The companies that run these packages are well established, and as the packages are bespoke to Town and Parish Councils, they meet all the criteria set out by the National Association of Local Councils.

These systems would also be suitable to be used to keep the accounting records for Sandwich Toll Bridge Fund.

In January 2024 I met virtually with all three software companies - Rialtas, AdvantEdge and Scribe, to have an update and an introduction to each software system.

Below is an overview of each finance system:

- **Rialtas - Omega Finance** is designed for large Councils. It is a robust system and would offer the most scope for growth. It is also the most complex system, and would require the most training, but we do have two members of staff who are already familiar with the Rialtas – Alpha system (which is a smaller version of the Omega). This system is cloud-hosted and so is accessible remotely, via a web-browser.
- **AdvantEdge** is a smaller system than Rialtas – Omega, but still robust enough for large Councils. This system would, I believe, offer everything that the Town Council and Toll Bridge Fund requires. It looks similar to Rialtas, but it is not as advanced or as complex. Again, this system is cloud-hosted and so accessible remotely, via a web-browser.
- **Scribe** is more user friendly than the above systems but unfortunately is really aimed at Parishes. It is fully cloud-based. It is a smaller system than the others and may struggle with the amount of data to be input for the Town Council and Toll Bridge Fund.

A note about other finance systems:

Previously, I had been asked to use Sage Business Cloud accounting for the Toll Bridge Fund accounts. I trialled this for a couple of months but didn't continue.

There are also other accountancy packages for small business, such as Xero and QuickBooks. These are generally smaller versions of Sage, i.e. business orientated. These packages, whilst perfect for small businesses, do not meet the needs of a town council / charity.

The reason that these systems are not suitable include:

- These systems do not offer budgeting, which is vital for the Town Council and Toll Bridge Fund.
- The reporting is not suited to the needs of a Town Council or Charity – so bespoke reports would have to be written.
- The coding system would have to be completely rewritten.
- They do not follow the guidance set out by NALC.

Rialtas Omega, AdvantEdge and Scribe Finance Systems

Each of these software systems has its strengths and limitations. Rialtas and AdvantEdge may look a little old fashioned when compared to Scribe, but they are larger, more robust systems.

The most important point to make is that any of these systems would be an improvement on the continued use of Excel spreadsheets. Initially there may be training and system set-up, but once this period has passed, there should be large time-saving advantages of using a finance system, and reports would be much faster to produce.

Also, our new IT Support company has agreed to accommodate and support any system that is chosen.

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Of the three systems, Rialtas Omega would be the most comprehensive system to have, but AdvantEdge would also work for our requirements.

Scribe has a more modern interface, but it is not as well established, and only generally used by smaller towns and parish councils.

Information and sample reports from each software company have been attached to this report.

Please see the below key points about each software system:

Rialtas Omega Finance:

- Nicely designed system with straightforward menu.
- Cloud-hosted and would be supported by Cloudy IT.
- Recommended by Kent Association of Local Councils Finance Consultant.
- Used by many large Councils, such as Dover Town Council and Sevenoaks. Town Council with much larger precepts – so room to grow.
- Purpose built for Town Councils and Charities.
- Excellent built-in reports, with option to export data to Excel.
- One login, with option to choose which organisation to enter (STC / STBF).

- Would help to produce end of year Annual Governance Statement and helpful accompanying paperwork / figures for STC.
- Charity system could report into full Profit and Loss accounts, which would benefit Charity auditors.
- Full training given at the outset, and user manuals / webinar training also available whilst using the system.
- Rialtas has a Facilities booking system module (integrated into Sales ledger) that could prove time saving.

AdvantEdge Finance:

- Looks and works in similar way to Rialtas.
- Cloud-hosted and would be supported by Cloudy IT.
- Used by many large towns, such as Ramsgate.
- One login, with option to choose which organisation to enter (STC / STBF).
- Would help to produce end of year Annual Governance Statement and helpful accompanying paperwork / figures for STC.
- Good built-in reports, with some option to export some of them to Excel.
- Less training provided, but it is a less complex system. Training webinars available.
- AdvantEdge has a Facilities booking system module (integrated into Sales ledger) that could prove time saving.

Scribe Finance:

- User friendly – more modern interface
- Free training.
- Cloud based and would be supported by Cloudy IT.
- Not used by large Town Councils as it doesn't produce profit and loss.
- Scribe has a Facilities booking system module (integrated into Sales ledger) although this is very customer based and wouldn't necessarily fit with Guildhall needs.

Facilities Booking System

A finance software system cannot be considered without also considering Guildhall bookings and invoicing.

This is because all three software companies mentioned above offer a Facilities Bookings system which is integrated with the sales ledger of their Finance software. These systems, once set up, can produce room-hire invoices at the click of a button. This would revolutionise working methods for staff. It would be a huge improvement to the current system and would make invoicing for room hire far more efficient and improve accuracy.

Room-hire at the Guildhall is currently being recorded using Microsoft Outlook and Excel spreadsheets. This system has many drawbacks:

Changes are difficult to track. Invoicing currently has to be done separately using a Word document template. This is a slow process and very difficult to keep up with the volume of bookings requiring invoicing.

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Rialtas and AdvantEdge have very similar Facilities bookings systems, which would both work for the Guildhall.

Both are tried and tested bespoke systems which, when all the relevant data is entered, would make things easier to work with than Microsoft Outlook, and to keep a shared record of what is happening in the Guildhall each day.

Scribe has a system which offers a customer interface (online remote booking of facilities) which could be integrated into our website. This system would be useful for a less complex building than the Guildhall, when the facilities are simpler to manage, such as the use of a tennis court.

When booking the Guildhall, customers are encouraged to contact our team first to ascertain whether dates / rooms are free. This is a more manual system, but the Guildhall is complex and multi-functional, which means that contact with staff before booking is essential.

It is for this reason that I would recommend either the Rialtas Facilities booking system or AdvantEdge Facilities booking. These systems would create staff timesaving efficiencies and mean that customers can be invoiced sooner, and the invoicing and payments can be tracked in the Finance software.

Costs:

Please see the table below which shows the quotes given by each software company summarised by IT / Training in year one, and then Year two / ongoing costs shown separately.

The Finance system costs would be split between Sandwich Town Council and Sandwich Toll Bridge Fund Guildhall accounts IT and training budgets (for example 50% each).

The Facilities bookings system relates to the Guildhall, and so the cost should be allocated to the Toll Bridge Fund Guildhall account, and training should be allocated to the STBF Guildhall training budget.

<u>Finance Systems</u>			
	<u>Rialtas</u>	<u>AdvantEdge</u>	<u>Scribe</u>
<u>Year 1</u>			
IT costs	£5,600.00	£2,362.00	£2,634.00
Training	£1,500.00 (3 days training)	£246.00 (3 hours training)	£0.00 (free online training)
<u>Year 2 / ongoing</u>			
IT costs	£3,093.00	£1,212.00	£1,536.00
<u>Facilities Booking Systems</u>			
	<u>Rialtas</u>	<u>AdvantEdge</u>	<u>Scribe</u>
<u>Year 1</u>			
IT costs	£1,200.00	£401.00	£588.00
Training	£500.00 (One day training)	£164.00 (2 hours training)	£0.00 (free online training)
<u>Year 2 / ongoing</u>			
IT costs	£444.00	£319.00	£588.00
Total costs – Year 1	£8,800.00	£2,763.00	£3,222.00
Total costs – Year 2 / ongoing	£3,537.00	£1,531.00	£2,124.00

Please see below for a summary of the available budgets:

2024/25 Available Budgets (year 1):

STC IT budget: £2,000

STBF GH IT budget: £3,200

STC Training budget: £1,000 *

STBF GH Training budget: £1,000 *

* The Training budgets above are the total staff training budgets in 2024/25.

Total: £7,200

The 2024/25 budgets would accommodate AdvantEdge or Scribe Finance and Bookings systems.

To purchase Rialtas Omega Finance and Bookings, the minimum of £1,600 would need to be found. This could be ringfenced from the 2023/24 current IT Expenses underspend in the Sandwich Town Council account which is expected to be £5,000.

Please note that year 2 costs could be budgeted in 2025/26 onwards once a system is chosen.

Summary

Having looked again at these systems, I believe that Rialtas Omega Finance is most suited to Sandwich Town Council and Toll Bridge Fund's needs. It is the most robust system with the best reporting, and the Facilities Booking system would meet the Guildhall's requirements.

AdvantEdge would also be suitable, although this is a smaller system. It has some functionality advantages over Rialtas Omega Finance, but overall is not quite as robust, and the reporting may not be as advanced. It also has obvious cost advantages when compared with Rialtas, Omega Finance.

Scribe, whilst being the most user-friendly, sadly I believe is better suited to smaller towns and parishes, and it's booking system, whilst it is more advanced in some ways, is focused on customers remotely booking rooms without consultation with the venue, and although this could work for some rooms, I believe wouldn't work for the Guildhall overall.

Attached to this report are also:

- A table summarising the functions of each software package.
- Comments from town councils in Kent regarding their experience of each.

Recommendations:

- **Please can Members decide which Finance Software system to Recommend purchase of, to be used by Sandwich Town Council and Sandwich Toll Bridge Fund.**
- **Please can Members decide if they are happy to also Recommend purchase of a Facilities Bookings system from the same software company, in order to streamline Guildhall bookings and invoicing.**

Function	Rialtas Omega Finance	AdvantEdge	Scribe
Complexity of System	Most Complex	Less Complex	Least Complex
Training provided	3 days	3 hours + free webinars	Free webinars only
Computer Network	Cloud hosted	Cloud hosted	Fully cloud based
Produces Income and Expenditure Report	Yes	Yes	Yes
Produces Payment Schedule	Yes	Yes	Yes
Produces Actuals V Budget Reports	Yes	Yes	Yes
Budget Setting / Monitoring	Yes	Yes	Yes
Phased Budget Facility	Yes	New module being started April 2024	No
Helps to produce accruals for I & E accounts	Yes	Yes	Yes
Bank Reconciliation	Yes	Yes	Yes
Reserves Facility	Yes	Yes	Yes
Asset Register Facility	Yes	Yes	Yes
Produces full Profit & Loss accounts for Charity	Yes	No	No
Produces ABAR and year end reports	Yes	Yes	Yes
Reports exports to Excel	Yes	Some reports	Yes
VAT return (in STC / STBF's case - VAT125 return)	Yes	Yes	Yes
Making Tax Digital Facility (if STC / STBF were to become VAT registered)	Yes	Yes	Yes
<u>Facilities Bookings</u>			
Facilities Bookings	Yes	Yes	Yes
Room hire links to Sales Ledger in Finance module	Yes	Yes	Yes
<u>Other Useful Modules Available</u>			
Allotments	Yes	Yes	Yes
Assets Manager	Yes	Yes	No
Markets and Events	No	Yes	No

and Specific Requirements

Comments from Local Councils

RIALTAS OMEGA USERS:

Finance Package: Rialtas Omega

Precept Level: MEDIUM

Comments:

RFO has been using the package for the last 6 years and would highly recommend. It works perfectly for bookings, and they like how you can give different levels of access for different staff, but the bookings calendar can be seen by all staff. They feel it is a good fit for a Council of their size, and Rialtas are always improving the package. Also use the Facilities Booking Management and Asset Management add on.

Finance Package: Rialtas Omega

Precept Level: MEDIUM

Comments:

The Clerk is very happy with the reports it provides and finds the package easy to use.

Finance Package: Rialtas Omega

Precept Level: LARGE

Comments:

RFO would highly recommend.

Good system which makes year end easy to do.

Also use the Facilities Booking Management and Allotment Management add on, which they say is simple to use.

ADVANT EDGE USERS:

Finance Package: AdvantEDGE

Precept Level: LARGE

Comments:

RFO has used AdvantEdge for approximately 10 years.

The package works for what they need, although can be a little complicated to use. Not fully cloud based.

They do not use the system for invoicing or bookings.

Finance Package: Previously AdvantEDGE now Scribe.

Precept: MEDIUM

Comments: RFO has used AdvantEdge for 20 years.

The system is best for larger Councils with complicated finances.

Did find the customer service department difficult to get hold of.

Doesn't feel like AdvantEdge are investing or moving the finance package forward.

Also used the Facilities Booking Management add on.

Would recommend AdvantEdge over Scribe.

Social Media response (Clerks Facebook page):

"I have used AdvantEdge for the past 14 years. Would highly recommend. The year end process is very easy to understand.

PRECEPT LEVEL:

LARGE: OVER £1,000,000

MEDIUM: £500,000 - £1,000,000

SANDWICH TOWN COUNCIL 2024/25 PRECEPT: **£301,864.59 (BUDGET £461,647)**

SANDWICH TOLL BRIDGE FUND 2024/25 BUDGET: **£414,490.00**

Report to Councillors and Members of: STC
Meeting scheduled for 26th February 2024
Report from: Town Clerk
Date: 21st February 2024
Subject: Bulwarks Play Area and Draft SLA with DDC for Two Play Areas
Classification: General

Purpose of report:

To request that Council consider a request from DDC to contribute to the partial refurbishment of the Bulwarks Play Area following the the Finance and General Purposes Committee who have carefully considered and recommend supporting the project. To consider the terms of the SLA for Poulders Gardens and the Bulwarks Play Areas (this was previously agreed in 2017 and the broad terms are not likely to change but the fees will need to be re-negotiated).

Content:

Dover District Council holds £15,000.00 as a contribution towards improvements at the Bulwarks Play Area, this was a compensation payment from Southern Water. Dover District Council officers have requested £30,000.00 from DDC's Medium Term Financial Plan, this will be considered as part of the DDC Full Council meeting on 6th March as part of the budget setting process.

If this request is successful and approved this would secure a budget of £45,000.00 which is hoped to be enough to replace the wooden multiplay unit and arc bridge with a new multiplay feature. Also, potentially some minor improvements such as refurbish the swings and add some smaller ancillary equipment pieces where budget permits.

There is an opportunity for the Town Council to make a financial contribution to request to replace particular items of equipment or undertake a more comprehensive renovation. Any proposals would be subject to review with all key stakeholders once a budget is secured. If the Town Council contributes, then the Town Council could nominate one Town Councillor to be part of the process and speak for STC and be involved throughout development and delivery of the project.

The Town Council has funds in the budget for this year which amount to £6,600.00 for a contribution to DDC for a potential service fee for any agreed Service Level Agreement. The budget amount of £6,700.00 is incorporated in next year's budget for a potential service fee for an SLA – this gives a combined amount of £13,300.00.

In summary, any STC contribution would help to broaden the project options and deliver more than a partial refurbishment. Financially it is always better to deliver a project as a whole rather than over a few years given the rising costs of labour and materials and the potential duplication of site set up costs each year.

The Finance and General Purposes Committee support the proposal to contribute £13,300.00 as a capital payment towards the Bulwarks Play Area partial refurbishment project.

The second part of this report relates to the Service Level Agreement that lapsed in 2019/2020. The original SLA dated 01.08.2017 is attached as Appendix 1. The Council are asked to consider if they support negotiations commencing with DDC to renew the SLA that relates to Poulders Gardens and The Bulwarks Play Areas. The initial indications from DDC are that the broad terms are proposed to remain the same and there needs to be negotiations around the service fee if STC are content to continue with the partnership arrangement.

Recommendations:

The Council to consider whether they agree to a financial contribution from STC to DDC to be used for any proposed Bulwarks Play Area partial refurbishment. The Council to consider if the amount of £13,300.00 set aside in budgets for a potential SLA be used as a capital contribution to a partial refurbishment of the Bulwarks Play Area (if this is the recommendation any subsequent agreed SLA service fee would need to be negotiated to potentially commence in 2025/2026); recommendation from F&GP Committee.

The Council to consider if they support negotiations to commence with DDC to potentially renew the SLA for Poulders Gardens and The Bulwarks Play Areas with a view that any SLA service fee to be paid from 2025/2026.

The Council to consider appointing a Councillor who would be involved and SPOC for STC if they are a stakeholder in the proposed project.

Report to Councillors and Members of: Sandwich Town Council

Meeting scheduled for 26th February 2024

Report from: Town Clerk

Date: 21st February 2024

Subject: Guildhall Square/Forecourt and Hire

Classification: General

Purpose of report:

To consider the draft updated hire agreement community/commercial events for the Guildhall Square/Forecourt.

Content:

The Council agreed to adopt a hire agreement for events on the Guildhall Forecourt/Square in December 2023. Following further feedback, it was agreed that the hire agreement should be reviewed for 2024 to enable event organisers to adapt to the new proposed fees.

Recommendations:

Members are asked to adopt revised hire agreement for this year for events on the Square/Forecourt and that the process is to be reviewed again in the autumn of 2024.

CONDITIONS FOR COMMUNITY & COMMERCIAL HIRE OF THE GUILDHALL SQUARE/FORECOURT, SANDWICH, KENT

Application for use of Square/Forecourt

Permission to use the Guildhall Square/Forecourt for any purpose can only be granted by the Sandwich Town Council.

A written request should be sent to the Town Clerk for use of the Guildhall Square/ Forecourt, you should detail the purpose, period of hire, and any extra provisions:

Sandwich Town Council
Guildhall
Cattle Market
Sandwich
Kent
CT13 9AH
Email. townclerk@sandwichtowncouncil.gov.uk

Hirers must provide a copy of their Public Liability insurance and any other necessary certificates and licenses. Please note that completion of our form does not constitute a confirmed booking. Until you receive a confirmation from the Town Council, this remains provisional. Commercial and semi-commercial hirers must provide an official purchase order where relevant before confirmation can be sent.

Conditions of Hire

1. The Guildhall Square/Forecourt

The area of the Guildhall Square/Forecourt is that which is laid with York stone and setts. The Ancient Highway must not be obstructed in any way.

Use of the covered outside the main entrance to the Guildhall building is only with prior approval of the Town Clerk. The loading areas are the responsibility of Kent County Council (KCC), the hirer should contact either KCC directly or via Dover District Council if they wish to request use of them. The access route to the Age Concern Centre and Watts Yard must never be obstructed, this route is enforced by Dover District Council and Kent Police.

Hirers must be aware that they may be required to share the Guildhall Square/Forecourt with other hirers. You must be courteous of other users of the Guildhall Square/Forecourt and hirers of the Guildhall building; any disputes may result in the Town Council refusing to allow you access to the Guildhall Square/Forecourt in the future.

2. Risk Assessment & CRB Checks

It is the responsibility of the Hirer to conduct a risk assessment for their event and they should produce an Event Management Plan to cover the event. The

Hirer should also ensure that suitable Disclosure & Barring Service (DBS) checks are in place when minors are to be in attendance.

3. Use of Electricity

Access to electricity may be possible, with prior agreement of the Town Clerk. The hirer of the Guildhall Square/Forecourt should provide the necessary electrical safety certification to enable them to use the electrical supply and installation/ use needs to be undertaken by a suitably competent individual. Supply of suitable electricity cables and any other equipment is the responsibility of the Hirer, who should take all responsibility for their safe usage.

4. Hirer

The Hirer should always remain in charge of the event. The Hirer will be responsible for:

- The efficient supervision of the event.
- The effective control and safety of all people attending the event.
- The preservation of good order and decency on the Guildhall

Square/Forecourt.

- Contacting the emergency services and Guildhall staff, as necessary.
- Being courteous to other users of the Guildhall Square/Forecourt and the Guildhall building.

5. Decorations & Advertising

No posters, boards, notices, signs, flags or other emblems or advertisements are to be displayed inside or outside any part of the Guildhall building without the previous consent of the Guildhall staff.

No posters, boards ,signs, flags etc. to be attached or fixed to any part of the Guildhall building by means of bolts nails tacks screws pins or otherwise.

Fly posting is not to be conducted in contravention of the Town and County Planning legislation.

All advertising material for any event to be held at the Guildhall shall be subject to the prior approval of the Clerk to the Council and any failure to obtain such prior approval shall entitle the Council to cancel the hiring and retain the whole of the fee.

6. Alcohol Licence

The sale and consumption of alcohol is not permitted on the Guildhall Square/Forecourt. If the intention of the event includes the sale and consumption of alcohol this must be agreed by both the Town Council and Dover District Council. A Temporary Event Notice will then need to be arranged by the event organiser with Dover District Council. Confirmation from Dover District Council that the Temporary Event Notice has been accepted will need to be brought to the Town Clerk, prior to the event.

7. Conveniences

There are no public conveniences available in the Guildhall for events held on the Guildhall Square/Forecourt.

8. Caretakers

The Guildhall staff caretakers do not have a duty to stay and monitor events on the Market Square, this is the responsibility of the Hirer. In the event of a problem the Caretakers should be contacted via their mobile phones, numbers of which you will be supplied with.

9. Liability

The Town Council will not be liable for death or injury to any person either attending or associated with the event or for any losses, claims, demands, actions, proceedings, damages costs, expenses or other liability incurred by the Hirer in the exercise of the rights granted by the Agreement ,except where such death injury or loss is due to the negligence of the Town Council.

The Council will not under any circumstances accept responsibility or liability in respect of any damage to or loss of any goods articles or property of any kind brought onto the Guildhall Square/Forecourt by the Hirer for their own purposes or by any other persons or left or deposited with any Officer or employee of the Town Council.

All personal possessions are left entirely at the risk of the Hirer and guests.

The Town Council will not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or act of God which may cause the Guildhall Square/Forecourt to be temporarily closed or the hiring to be interrupted or cancelled.

The Council gives no warranty that the Guildhall Square/Forecourt is legally or physically fit for any specific purpose.

10. Cancellation

If the Hirer wishes to cancel the hiring in whole or in part the Hirer must give to the Town Council notice to that effect at the earliest opportunity.

The Town Council may cancel the hiring of the Guildhall Square/Forecourt if it is rendered unusable for an event. The Hirer will be informed at the earliest opportunity. The Town Council is not liable to the Hirer in the event of cancellation for this reason.

11. Furniture

The Hirer must provide their own furniture, such as tables and chairs.

12. Rubbish, Refuse Collection and Surface Damage

The Hirer has responsibility for clearing and cleaning the Guildhall Square/Forecourt immediately after the event. Collection of refuse waste

must be arranged directly with Dover District Council or other registered and suitable refuse waste carriers. If there is a charge for collection of rubbish and refuse this is the liability of the Hirer and not the Town Council.

13. Breach by the Hirer

If the hirer is deemed to be in breach of any of the conditions detailed in this document the Town Council may charge to and recover from the hirer any expenses incurred by the Town Council in remedying any such failures including the cost of employing attendants, workers, cleaners, or other persons as maybe appropriate.

If you are found to be conducting business on the Guildhall Square/Forecourt that has not been agreed, you will be in breach of this contract.

14. Complaints

Any complaint arising out of the hiring must be made in writing to the Town Clerk within 5 working day after the expiration of the period of hire.

15. Fees

The fees for event hire are detailed below:

For 2024 the concession to be agreed for events is that they must prove they are not profit making

Charity or Community Events – Evidence will be required such as charity registration or community status registration such as CIC or CIO. In addition, an Unincorporated Community Association or Community Benefit Society will be considered for the lower fee.

In all cases the applicant(s) must provide a copy of their constitution that has been formally adopted by its members, a copy of their latest AGM minutes and a copy of the latest two sets of audited or independently examined accounts, as appropriate.

Single pitch/ stall: minimum £10 fee, but to be agreed with Town Clerk

Community or Charity event - £25.00 – requirement of a deposit depending on the event.

Commercial Events

Single pitch/ stall: minimum £25 fee, but to be agreed with Town Clerk

Small Commercial event half day or full day - £75.00/£150.00 – Deposit £150.00

Large Commercial event half day or full day - £150.00/£300.00 – Deposit £250.00

Please be advised that a deposit will be required for the commercial hire of the Guildhall Square/Forecourt for an event. Deposits are refundable provided no damage or cleaning issue arises or is caused to the site or no

costs are incurred by the Council such as cleaning or refuse collection or an increased electricity charge.

Agreement

Town Clerk:

Date:

Signature:

Hirer:

Date:

Signature:

Useful Event Management Contact Details

Town Clerk

Gill Gray 01304 617197

Guildhall Caretakers

Simon Cursons 01304 617197

John Barclay 07852 684321

Guildhall Office

Telephone 01304 617197

Email enquiries@sandwichtowncouncil.gov.uk

Kent County Council

County Hall, Sessions House, Maidstone, ME14 1XQ, tel. 03000414141

Dover District Council

White Cliffs Business Park, Dover, CT16 3PJ, tel. 01304 821199

Event Planning Applications

Events Co-ordinator

Property Services

Tel. 01304 872458

Email. communityandleisure@dover.gov.uk

Temporary Events Notices (TENs for licensable activities)

Licensing Office

CT16 3PJ

Tel. 01304 872295

Email. licensing@dover.gov.uk

Out of Hours (for weekend street cleaning issues): 01304 821199

Report to Councillors and Members of: STC

Meeting scheduled for 26th February 2024

Report from: Town Clerk

Date: 21st February 2024

Subject: Weekend Market Enquiry for 2024

Classification: General

Purpose of report:

To request that Council consider an enquiry for a three day Market Event for 22-24.03.2024. There is a potential enquiry from the same company for a Food Fayre in May 2024 which is proposed to be held on the Guildhall Forecourt/Square.

Content:

A company Market Square Group (their marketing brand is Zoom Events) has approached STC and are enquiring about hosting events on the Forecourt/Square. They are a commercial company and therefore the higher rate fees would apply for any event that they deliver on the site.

This is a brief overview of who they are:

WELCOME TO THE MARKET SQUARE GROUP

Market Square Group was formed in 2008, dedicated to delivering street markets with a festival feel. Since then, we have diversified to develop a range of events for all seasons, promoting them to the public through our marketing brand ZOOM EVENTS - www.zoomevents.co.uk

Whilst we continue to deliver markets to towns and cities, our Spring, Summer, and Autumn schedule focuses on green space festivals where food, drink, crafts, clothing, and accessories come together at venues close to urban centres. These family friendly events are held in spaces familiar to, and cherished by, the local community.

From the outset we wanted to provide trading forums for an eclectic range of ethical products from fair trade clothing to homemade foods to handmade crafts and, as our events portfolio builds, this continues to be our principal aim. Hard won experience has taught us the basics in how to create trading opportunities while some original thinking has made our events highly successful by offering a safe, unique, informal, and highly inviting environment for the visiting public.

You can expect colour, vibrancy, and entertainment for a range of ages, at our events, but you can also count on the fact that we never forget our responsibility to you, the businesses that pay our rents and concession fees.

So, if you want to work with a well organised, experienced, and forward thinking themed events provider, you have come to the right place. Our success depends upon your success - we all play our part in getting these shows on the road.

They propose the following for the March event:

March – We would bring quality craft and grocery traders, with a small selection of hot food traders. Subject to space we may look to include a small bar and a couple of children's rides, but these elements would be complimentary rather essential.

The Town Clerk seeks the support of the Council to accept the potential booking and having approached two towns, including Deal there are positive reports and experience from hosting the company on site for their events.

Recommendations:

This is an enquiry for a commercial booking on the Forecourt/Square and is an opportunity to generate income. Town Clerk seeks support to accept the booking as a trial event.

Report to Councillors and Members of: STC
Meeting scheduled for 26th February 2024
Report from: Town Clerk
Date: 21st February 2024
Subject: Monks Wall NR Proposed Activities for 2024
Classification: General
Purpose of report:
To request that Council consider a report that is recommended by the Monks Wall NR Committee to be received. The expenditure recommendations from the Warden for activities proposed for 2024 are supported by the Monks Wall Committee.
Content:
Following the Monks Wall NR Committee meeting the report from the Warden was received and fully supported. The actions and activities are supported by the Committee which includes the proposed expenditure from the Monks Wall Reserve budget of approximately £30,950.00. The balance as at 31.12.2023 - £56,042.43. Members are asked to agree the planned actions and activities for the Monks Wall NR for 2024 and agree the expenditure.
Recommendations:
The Council to agree the planned actions and activities for the Monks Wall Nature Reserve for 2024 and agree expenditure of approximately £30,950.00 from the Monks Wall Reserve budget.

SANDWICH TOWN COUNCIL

MONK'S WALL NATURE RESERVE

WARDEN'S REPORT SEPTEMBER 2023 TO MID-JANUARY 2024

A. **VISITS:** visits were made on 33 occasions from September 2023 to January 10th 2024, averaging 11 visits per month. Total hours on site in the period were 61.5, averaging about 20.5 hours per month.

MANAGEMENT NOTES:

1. The **programme of works** paid for by the Countryside Stewardship capital fund was put into place in September-October 2023. The work was completed very satisfactorily by the contractors, (MRF Contracting of Birchington), over a period of several weeks, and supervised by me. A claim was submitted in January 2024 by Mark Chandler on behalf of STC to recoup the money from the Rural Payments Agency (RPA).

2. The work involved:

- The excavation of a 'scrape' (a shallow lake) of approximately 1 hectare in the main area of the Reserve (Compartment 3).
- Clearance of invading scrub at the margins of Compartment 3.
- De-silting of ditches around Compartment 3.
- Construction of a small earth bridge, with culvert, linking Compartment 3 to a small island area.

(The ditch maintenance work is now completed for the main areas of the Reserve and should not need further expenditure for several years).



Bulldozer excavating the new 'scrape', October 2023.

3. As a separate item of work, a different firm of contractors (Rhino) were also on site in September 2023 to clear invading hawthorn and bramble scrub from the pastureland in Compartment 4 (the Monks Way Fields). This operation is done every few years.

4. A **useful meeting** was held in November 2023 between several Councillors, the Town Clerk, myself and two local managers from the Environment Agency. This meeting clarified a great deal about respective interests and priorities between the EA and the management of the Reserve.
5. Personnel from the **Environment Agency** were on site from mid-November 2023 to the end of the year. They were working on thinning out the hedgerow which lines the base of the spillway section of the river flood bank. This is to improve throughflow in the event of a storm surge and the river over-topping its banks.
6. I put the winter regime for **water control in Compartment 3** in place from November onwards with water being allowed to flood the new 'scrape', ditches and adjacent fields to a depth of about 30 cms. in places. This is to benefit wintering wildfowl. The water level will be progressively lowered from February 2024 onwards, in preparation for the bird breeding season.
7. Apart from occasional littering at the entrances, the whole Reserve remains **largely free of any vandalism**.
8. The road drains at the entrance to **Stonar Copse (Compartment 5)** had again silted up with leaf litter and road run-off. I cleared this debris in early January 2024.
9. The **Five-Year Management Plan** for the Reserve was last worked on in 2017 and is now overdue for revision (see below).

C. HEALTH AND SAFETY ISSUES

There are no H and S issues to report.

D. VISITORS TO THE RESERVE:

1. There continues to be **steady but light use of the Reserve by members of the public**. Originally, most visitors seemed to be walking in from the Stonar end but now more have discovered the official car park by the A256. Once the winter rains set in, almost all the footpath along the river bank and the Monks Wall becomes very muddy underfoot and in one place it is impassable without wellington boots.
2. The visitors that I have met have all **stated their appreciation of the site**.
3. The Reserve is now covered by a PSPO which **forbids the walking of dogs** and this has largely been observed by members of the public.
4. I have occasionally met with **Environment Agency personnel, or contractors employed by the EA**, doing their own work on the embankment areas of the Reserve.

E. RESERVE VOLUNTEERING

1. Two members of the public give me regular and helpful feedback on their wildlife observations and other minor issues which they have noticed while walking around the Reserve. One of them also helps with such issues as litter clearance. I also get regular inputs

on bird and other wildlife observations from other people who visit the site. The bird records are automatically uploaded to national and county-wide data bases.

2. There is no formal volunteer conservation group (such as at Gazen Salts Nature Reserve) but it is planned that the local 'tree group' will be on-site in February or March to do maintenance on hedgerows which they planted in 2022-23.

F. WILDLIFE NOTES WINTER 2023 – 2024:

1. The main importance of the Reserve during the winter months is to provide a **safe refuge for wintering wildfowl and wading birds**. The construction and flooding of the 'scrape' has had an **immediate effect in attracting more wildfowl to the Reserve**. The main species involved is the Eurasian Teal, spending the winter here away from their breeding grounds in eastern and northern Europe and Russia. Up to 240 birds have been counted which represents a **100% increase on previous maximum counts**, along with increased numbers of Northern Shoveler and other duck species such as Mallard, Eurasian Wigeon and increased numbers of gulls of various species.

2. Grey Heron and Little Egret are present at almost all times and other water birds include Little Grebe, Coot, Moorhen and Water Rail.

3. Birds of prey are a feature of walks around the Reserve on most visits, with Common Buzzard and Kestrel normally being present and occasional sightings of Marsh Harrier and Sparrowhawk.

4. On a non-bird issue, it seems that the Gazen Salts **beavers** are also visiting the Monks Wall side of the river since 'beaver trails' have been identified leading through the river bank reed beds.

G. SUGGESTED MAJOR ACTIONS AND ACTIVITIES FOR 2024, WITH INDICATIVE COSTINGS:

1. **Revise the Management Plan** (last updated in 2017). (£400)
2. Further excavation in September 2024 of another 'scrape' in the N.W. section of **Compartment 3 and minor modifications to existing scrape margins**. (£8000)
3. If this 'scrape' is approved, install another **bird hide** overlooking it. (£15,000)
4. **Improve footpath at base of the A256** to allow winter pedestrian access around the circular Reserve route without the need for wellington boots! This could be included within the cost of 2, above, by moving excavated spoil to build up the level of the footpath.
5. **Reinstate circular footpath in Compartment 1**. (£3000)
6. Upgrade condition of areas around **several of the internal field gates** by addition of hardcore. (£2000)
7. Check all **stock fencing** for rotted posts, broken wiring etc and replace where required (£500)

8. Upgrade **surface of main car park** by raising and topping with hardcore. (£2000)
9. **Publicise the Reserve** through a link from the STC website and production of a publicity leaflet (and/or via social media?) (£250)

NOTES ON INDICATIVE COSTS:

- Total: **£30,950**
- The costs of these proposals would need to be met by internal funding, although the Environment Agency might be persuaded to contribute towards items 4 and 8.
- Obviously, firm quotes would need to be obtained before confirmation that the work could go ahead. Most of the local contractors likely to be approached could undertake the bulk of the work themselves.
- I believe that the Reserve budget is currently in balance to the sum of approximately £40,000. Assuming that the RPA pay in full on STC's claim for the capital works done in September 2023, a further £38,500 will be forthcoming from them.
- Items 3, 4 and 5 constitute the bulk of the work and would need to be done in the late-August to late-October period, at the end of the bird breeding season.

Ken Chapman (Warden, Monks Wall Nature Reserve),

January 11th 2024



Eurasian Teal, Monks Wall NR, December 2023

Report to Councillors and Members of: STC
Meeting scheduled for 26th February 2024
Report from: Town Clerk
Date: 21st February 2024
Subject: Metal Detecting Requests
Classification: General
Purpose of report: To request that Council consider one request and one tentative enquiry for permission to undertake metal detecting on Cow Leas Meadow.
Content: The Town Council has received one formal request and Members are asked to consider whether permission should be given to the individual to use a metal detector on Cow Leas Meadow. The Sandwich Town Council metal detecting policy is attached as an appendix to this report.
Recommendations: The Council to consider if the request to metal detect on Cow Leas Meadow is granted permission as per the metal detecting policy.



Dover
Kent

Mobile
Email

29th November 2023

Dear Gill,

Many thanks for your reply to my request to potentially gain permission to detect on Sandwich Town Councils land with a view to recover artefacts of local and national historical importance.

My research area I have in mind which is documented under Historic Environment Records (HERS) by Kent Archaeology Society is Cows Lees Meadow at CT13 9JP – OS Ref TR329579 (the 3.4 approx acre area outlined blue on the enclosed satellite image) which I understand the Town Council is freeholder to. This land is deemed a Medieval Fair Site within the record but has no structure beneath the land for archaeological significance that I can deduce nor any further investigations have been mentioned.

There is currently only a Grass Assemblage designation from DEFRA which covers the entire area of Sandwich itself and no protected status generally. My excavations will be shallow and returned to their original state in accordance with the NCMD code of conduct of which I am a fully paid member and have £10 million of public liability insurance attached.

2

I have an account with the Portable Antiquities Scheme and record everything over 300 years old.. I also have been invited by the British Museum to be a mentor for imaging and recording amongst the Kent communities which I intend to devote time to to assist others which is so important to the database.

Any artefacts I recover I would love to put on show locally at the Guildhall Museum which I believe is so important to let others see them.

Please feel free to call or email with any questions.

I've attached a couple of images of my very recent finds at Worth a 14th century buckle plate with a nice green patina and a bronze sword pommel quite encrusted dated between 1250 and 1500AD.

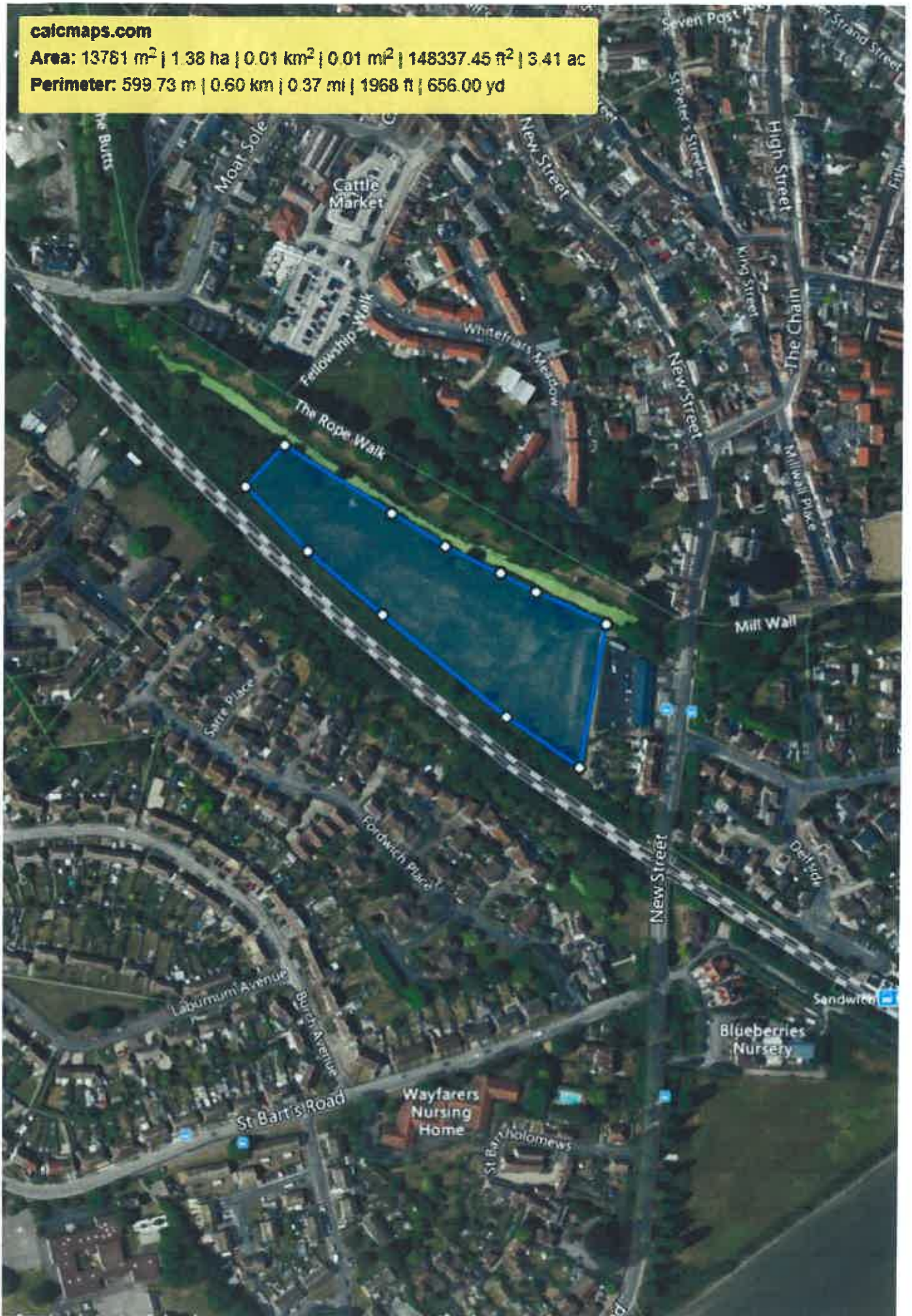
Yours Sincerely



calcmaps.com

Area: 13761 m² | 1.38 ha | 0.01 km² | 0.01 mi² | 148337.45 ft² | 3.41 ac

Perimeter: 599.73 m | 0.60 km | 0.37 mi | 1968 ft | 656.00 yd



SANDWICH TOWN COUNCIL / SANDWICH TOLL BRIDGE FUND

POLICY STATEMENT ON METAL DETECTING

1. Introduction

(1) From time to time, Sandwich Town Council / the Trustee of Sandwich Toll Bridge Fund may receive requests for permission from individuals or organisations wishing to carry out metal detecting on land owned, leased or managed by the Council / Charity. This document sets out the policy of the Council / Charity regarding such requests and is effective from the date that it is adopted. It supersedes any previous arrangements that may have existed and any such arrangements made between the Council / Charity, its tenants and / or other persons or organisations will cease to have effect from the date of adoption of this policy.

(2) Local authorities have the power to ban metal detecting and other activities through the use of byelaws. In the absence of any such byelaws or other specific restrictions on metal detecting on land owned, leased or managed by the Council / Charity, the use of metal detectors on such land is regulated by this Policy.

2. Policy

(1) In general, metal detecting is not permitted on any land owned, leased or managed by Sandwich Town Council / Sandwich Toll Bridge Fund – including any land to which the public has a right of access.

(2) Any proposal to carry out metal detecting on land owned, leased or managed by Sandwich Town Council / Sandwich Toll Bridge Fund will only be considered where detecting will form part of an appropriate programme of research. Persons or organisations wishing to carry out such research will need to apply in writing to Sandwich Town Council / the Trustee of Sandwich Toll Bridge Fund for permission to use a metal detector as well as to undertake associated survey work on land owned, leased or managed by Sandwich Town Council / Sandwich Toll Bridge Fund (permission for such activity may not be given by an individual councillor nor by any tenant of land owned by the Council / Charity). Permission will only be given on the understanding that the primary aim of allowing surveying / detecting is the gathering of information on the archaeology of the land in question.

(3) Any individual carrying out metal detecting on land owned, leased or managed by Sandwich Town Council / Sandwich Toll Bridge Fund shall hold a current National Council for Metal Detecting [NCMD] membership card showing details of their £10,000,000 Public Liability Insurance cover. Any organisation carrying out metal detecting on land owned, leased or managed by Sandwich Town Council / Sandwich Toll Bridge Fund shall hold Public Liability Insurance to the same level.

(4) Any individual or organisation carrying out metal detecting on land owned, leased or managed by Sandwich Town Council / Sandwich Toll Bridge Fund shall always observe and adhere to the Code of Conduct as set out by the NCMD which is a condition of membership and includes reference to the voluntary Code of Practice for Responsible Metal Detecting.

(5) Any individual or organisation carrying out metal detecting on land owned, leased or managed by Sandwich Town Council / Sandwich Toll Bridge Fund shall strictly observe and adhere to any guidelines or special conditions and area boundaries, which may be set out by

the Council / Charity and/or its tenant(s) from time to time and to any terms and conditions with respect to metal detecting access specified in agri -environment agreements which may cover all or part of the said land.

(6) Any individual or organisation carrying out metal detecting on land owned, leased or managed by Sandwich Town Council / Sandwich Toll Bridge Fund shall record finds on the said land with third parties including the Portable Antiquities Scheme [PAS], Historic Environment Records [HER] or any museum service only after gaining the appropriate permission of the Council / Trustee to do so and then to an accuracy of findspots that all parties are comfortable with. All parties must abide by the terms and conditions of any agri-environment schemes that specify mandatory reporting of all finds made on land covered by such agreements with the PAS.

(7) All treasure as defined by the Treasure Act 1996, together with any artefacts including, amongst others, metal objects (including coins, weapons and jewellery etc.), worked flints, pottery, building materials, slags and worked bone found on land owned, leased or managed by Sandwich Town Council / Sandwich Toll Bridge Fund shall remain the property of the Council / Charity or the Council's / Charity's landlord (depending on the wording of the tenancy agreement) respectively. The rules and procedures as set out in the Treasure Act 1996 will need to be followed and complied with (see <https://finds.org.uk/treasure> for further information).

(8) Tenants of land owned by Sandwich Town Council / Sandwich Toll Bridge Fund will be provided with a copy of this Policy and will be made aware that it is their duty to ensure that its details are complied with.

*Approved by Sandwich Town Council & the Trustee of Sandwich Toll Bridge Fund
30th November 2015*



Sandwich Town Council and Toll Bridge Fund

Volunteer Policy

Adopted:

Review:



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Policy

1) Introduction

Sandwich Town Council (STC) and the Sandwich Toll Bridge Fund (STBF) recognises that volunteers play an important role in volunteering alongside our staff, supporting services, events, and activities throughout Sandwich. By expanding volunteering within our services, we have an opportunity to promote health, wellbeing, and social value, be more inclusive, collaborative, and accountable to our community and service users.

We acknowledge the valuable contribution that volunteers make to improving and boosting our services. STC/STBF is committed to ensuring that its own volunteers are given a rewarding experience and that the wider community gains from high standards of practice by the volunteers supporting STC/STBF.

STC/STBF benefits regularly from volunteers' time, energy and skills and this document outlines the principles on which these invaluable relationships are based. It also gives basic information for anyone who is volunteering with STC/STBF.

2) Policy Statement

A volunteer is someone who contributes their time, skills, and experience freely in the support of the delivery of services to the community. Volunteers provide added value to our services and are not a replacement or substitute for paid employees.

There are occasions when STC/STBF may enter into a Partnership with a group of volunteers and a Service Level Agreement will be drawn up between STC/STBF and the relevant volunteering group.

STC/STBF acknowledges the significant role that volunteers play both in supporting service delivery and the role of volunteering in promoting community wellbeing. The council is seeking to offer a wide variety of volunteering opportunities across numerous services for people with particular skills, experience, or interests. These opportunities may be for short periods, but some may develop into enduring relationships between particular volunteers and the Council. STC/STBF is committed to ensuring that consistent standards are applied to volunteering opportunities with STC/STBF. STC/STBF will:

- Define and agree the scope of the roles undertaken by volunteers
- Respect the freedom of choice of volunteers about when they engage in volunteering activities
- Provide consistent terms of engagement for volunteers across all STC/STBF services
- Support volunteers to develop their own skills and knowledge, and to help and support our communities
- Support volunteers in ensuring they conduct themselves in accordance with the Council's policies and procedures

3) Scope

This policy applies to volunteers engaged in supporting the delivery of STC/STBF services. Where an organisation/group is managing volunteers that are engaged in supporting STC/STBF, they will assume the role of the supervisor, provide the relevant induction and training to the volunteer/s. They will be responsible for recruitment, any necessary DBS checks, and insurance to cover the volunteering activities. STC/STBF will liaise directly with the coordinator of the volunteering organisation/group and those that do not have their own policy in place will be required to adopt STC/STBF's Volunteering Policy. It does not apply to:

- Work experience, apprenticeships, and student placements;
- Council employees volunteering for other groups and organisations;
- Services delivered by agents of STC/STBF, including contractors, alternate service delivery organisations;
- Volunteers who are active within communities and not managed by STC/STBF services.

4) Corporate Context

Volunteering can happen in many different forms, STC/STBF views all volunteering as a valuable contribution to help support our neighbourhood and community development. Volunteering is an opportunity for residents and service users; to get involved with the work of STC/STBF, be actively empowered and engaged in their community.

Volunteers can make a positive impact on economic, social, cultural, and environmental issues. Empower people and communities to fulfil their potential and contribute to social change. Volunteering can also create a greater sense of ownership of 'bettering' their community. Local people hold the insight and knowledge of local issues which is useful to STC/STBF when planning programmes of work.

Constructive engagement can lead to positive developments in terms of health, job creation, innovation, and crime prevention. Volunteering itself is good for individual health and the more engaged communities are as a collective, the healthier they become socially and economically. Additionally, volunteering can improve both mental and physical well-being and has the potential to tackle inactivity.

Volunteer activity provides a network of social relationships that connect people to each other and their communities. It is this connection that is vital to building democratic, healthy, and self-sustaining communities.

5) Legal

Volunteers will not be used in times of industrial action to do the work of paid Council staff. They may continue with their regular tasks but will not be asked to undertake additional duties.

Volunteers aged 16-18 years

STC/STBF has a duty in relation to Raising the Participation Age. The Town Clerk will need to ensure that all 16 and 17-year-old volunteers have suitable education or training offers. It is therefore important that volunteers working in services within STC/STBF, aged 16 and 17 meet the requirements of Raising the Participation Age.

Before accepting a volunteer application from an under 18-year-old, the Town Clerk must obtain the consent of a parent or guardian. The volunteer supervisor must also provide clear information regarding the activities involved and must be provided to the parent or guardian and the volunteer.

Volunteers who are under 18 years of age must not volunteer before 7am or after 7pm or for more than two hours on any school day or Sunday. Enhanced supervision is required, and robust safeguarding measures must be in place. Volunteers who are under 18 should also have a minimum of 2 weeks free from volunteering activities during the school holidays.

Volunteers in receipt of benefits

It is the responsibility of the volunteer to establish whether volunteering is going to affect their entitlement to any social security benefits. Further advice should be obtained from the Department of Work and Pensions (DWP), Job Centre Plus, or Citizens Advice Bureau. Further advice is available online at <https://www.gov.uk/volunteering/pay-and-expenses>

Insurance

Public Liability – Volunteers operating on behalf of STC/STBF are covered under STC/STBF's public liability policy. This policy provides cover for volunteers against loss or injury caused by negligence on the part of STC/STBF. It also protects the public against loss, injury or damage to property caused by the negligence of anyone acting on behalf of STC/STBF, including volunteers.

However, STC/STBF will require formally recognised groups, committees, and clubs etc. to hold their own Public Liability insurance cover.

Volunteers using their own vehicles whilst on STC/STBF business have the responsibility to ensure that they hold; adequate insurance cover i.e. business use insurance, hold a valid full UK driving licence, the vehicle is taxed, has a current MOT certificate (unless the vehicle is less than three years old), the vehicle is serviced and is maintained to meet statutory legal requirements. The volunteer supervisor must check and record this documentation.

STC/STBF does not provide Personal Injury cover for its volunteers. However, if a volunteer was to be assaulted where STC/STBF are not negligent the volunteer can submit a claim against the CICA (Criminal Injuries Compensation Authority).

All volunteers are responsible for the care of their personal belongings. STC/STBF cannot be responsible nor accept liability for any loss of or damage to a volunteers' belongings.

Volunteers will be required to complete a Volunteer Agreement form before commencing any volunteer role/activity and a copy of the Volunteer Policy will be available for all volunteers to read and understand.

Public Interest Disclosure Act

Volunteers are not protected by the Public Interest Disclosure Act 1998, which covers whistle blowing as part of employment law. Volunteers are not workers within the limited definition in the law but can report any wrongdoing to either STC/STBF's Town Clerk or Mayor. Volunteers are not employees of STC/STBF and therefore will not receive the statutory protection or compensation.

6) Safeguarding

Everybody has the right to be safe no matter who they are or what their circumstances. Safeguarding is about protecting children, young people, and vulnerable adults from harm. STC/STBF has a statutory duty to ensure the safety of children, young people, and vulnerable adults and this extends to the work of all officers, contractors and volunteers undertaking duties on behalf of STC/STBF

STC/STBF also has a statutory obligation to ensure it is suitably checking, vetting, and training its employees, contractors and volunteers who may be in positions of trust or come into contact with children, young people, and vulnerable adults.

Volunteers must also be aware of the councils safeguarding obligations and have received a role appropriate training input alongside any volunteer induction they may undertake.

STC/STBF's safeguarding policy is available from the Town Clerk and sets out the requirements for awareness, training, and vetting.

All Town Council Members and staff intending to work with volunteers must consider the volunteering role within the context of safeguarding the volunteering individual, wider community, and organisation. The role responsibilities should be reviewed with the Town Clerk, prior to any recruitment or appointment to establish whether vetting through the Disclosure and Barring Service (DBS) is required and if so, at what level.

DBS checks will be conducted on any volunteer who in the course of their activity has regular, unsupervised, contact with children or young people. A DBS check will also need to be conducted on volunteers who care for or deal with the personal affairs of any adult.

DBS checks are free for volunteers, however time for applying and processing by the DBS needs to be factored in, which can take up to 12 weeks at busy times.

7) Health and Safety

STC/STBF has a duty of care to avoid exposing our volunteers to health and safety risks. All volunteers will be made aware of our Health and Safety Policy and any practical safety concerns as part of their induction. Volunteers are expected to comply with STC/STBF's Health and Safety Policy and Guidance documents are available from the Town Clerk upon request. All volunteer roles will be risk assessed by their key sponsor/contact or Town Clerk, covering both the tasks involved and the environment in which they will be conducted. In addition, where a volunteer makes us aware of a pre-existing medical condition or disability, an individual risk assessment may also be necessary.

As for paid employees, volunteers will be expected to recognise that they are also responsible for their own Health and Safety and that of those around them. Volunteers will be expected to carry out duties without endangering either their own Health and Safety or that of paid employees, other volunteers, or the general public. Before undertaking any activities, every volunteer should consider the particular health and safety hazards associated with the site/task and whether their individual circumstances and medical conditions expose them to particular hazards. Any accidents or serious injuries must be reported by the volunteer to the Council through their key contact/sponsor or Town Clerk using the appropriate forms.

Some health and safety obligations may seem unnecessary to a volunteer, but their safety is our number one priority, and our staff take their duty of care towards volunteers seriously and act to ensure that our volunteers are not in a position of danger.

8) Equality Act 2010 (The Act) and Public Sector Equality Duty (PSED)

The Council is required to comply with the Equality Act 2010 and the Public Sector Equality Duty (PSED) in the discharge of its functions.

The Volunteer Policy offers opportunities for the Council to discharge its equality duties in:

- 1) Preventing discrimination, harassment, victimisation, and any other conduct prohibited by the Act;
- 2) Advance equality of opportunity between people who share a protected characteristic and those who do not;
- 3) Foster good relations between people who share a protected characteristic and those that do not.

Volunteering offers opportunities for different ages; communities and; disabled/non-disabled people to work together to improve their community, gain and share experience, reduce loneliness and isolation, build confidence, and foster good relations. Volunteering may also offer individuals the chance to participate in public life where participation is disproportionately low and develop experience that can contribute to their Curriculum Vitae and help in gaining future employment.

Volunteers of all backgrounds, ages (subject to the provisions of Sections 5 & 6 of this policy) and ability/disability are welcomed. However, there may be some situations, for reasons of health and safety, where some volunteering opportunities are not suitable for some groups. Each

volunteering opportunity will be risk and equality assessed so that any exclusions are adequately explained and evidenced. Reasonable adjustments for disabled volunteers will be considered in accordance with Equality Legislation.

All staff, Members and volunteers are required to adhere to the council's Equality and Diversity Policy when undertaking work and delivering services on the Council's behalf. Any volunteer conducting themselves in contravention of the Equality and Diversity Policy, i.e. discriminating against, victimising, or harassing a person or group on the basis of a protected characteristic will be subject to Section 17 of this policy.

Volunteers can expect:

- to know what is expected of them
- to have clearly specified lines of support and supervision
- to be shown appreciation
- to have safe working conditions
- to know what their rights and responsibilities are if something goes wrong
- to have access to appropriate training
- to experience personal development through participation
- to confidentiality
- not to be bullied in any way
- not to experience discrimination, victimisation, or harassment

Volunteers are expected to:

- conduct their tasks in a way that supports STC/STBF's Vision, Priorities and Values.
- adhere to relevant STC/STBF policies whilst engaged in volunteering with STC/STBF
- act responsibly and within the law
- operate within agreed guidelines and remits relating to their task
- follow health and safety regulations and instructions
- attend training and support sessions where required
- be reliable
- be honest
- to observe the confidentiality requirements of the council

9) Confidentiality and Data Protection

The expectation is that in the majority of volunteering opportunities, there should not be the need for volunteers to handle sensitive personal data or confidential material.

Supervisors should alert volunteers to their responsibilities, where necessary, under the Data Protection Act 2018, or any successor data protection laws, during induction.

Where confidential material is to be handled by a volunteer, the Council would expect the volunteer to maintain strict confidentiality at all times, and to sign a confidentiality clause to this effect.

Volunteers should regard all information they have access to, or are given as a result of their volunteering, as being restricted unless advised otherwise.

No information should be released to a third party without first seeking the agreement of their supervisor. Where an information sharing protocol has been entered into by STC/STBF, volunteers should not disclose personal details (home address, telephone number etc.) to clients, but should use their business address when an address has to be given.

STC/STBF will fulfil its duty to safeguard the information contained within application forms and records.

The supervisor will safeguard against unauthorised or unlawful processing of personal data, sensitive personal data, and confidential material. This includes any accidental loss, destruction or damage to data and material.

Volunteers may exercise their subject access rights under the Data Protection Act 2018, UK GDPR, or any successor privacy laws, including the right to access their own records.

Volunteers are to comply with the Social Media Policy that has been adopted by the Council/Trustee, a copy to be made available to volunteers who are bound by a volunteer agreement that must be agreed prior to the volunteering activity.

10) Recruitment and Training

Volunteers will usually be engaged through one of two routes. A prospective volunteer may approach a service to offer their time, skills, and for example to gain experience in working in a specific role, or to complete a community aspect to an award e.g. Duke of Edinburgh. Alternatively, a service may identify one or more volunteering opportunities and actively seek to recruit volunteers.

STC/STBF welcomes and respects the breadth of experience, knowledge, skills, and dedication that volunteers bring. All volunteers will be asked to complete our Volunteer Registration Form. Depending on the service and volunteer role you may be asked to provide two references. One of these, depending on the service with which you are volunteering, may need to be from someone that you have had an official relationship with e.g. last employer, college tutor, teacher, doctor, social worker, or religious minister. A second reference may be from a neighbour or friend. Referees should have known you for at least one year and should be from two people to whom you are not related.

If the voluntary role requires training this will be provided at the expense of the Town Council to assist the volunteer in meeting the responsibilities of the volunteering role.

11) Support, Expenses and Supervision

All volunteers will have a supervisor with responsibility for agreeing the scope of their role, providing an induction and appropriate ongoing support, ensuring that volunteers are aware of and operate within the scope of relevant STC/STBF policies and procedures and resolving any issues that arise in the course of the volunteering relationship.

Expenses agreed by the Town Clerk will be reimbursed on the production of a valid receipt. PPE will be provided where required for the voluntary role.

As volunteers are not employees, they are unable to use the Council's Grievance Policy and Procedure. However, they are entitled to use the Council's Complaints Procedure. Complaints by volunteers should be raised in the first instance with their supervisor. Where appropriate, the complaint will be investigated fully by their supervisor, or if the complaint is against their own supervisor, by the Town Clerk and/or Mayor.

If a complaint is brought against a volunteer, this will be investigated by the relevant supervisor. Every attempt will be made to resolve the matter as quickly as possible. If the issue cannot be satisfactorily resolved, then the volunteer may be told their services are no longer required with immediate effect.

Where a criminal offence is suspected, the matter will be handed over to the Police and where appropriate notify the KCC Local Authority Designated Officer.

12) Political Awareness for Volunteers

The Council is led by the decisions of its elected councillors. Volunteers must not use their volunteering activity to further any political aims; to try to influence the Council's decision-making process, particularly in relation to their own activity or role (other than in an official consultation process); or use the volunteering position to influence elected members.

13) Gifts and Hospitality

The giving and receiving of gifts may give the impression of favouritism and could raise expectations. Volunteers must not give or receive personal gifts or offers of hospitality from contractors, clients, staff, or outside suppliers as this could compromise both the volunteer and Sandwich Town Council.

14) Absence

Volunteers are asked to inform their supervisors if they will not be available due to illness, holidays or for any other reason. It is helpful if volunteers can give STC/STBF as much notice as possible so that cover may be arranged. STC/STBF respects that there may be occasions when volunteers may wish to take a break for a period of time and are asked to give as much notice as possible.

STC/STBF has a duty of care to all its volunteers and will request that should a volunteer need to leave early e.g. due to sickness that they notify their supervisor before leaving.

15) Publicity

Photographs are often taken at STC/STBF and these are sometimes subsequently used for publicity purposes. STC/STBF will always give due consideration to an individual's right to privacy and respect before publishing any photographs or featuring any individual in writing. If a volunteer does not wish to be featured in STC/STBF publicity under any circumstances it is the responsibility of the volunteer to inform their direct supervisor.

16) Termination of Activity

The role and the placement of the volunteer may be terminated by STC/STBF or the volunteer with one week's notice or immediately where inappropriate behavior has occurred. In all cases the volunteer is entitled to an explanation of the action taken.

The Council welcomes feedback and encourages volunteers to offer ideas for improvements. Volunteers who choose to stop volunteering at any time will also be invited to provide feedback before they move on, via the end of placement form.

17) Performance & Monitoring Measures

We will collect the following data (via the end of placement form) to measure the outputs and outcomes from this policy:

- Feedback from volunteers who have received training
- Feedback from volunteers on their experiences
- Feedback from STC/STBF Members and Staff
- Informal discussions with individual and groups of volunteers
- Exit interviews, where appropriate with long term volunteers (6 months or more)

Title	Volunteer Policy
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Status	Adopted
Author	Gill Gray – Town Clerk
Approved by	Full Council
Approval date	
Review frequency	STC/STBF is committed to the ongoing monitoring and review of this policy and will carry out a review every two years minimum
Next review date	
Review to be undertaken by	Town Clerk

DRAFT



SANDWICH TOWN COUNCIL RECRUITMENT POLICY

Purpose

Adopted Review Due

- Every recruitment process will be designed with the intention of achieving the selection of the most suitable person for the job.
- All roles to be externally advertised.
- The Town Council is an Equal Opportunity Employer and will always seek to recruit the person most suited to the job in question, irrespective of age, disability, gender reassignment, race, religion/belief, sex, sexual orientation, marriage/civil partnership, or pregnancy/maternity.
- All those involved in the recruitment process will be aware of the Council's Equalities and Diversity Policy and Data Protection policies.
- A professional and consistent approach to recruitment and selection is maintained.

Scope

- This policy applies to all internal and external applicants.

Procedure

Review of role: Before a job is advertised the following will be done:

- A review will be undertaken to ensure that: the role is required; the number of hours of work that are required; that the management arrangements are appropriate, the grade/salary scale is appropriate.
- Once the role is agreed a job description (sets out the main purpose of the job and how it fits into the organisational structure) will be required and a person specification (this defines the attributes, knowledge, skills, experience, and qualifications required or preferred) will be needed.
- The job description for any existing positions will be updated to ensure that it is current and includes the main tasks of the job. In the case of a new position this will be drafted by the Town Clerk and HR Committee.
- The person specification will be drafted or updated to ensure that the qualifications, skills, and experience included are necessary and justifiable as objective criteria for the satisfactory performance of the job.

Advertising

The method of advertising a vacancy will be decided by the Town Clerk. The advertisement will be aimed at as wide a group of suitably qualified and experienced people as possible and will avoid stereotyping or using wording that may discourage particular groups from applying. Vacancies will also be advertised internally to staff.

Applications

Applications will be invited in a written format on the standard Town Council application form. A job pack should be sent to each applicant to include:- job description, person specification, equal opportunities form and application form. All candidates should be kept informed as to the status of their application in a timely manner.

Equal Opportunities Monitoring

The Town Council will include an equal opportunities monitoring form in every application pack. Completion of the form by applicants will be voluntary. The information on the monitoring forms will be collated and used by the Town Clerk to inform advertising decisions and identify any areas where positive action may be of benefit to increase the pool of applicants.

Selection Process

- The selection process (sifting, shortlisting, and interview) will be based upon matching the candidates' skills, experience, and knowledge to that as set out in the job description and person specification.
- The selection process will be decided by the Town Clerk who will consult with the Mayor of the Council and the Human Resources Committee. The obvious exception for this is if recruitment for a new Town Clerk is undertaken; this will be determined by the Mayor and the HR Committee. Only the Town Council can appoint and dismiss the Town Clerk.

With limited exceptions, applicants will not be asked about health or disability before a job offer is made; examples of the exceptions are:

- Questions to establish if an applicant needs any reasonable adjustments to be made for them to attend/participate in an interview
- Positive action to enable the Town Council to improve the diversity of applicants
- Equal opportunities monitoring
- All selection criteria and interview records must be retained for at least 12 months in order to demonstrate a fair and consistent process was followed.

Outcomes of the Selection Process

All applicants will be notified in writing, preferably email, about the outcome of their application (initial contact/result may have been provided on the telephone). Wherever possible applicants will be offered the opportunity to receive feedback on their application/interview.

The initial offer of employment is conditional and subject to the receipt of two satisfactory references to be provided to the Town Clerk and a DBS basic check being undertaken. The Council may in certain circumstances withdraw the offer of employment if the applicant fails to meet the conditions.

Confirmation of the post is conditional on a successful probationary period being completed and subject to the council receiving evidence of the employee's right to work in the UK, and the Council obtaining two satisfactory references (one from previous employer). In some cases, a qualification check and evidence may be requested. For candidates who performed well their details may be kept on the files for future vacancies if they consent to this.

Eligibility to Work in the UK

All employers are required by law to ensure that all employees are entitled to work in the UK. All prospective staff, regardless of nationality, must be able to produce original documents (such as passport) before employment starts; the list of acceptable documents will be those compiled by the UK Border Agency.

Applicant Information

Offers of employment are based upon the information provided by the applicant. If it is subsequently found that any of the information provided is untrue or misleading the Town Council will take action which may result in the dismissal of the employee.

Induction

Induction of new employees is essential. This includes basic induction of terms and conditions of employment, information about the Council, its policies, and procedures.

DRAFT



SANDWICH TOWN COUNCIL COMPLAINTS PROCEDURE

Adopted – Review due

Sandwich Town Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. The Town Council operates according to law, statutory regulation, and best practice. If you are dissatisfied with the standard of service you have received from this Council or are unhappy about an action or lack of action by this Council, this Complaints Procedure sets out how you may complain to the Council and how we shall try to resolve your complaint.

1. This Complaints Procedure applies to complaints about Council administration and procedures and may include complaints about how Council employees have dealt with your concerns. The standard of evidence is high as such evidence may need to be presented at a Court of Law. Hearsay, rumour, and opinion is not admissible and attempts to misuse the Council's complaints procedure to pursue a personal agenda will not be tolerated.

2. This Complaints Procedure does not apply to:
 - a. Complaints by one Council employee against another Council employee, or between a Council employee and the Council as an employer. These matters are dealt with under the Council's disciplinary and grievance procedures.
 - b. Complaints against Councillors. Complaints against Councillors are covered by the Councillors Code of Conduct adopted by the Council on 25th September 2023 if a complaint against a councillor is received by the Council, it will be referred to Dover District Council. Further information on the process of dealing with complaints against Councillors may be obtained from the Monitoring Officer of Dover District Council at the following address:
 Dover District Council
 White Cliffs Business Park
 Whitfield
 Dover
 Kent
 CT16 3PJ

3. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on the matter. You may do this by writing to the Council in advance of the meeting at which the item is to be

discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.

4. You may make your complaint about the Council's procedures or administration to the Town Clerk. You may do this in person, by phone, or by writing to or emailing the Town Clerk. The addresses and numbers are set out below. The Town Council is committed to ensuring that all people are given full and equal access to the complaints procedure.
5. Wherever possible, the Town Clerk will try to resolve your complaint immediately. If this is not possible, the Town Clerk will normally try to acknowledge your complaint within five working days stating when to expect a response.
6. If you do not wish to report your complaint to the Town Clerk, you may make your complaint directly to the Mayor of the Council who will report your complaint to the Council. The Mayor's contact details can be found on the Town Council website.
7. The Town Clerk or the Council (as appropriate) will investigate each complaint, obtaining further information as necessary from you and/or from staff or Members of the Council to assist with the investigation.
8. The Town Clerk or the Mayor of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may be extended. If it is, you will be kept informed).
9. If you are dissatisfied with the response to your complaint you may ask for your complaint to be referred to the Full Council and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint

Please write to:

The Guildhall


Sandwich

Kent

CT13 9AH

Telephone: 01304 617197

Or email: townclerk@sandwichtowncouncil.gov.uk

	Equalities and Diversity Policy
	SANDWICH TOWN COUNCIL ADOPTED REVIEW DUE

Policy Summary

This policy outlines the Council's approach to equality and diversity both in terms of employment practices and the services the Council provides. The Town Council has a role in the pursuit of opportunity for all and the associated arrangements shall operate in accordance with statutory requirements, particularly within context of the Equality Act 2010 but also the duties placed upon it by The Race Relations (Amendment) Act 2000, The Disability Discrimination Act 2005, and the Equality Act 2006.

The Town Council will work to combat discrimination and to ensure that prospective and present employees and those who may use or wish to use any of its services are not treated less favourably on the following grounds which are the Protected Characteristics as identified in the Equality Act which are:- Age, Disability, Gender Reassignment, Race, Religion or Belief, Sex, Sexual Orientation, Marriage & Civil Partnership and Pregnancy & Maternity.

What is Meant by Equality?

Equality means:

- Treating people fairly, with dignity and respect
- Making decisions or judgements about people based on individual merit, not as a result of bias, prejudice, assumptions, or stereotyping
- Creating a climate where everyone has fair access to employment opportunities and to services
- Recognising the benefits of a more diverse workforce, that everyone is different and that those differences can add value
- Developing a work environment which is free from discrimination, harassment, victimisation, and bullying.

Our Commitment

- To provide services that are equally accessible to all people, free from prejudice and discrimination and sensitive to the needs of all member Councils.
- To promote equality in the workplace, value people and their differences and enable all employees to achieve their full potential, creating vitality within our organisation and the services we deliver.
- Seek to influence the work and contribution of partner organisations from all sectors by ensuring that equality issues and considerations are fully considered when developing strategies.

- Work actively towards eliminating all forms of discrimination, both of a direct and indirect nature; any breaches of this policy will be regarded as misconduct and will be dealt with accordingly.
- Every employee and Town Councillor are entitled to a working environment that promotes dignity and respect to all; no form of intimidation, bullying or harassment will be tolerated.
- All staff and Town Councillors fully support this policy.

Definitions

In order to assist you to comply with equality legislation, it is important that you understand the terminology that is used:

Direct Discrimination – treating a person or people less favourably than others because of a protected characteristic they have or their association with someone with one of these characteristics or because others think they possess a particular protected characteristic.

Indirect Discrimination – Indirect discrimination can occur when you have a condition, rule, policy or even a practice in your organisation that applies to everyone but particularly disadvantages people who share a protected characteristic.

Harassment – Harassment is “unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.”

Employees are able to complain of behaviour that they find offensive even if it is not directed at them, and the complainant need not possess the relevant characteristic themselves.

Employees are also protected from harassment because of perception and association and might include:

- Spreading malicious rumours or insulting someone by word of mouth or behaviour
- Sending critical emails to others who do not need to know about a particular person
- Ridiculing or demeaning someone, picking on an individual or group
- Exclusion or victimisation
- Unfair treatment
- Misuse of power
- Unwelcome sexual advances
- Making threats
- Deliberately undermining a competent worker, maybe by overloading them with work
- Preventing individuals progressing
- Making negative remarks about a person’s gender, marital status, sexual orientation, religion or belief, race, ethnic or national origin, disability, or age.

Victimisation – treating a person or people less favourably because of action they have taken under, or in connection with equalities legislation. For example, if someone has made a formal complaint of harassment or given evidence in a tribunal case.

Under the Equality Act 2010 there are nine protected characteristics, and it is against the law to discriminate against anyone because of:

- Age
- Gender reassignment
- Being married or in a civil partnership
- Being pregnant or on maternity leave
- Disability
- Race including colour, nationality, ethnic or national origin
- Religion or belief
- Sex
- Sexual orientation

Gender Reassignment – Proposing to undergo, undergoing, or having undergone a process to reassign your sex.

Pregnancy - the 'protected period' is from the point the person becomes pregnant until the maternity leave ends, or they return to work. The protection includes an illness related to their pregnancy, including related time off, maternity pay or leave they take, or plan to take.

Disability – a disabled person is defined as someone with a 'physical or mental impairment, which has a substantial and long-term adverse effect on their ability to conduct normal day to day activities'.

Religious Belief – This can be regarded as any religion, religious belief, or similar philosophical belief.

Sexual Orientation – Orientation towards persons of the same sex ; orientation towards the person of a different sex; orientation towards persons of the same sex and a different sex.

Policy into Practice

Staff and Members of the Town Council are all responsible for making sure that the Policy is fully implemented, and that equality underpins every aspect of the Council's work and future development. Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Town Clerk.

- Ensure that all policies and practices are in line with relevant employment legislation, anti-discrimination legislation and good practice guidelines.
- Integrate equality of opportunity into all aspects of Sandwich Town Council activity.
- To advertise vacancies, recruit, and value a diverse workforce.
- Ensure all employees and Councillors are aware of the policy and understand the values and expectations of Sandwich Town Council and the standards of behaviour that is expected from each of them.

- If you think you are being harassed or discriminated against it is important to make it clear to the person who is harassing, you that their behaviour is unwelcome and that you want it to stop. If speaking to the person in question has failed to stop the problem, you should talk to the Town Clerk or if necessary, the Mayor.

- Make clear the action an employee who feels unfairly treated may take and inform the Town Clerk if they become aware of any discriminatory practice.

- Provide training to relevant employees so that they can actively put this policy into practice.

- Provide equal access to all service users and potential service users according to need.

- Give people who use or might use Sandwich Town Council services the opportunity to influence the way their needs are met.

- Seek to influence partner organisations in a collective commitment to equality of opportunity.

- Monitor and evaluate the effectiveness of policy and practice on a regular basis as determined by law. Ensuring proper records are maintained.

- Develop a well-defined complaints procedure in dealing with alleged contraventions and ensure grievances concerning discrimination are dealt with properly, fairly, and as quickly as possible.

- **In employment** the aim is to provide a non-discriminatory working environment where discrimination, harassment or bullying is unacceptable, and which will not be tolerated. Employment policies, procedures and practices will promote equality of opportunity and all decisions regarding recruitment, selection, training, promotion, and career management will be based solely on objective and job-related requirements.

- **In access to services** the aim is to ensure that all those who receive a service from Sandwich Town Council or wish to use a Town Council service can do so without fear of discrimination or disadvantage.



Health and Safety Policy

ADOPTED:
REVIEW:

Sandwich Town Council
The Guildhall, Sandwich, Kent CT13 9AH

Tel: 01304 617197 • Email: townclerk@sandwichtowncouncil.gov.uk

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This is the Health & Safety Policy for:

Sandwich Town Council
The Guildhall • Sandwich • Kent • CT13 9AH

Tel: 01304 617197

This Policy gives the direction for Health and Safety by setting down a framework for management activity and relationships, which will deliver and maintain the control of Health and Safety.

DRAFT

General Statement of Health and Safety Policy

Purpose: To provide a business framework for the development and maintenance of effective management systems to ensure a safe and healthy workplace with regard to the Council's activities and undertakings.

Scope: All Council employees, service users, contractors and any other persons affected by the Council's operations and facilities.

Responsibilities: Sandwich Town Council recognises its corporate responsibility for the Health, Safety and Welfare of its Employees and for all activities under its remit which may affect service users and others (for example members of the public, contractors and councillors).

The Town Clerk is responsible for ensuring an effective Health and Safety management system is in place. Employees are encouraged to participate actively in, and accept individual responsibility for, Health, Safety and Welfare matters and to work with the Council to assure legal and policy compliance and support continuous improvement.

Policy: Reflecting its commitment to Health and Safety, the Council will promote the welfare, and protect the health and safety, of its employees, sub-contractors, visitors and others affected by its activities by:

- Promoting an interest in and enthusiasm for Health and Safety throughout the Council creating a strong safety culture and a positive Health, Safety and Welfare culture throughout the organisation
- Promoting clear channels of communication for Health, Safety and Welfare within the Council
- Providing information, instruction, training and supervision for all employees
- Ensuring adequate and competent HSE advice is available to all Managers, employees and Members
- Providing and maintaining safe and healthy working conditions, plant and machinery
- Providing adequate control of risks arising from work activities
- Consulting employees on matters affecting their Health and Safety
- Liaising effectively with contractors and other organisations as appropriate for the purposes of Health and Safety
- Ensuring the safe handling and use of substances
- Ensuring all employees are competent to perform their tasks and provide adequate training
- Investigating accidents and cases of work-related ill health
- Committing to continuous improvement of Health and Safety through regular reviews and auditing
- Complying with legal requirements
- Making Health and Safety integral to all business processes, planning and decision making
- Reviewing this Policy annually, or when changes in circumstances dictate, to ensure validity.

Signed

Print Name

Position

Date

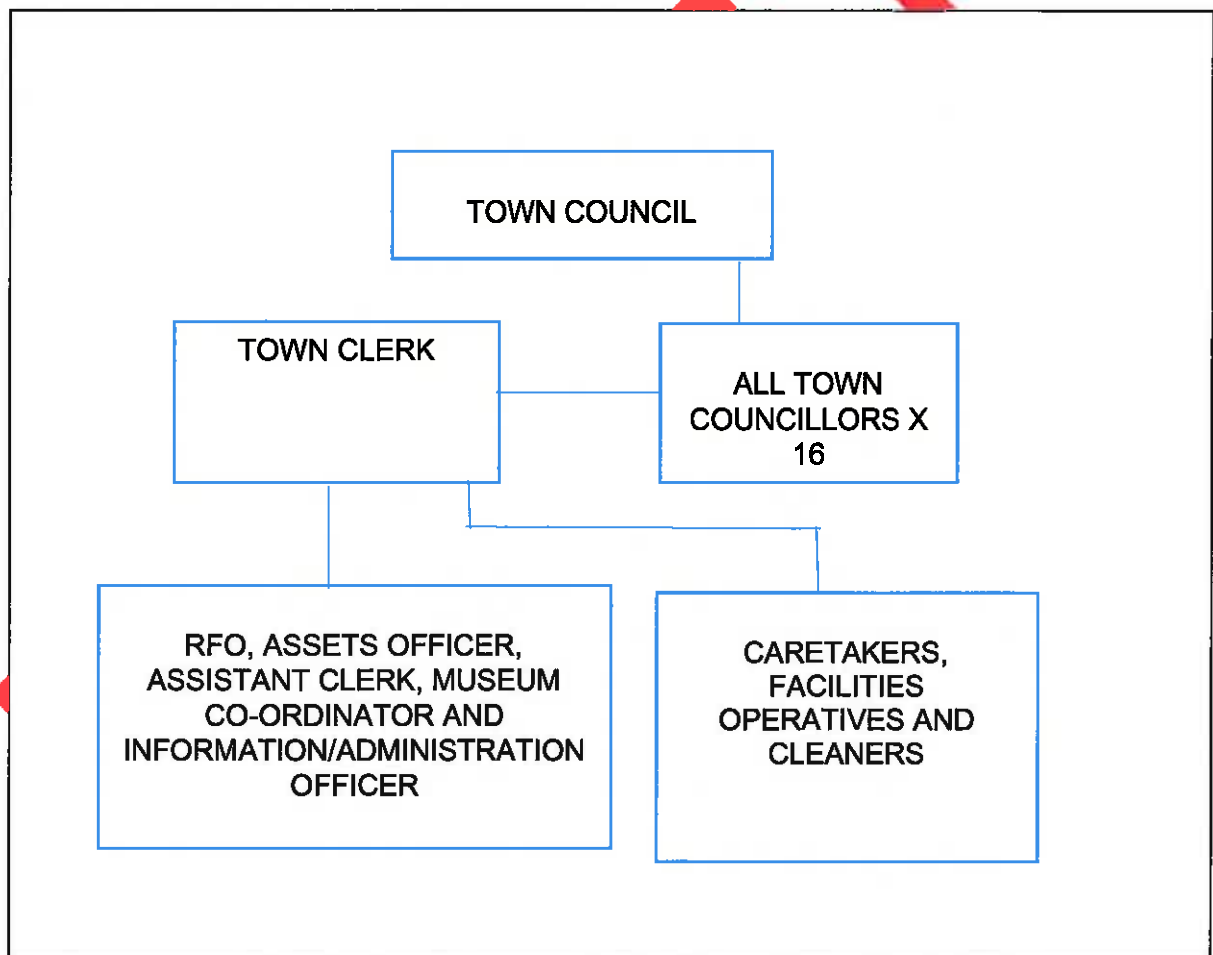
Town Clerk

Organisation and Responsibilities

Sandwich Town Council has ultimate responsibility for the health, safety and welfare of its employees and for all other persons likely to be affected by its activities and makes appropriate budgetary provision for training, personal protective equipment (PPE) and other health and safety measures.

This section sets out the responsibilities of post-holders within Sandwich Town Council, including the Town Clerk and Employees.

Organisational Chart



All Employees

All Employees (including Contractors) are expected to bring to the notice of the Town Clerk any areas where this Policy appears to be inadequate.

They must also:

- Comply with Council and Legal rules and procedures regarding safe working.
- Report unsafe plant, tools and equipment and potentially unsafe procedures. Never interfere or misuse anything provided in the interests of Health and Safety.
- Use correct methods of work and not improvise by using methods, tools or equipment which entail unnecessary risk.
- Not operate any machinery, equipment or vehicle unless they have been adequately trained and authorised to do so.
- Maintain good housekeeping standards.
- Wear all appropriate personal protective equipment as instructed.
- Attend all Health and Safety training, as instructed.
- Immediately report to the Town Clerk all injuries, accidents and ill health caused by or affecting the work activity, and any near miss incident or dangerous occurrence, and assist in the investigation of accidents that occur, where requested.

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The Town Clerk is ultimately accountable for the management of Health and Safety within Sandwich Town Council and for implementing measures to ensure compliance with its legal requirements. The Town Clerk will:

- Provide overall management for all Health and Safety matters.
- Make recommendations to Council to ensure adequate funding for health, safety and welfare issues.
- Respond appropriately to any Health and Safety matters of concern.
- Ensure that a complete copy of this Policy is available for all Employees and Councillors and that a current copy of the Employer's Liability Insurance Certificate is held and displayed in each department.
- Ensure that this Policy is regularly reviewed and that relevant up to date competent Health and Safety advice is obtained.
- Ensure that the Town Council is kept informed of relevant information. Any major injury, seven-day injury or dangerous occurrence as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be reported at the next monthly HR and Council Meeting.

In accordance with Regulation 7 of The Management of Health and Safety at Work Regulations 1999, the Council has appointed the Town Clerk as a competent person to assist in the management and implementation of Health and Safety Policy and legal compliance.

The Town Clerk will:

- Provide operational management for all Health and Safety matters.
- Respond appropriately to any Health and Safety matters of concern.
- Review the Council's overall Health and Safety performance and establish any programme necessary to improve performance.
- Liaise with all persons on Health and Safety issues and discuss any such matters raised by the workforce or by any other person affected by the organisation's activities.
- Ensure that Risk Assessments are regularly reviewed and that relevant up to date competent Health and Safety information and advice is obtained.
- Assist in the regular review of this Policy.
- Receive reports of all incidents and ensure that, where necessary, they are reported to the relevant authorities.
- Establish and maintain good lines of communication through the Council at all levels to share all relevant information relating to Health, Safety and Welfare in the workplace.
- Liaise with employees and contractors for the purposes of ensuring adequate Health and Safety measures and standards.
- Promote a pro-active and positive attitude towards Health and Safety at work
- Ensure Contractors, and Employees under their control, understand their responsibilities and comply with the requirements of this Policy and have received appropriate training and instruction at induction and afterwards and that records are maintained.

- Ensure that all work equipment is appropriately maintained, in a serviceable condition and only used by competent persons and in line with their training.
- Remedy and/or report (to the Human Resources Committee) any hazards or defects that may affect Health and Safety.
- Ensure a safe working environment is maintained at all times through, for example the safe storage of articles, equipment and good housekeeping.
- Report all accidents to the Human Resources Committee, so they can be investigated, ensure remedial actions are taken and information included in the accident book.
- Ensure that suitable personal protective equipment is readily available and used.
- Ensure that suitable first aid and welfare facilities are provided and maintained on site.
- At all times set an example for Employees to follow.
- Ensure that Display Screen Equipment (DSE) Assessments are undertaken for office-based staff.
- Ensure that a fire drill is carried out annually for the Council's occupied premises as a minimum and that all fire detection and fire-fighting equipment is maintained in good order. The assembly point in the event of fire at the Council office is outside on the corner of Ethelbert Terrace
- Ensure that the safety rules within this Policy and the Staff Handbook are enforced.

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Arrangements Asbestos

Sandwich Town Council has ensured that all premises under the Council's control have been surveyed for the presence of asbestos containing materials (ACM's). The reports, detailing findings, location and condition of ACM's are held by the Town Clerk.

The condition of ACM's will be reviewed annually by the Town Clerk and the register updated accordingly. Where the condition of ACM's has deteriorated, advice will be sought as to whether or not stabilising or removal works should be instigated.

For all work on the fabric of buildings under the Council's control, reference must first be made to the relevant asbestos register, prior to work commencing. All work involving ACM's must be risk assessed to identify necessary control measures.

Should work expose suspect ACM's, not previously recorded in the asbestos registers, work will stop immediately, and advice sought.

Disposal of any ACM's will comply with all current environmental legislation and be handled by licensed waste contractors.

Arrangements Computer/Display Screen Equipment (DSE)

This section applies to computers whether desktop, laptop or handheld, wherever they may be used. Using a computer or other display screen is not high-risk work and activities are generally limited to the office.

All Employees habitually using DSE equipment as a significant part of their normal work must complete the DSE Workstation Checklist.

As identified through the Assessment all workstations must be maintained in a safe condition. This includes:

- Chairs that are capable of being adjusted and have adequate back and leg support
- Adequate space under the work surface;
- Footrests available to those who need them
- Adequate ventilation and lighting.

Computer work does not damage your eyesight, but it can make you temporarily short sighted. Eyes can also become tired from focussing at the same distance for too long; tired if your glasses/ eyes do not focus on the computer screen; dry when you are concentrating on screen work (because you blink less) and dry if your monitor is high because it exposes more of the eye surface.

Consequently, Sandwich Town Council will provide habitual DSE users, on request, with an eye sight test every two years or more frequently if recommended by a doctor or optician. It is also recognised that some Employees may require glasses solely and specifically for DSE work because their usual glasses are not effective at the relevant viewing distance.

Where an Optician recommends corrective vision spectacles specifically for DSE use, the Council will pay for these in accordance with the policy set out in the staff handbook.

Many of the problems encountered can be controlled through good workstation design and set up.

These elements are identified in detail in the DSE Workstation Self-assessment.

Control of Substances Hazardous to Health

Hazardous substances (as defined by the Control of Substances Hazardous to Health Regulations) will be stored appropriately. Every effort will be made to ensure that, so far as possible, non-hazardous substances are purchased for use or, where there is no non-hazardous substance which is suitable, that the least hazardous substance is obtained.

The Council will identify all hazardous substances to which persons may be exposed. They will compile a register of all such substances.

Attached to the register will be suppliers/manufacturers' safety data sheets, which suppliers must provide by law. These outline the hazards of the substance, also indicating any precautions which are necessary.

Before any hazardous substances are used by staff for the first time, manufacturers/ suppliers' safety data sheets will be obtained and suitable judgements made of the necessity for, and utility of, the substance.

A control of substances hazardous to health (COSHH) assessment will then be carried out by a competent individual. All such assessments will be recorded in writing. The assessment will also include an assessment of the risks arising from Blood-borne viruses (HIV, Hepatitis etc). Any recommendations made for gaining or improving control of hazardous substances will be implemented by the Council. The assessments will be reviewed when there is a material change in circumstance and, in any event, on an annual basis. Where relevant, changes to assessment findings will be communicated to employees.

All measures intended to prevent, or control exposure will be regularly monitored as identified by the assessments. All employees will be responsible for ensuring that control measures are maintained. In the event of any failure of any control measure, the cessation of use of the substance be implemented with immediate effect and advise the Town Clerk immediately.

Health Hazards

The following general rules should always apply when handling any chemicals:

- Read the information, such as container labels, before using any products.
- Never mix chemicals together.
- Never transfer chemicals into another container without ensuring that all safety information on the original container is copied onto any new container.
- Follow the manufacturer's instructions carefully.
- Chemical products must never be allowed to come into eye contact and contact with skin. Mucous membranes must likewise be avoided.
- Wear protective equipment and clothing supplied.
- Do not swallow materials or use in areas where food is being consumed
- Always store chemicals away from food.
- Inhalation of chemical vapours or dust should be avoided. Adequate ventilation must be provided.
- Facilities for the washing and cleansing of the skin are made available.

- If any person handling the materials shows the symptoms which may possibly have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay. First aid information is available on the relevant Material Safety Data Sheet (MSDS).

Waste materials such as broken glass or other "sharps" should be adequately wrapped to prevent injury and disposed of safely i.e. not in plastic bags.

COSHH Assessments are undertaken where significant hazards are identified.

The Town Clerk will ensure that any protective clothing, equipment or hygiene measure is provided, worn and maintained as required.

Arrangements - Driving at Work and Vehicles

All vehicles are registered, taxed and regularly serviced. Any defects must be brought to the attention of the Operations Manager immediately.

All persons driving vehicles shall be over 21 years old and hold a full driving licence. The main driver will regularly check the water, oil, fuel, lights, tyre pressure, brakes and steering. However, all drivers are expected to:

- report any defects
- report any endorsements and any medical conditions that may affect their ability to drive
- must not smoke during refuelling
- must not use a hand held mobile telephone whilst driving or engage in making calls or receiving lengthy duration calls where hands-free kits have been installed
- park sensitively at delivery locations bearing in mind road conditions, neighbouring businesses and other road and pavement users

A Drivers Daily/Weekly Vehicle Check List is used to record vehicle inspections.

Where privately owned vehicles are used for business purposes, the driver **must** ensure that their insurance covers business use.

Personnel using Council vehicles will be asked to provide copies of their driving licence on a 12-monthly basis.

Drugs and Alcohol

Even very minor alcohol or drug misuse can lead to some loss of concentration and affect judgement and physical co-ordination, which in turn can lead to accidents. Consequently, the use of illegal drugs and misuse of alcohol is forbidden in all Sandwich Town Council activities and you must therefore ensure that alcohol or drug use does not have an adverse effect on your work performance, other people or safety arrangements.

Before consuming any medication, you should ask the pharmacist about side effects or read enclosed information. Where the effects of the prescribed drug may compromise safety, you should tell your Town Clerk and reassess your ability to carry out that work safely while potentially affected.

Arrangements - Electricity

All electric wiring and fittings are kept in good repair by the landlord of the building. Unauthorised alteration to, or interference with, electric wiring or fittings is strictly forbidden. Any failure, breakdown, overheating or chaffing of wires is to be reported immediately to the Town Clerk and, wherever possible, the electric current turned off until the defect has been rectified.

No light or power point is to be used for any purpose other than that for which it is intended.

Portable Electrical Appliances

Portable electrical equipment is any electrical item connected to the mains electricity supply by means of a flexible cable, plug and socket which includes office equipment such as computers and printers and any on-site power tools. The definition of portable electrical equipment also includes equipment that is hand held or hand operated whilst connected to the electrical supply as well as extension leads, plugs, sockets and adaptors.

The following steps are to be taken to ensure you are not exposed to any risk of electrocution:

- Portable electrical equipment must only be used for the purpose for which it was intended and in the environment for which it was designed and constructed.
- Only qualified electricians are permitted to carry out repairs or modifications to portable electrical equipment.
- All portable electrical equipment purchased conforms to UK and/or EC product safety standards. Wherever possible equipment will be double insulated (Class II type – 2 wires) to ensure it is constructed with high integrity insulation without the need for an earth connection. (Double insulated equipment is marked with by the 'double square' symbol).

To assist, all Employees must:

- Visually inspect new equipment for damage.
- Only connect portable electrical apparatus to the mains supply by means of suitably fused plug and socket outlets. Under no circumstances should multi-point adaptors be used.
- As all portable electrical equipment must be adequately maintained, users should undertake regular visual checks and report any fault, damage or defect to the Town Clerk. If any users have any safety concerns, they should immediately stop using the equipment, disconnect it from the power source and ensure that nobody else can use it.

Portable appliance testing is undertaken on a 5-year cycle by the Council's approved electrical contractor and a register of all testing is maintained and held by the Town Clerk.

The main causes of fire are likely to be an accumulation of rubbish or other flammable waste materials near a heat source, faulty electrical appliances, overloaded socket outlets or arson. Therefore, good housekeeping and regular inspection and testing of appliances will reduce these fire risks to a minimum.

The Town Clerk will ensure:

- Adequate egress from the premises is available.
- Adequate firefighting facilities are available.
- Emergency procedures are in place.
- Appropriate instruction is provided, particularly at induction.

Fire extinguishers are located in the premises and their function is distinguished by the information signs posted alongside each extinguisher:

The following arrangements have been made in order to ensure that Employees and visitors can be evacuated safely in the event of a fire or other emergency:

- i. A Fire Risk Assessment has been undertaken.
- ii. Town Clerk is responsible for checking escape routes and exits regularly.
- iii. Fire equipment is maintained annually.

All fire exit routes and doors are to be kept free from obstruction of any sort. Designated fire doors are not, under any circumstances, to be wedged open or otherwise modified to prevent closure. They are to be kept closed at all times except when persons are passing through them.

Fire Precautions

a) It is the responsibility of every Employee to be familiar with fire evacuation procedures including:

- How to raise the alarm.
- Where the fire exits are.
- Where the firefighting equipment is and how to use it, where appropriate.
- The route to and location of the assembly point and to whom you must report.

b) If you discover a fire:

- Shout **'Fire'** and sound any alarm.
- Try to put out the fire with the appliances provided but without taking any personal risk.
- Evacuate the building.

c) On hearing the word 'fire':

- Leave the building immediately by the nearest safe exit closing all doors behind you. Do not stop to collect personal belongings.
- Proceed to the assembly point.
- The Town Clerk or in their absence, most senior person, will assume responsibility for ensuring the total evacuation of the building. He/she must then proceed to the assembly point, ensure that all Employees are accounted for and report the fact or otherwise to the Fire Officer in charge.
- If you are unsure of procedures, ask your Town Clerk.

Arrangements - First Aid

First aid equipment is readily accessible at each premises and is kept stocked, clean and ready for use. The minimum stock levels are:

Item	Quantity
First aid guidance card.	1
Individually wrapped sterile adhesive dressing (blue).	20
Sterile eye pads with attachment	2
Triangular bandages	2
Sterile individually wrapped unmedicated dressings, medium size (12cm x 12cm)	6
Sterile individually wrapped unmedicated dressings, large size (18cm x 18cm)	2
Safety pins.	6

Tablets and medication must not be kept.

Responsibility for maintaining stock of first aid materials and provision of qualified first aiders lies with the Town Clerk.

Small first aid kits are also available in all Council vehicles.

Arrangements - Hand Arm Vibration Syndrome (HAVS)

Vibration White Finger (VWF) is the most common symptom of Hand-Arm Vibration Syndrome (HAVS). This is frequently associated with road drills, compactors, power hammers and chain saws. HAVS can damage blood cells, thus reducing the blood supply, and also injure the nerves in the hand/fingers causing permanent damage. The symptoms are usually set off by the cold. The first sign is frequently an occasional attack when the fingertips become white or numb.

The Council is committed to reducing this aspect of risk exposure. It will conduct a suitable tool risk/health analysis, to identify possible health trends, and take reasonable precautions to reduce exposure to HAVS.

Typical risk reduction measures may include:

- The provision of suitable warm clothing i.e. gloves and coats for prolonged exposure within a cold climate.
- Assessing the suitability of the tool at the purchase stage. This is to ensure that not only the calculated vibration is minimal, but also the right tool is provided for the right job. This should condense the vibration magnitude and avoid the need to grip tools more tightly.
- Encouraging breaks for prolonged work using plant and equipment that produces high vibration.
- Ensuring that all tools are maintained through a planned maintenance scheduling system and any patent defects should be reported to the Town Clerk.
- Promoting active Health and Safety awareness training and vibration hazard consciousness for staff.
- Removing defective tools from service, until they have either been repaired or replaced.
- Ensuring that, wherever possible, anti-vibration devices are incorporated within the tool design, taking into consideration current technology.
- Carrying out a Risk Assessment of each worker's daily vibration exposure and taking initial steps to assess, and reduce the vibration levels of the vibratory tools, including inspection of resilient mounts/flanges.
- Wherever possible mounting vibration jackets for road tools and providing anti-vibration gloves for use by all staff potentially exposed.
- Providing health surveillance for workers who are exposed to vibrations above the action level or otherwise continue to be at risk and stopping any activity where exposure limits are breached.

Arrangements - Housekeeping

All persons should ensure that their work area is kept clear and free of tripping and slipping hazards. It is important that all Employees can move about freely and be able to exit their work area without hindrance in the event of an emergency.

Coats and bags must not be hung on the backs of chairs or left on the floor around workstations.

All waste materials should be promptly removed to designated waste storage areas and disposed of regularly to avoid build up by the cleansing operatives at the Thanet District Council Waste Depot.

Any defects in the work environment or conditions must be reported to the Town Clerk

Incident, Ill Health and Dangerous Occurrences Reporting

All injuries or damage resulting from incidents on site or in other workplaces, however minor and all near misses, must be reported to the Town Clerk and Town Clerk.

In the event of a fatal or major injury to any person, over seven-day injury or dangerous occurrence as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the Health & Safety Executive must be notified by telephone immediately by the Town Clerk.

The Town Clerk will ensure that an investigation is carried out as soon as possible and confirm details of accidents to the Health & Safety Executive within 10 days via their website. Details will

also be recorded in the accident book which is held in each operation premises. Reports can be made through the following methods:

The Incident Contact Centre is contactable between 8.30am to 5.00pm, Monday to Friday, on (Tel) 0345 300 9923.

RIDDOR incidents can be sent by e-mail to: riddor@natbrit.com, or by visiting the Centre's website at: www.riddor.gov.uk

Online reports can be submitted using an appropriate online report form which can be found at <http://www.hse.gov.uk/riddor/report.htm> the forms are listed below:-

- [Report of an injury](#)
- [Report of a dangerous occurrence](#)
- [Report of an injury offshore](#)
- [Report of a dangerous occurrence offshore](#)
- [Report of a case of disease](#)
- [Report of flammable gas incident](#)
- [Report of a dangerous gas fitting](#)

If a medical certificate or other written diagnosis from a doctor has been received in respect of an Employee who is absent from work and the disease diagnosed is one of those listed in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, the Town Clerk will complete and send form F2508A to the Health & Safety Executive.

Lone Working

Refer to Lone Working Policy

Manual Handling

The main work activity of Sandwich Town Council necessarily involves manual handling. Consequently, the method of work has been arranged to limit the weights handled and also share the lifting and handling amongst operatives.

The following steps are the basic handling procedures that Employees should adopt:

- Consider the acronym TILE and plan the lifting operation and whether the process can be made easier with assistance from another person;
- Task – What exactly is required? How much force will be needed? Will the task need to be repeated often? Are there any other means of moving the load?
- Individual – Who is available to carry out the task, what is their physical condition, do they have any impairments or disabilities to be taken into consideration?
- Load – What needs to be lifted, is it a fixed load or a fluid/loose load? How heavy is it, is it fragile/flammable, toxic? If using a mechanical aid, is it sufficient for the load
- Environment – Where is the load, where does it need to go? Could it be dropped off at the other location in the first place? What are the surface conditions (Hot, cold, dry, wet, slippery, sloping)? Are there any obstructions or obstacles on the route?

- Ensure the correct body posture and correct use of available handles etc i.e.
Place the feet apart.
Bend the knees.

Keep the back straight. Shoulders level and ahead.

Keep the arms within the area of the head.

Use a 'hook' grip where possible.

Ensure that the load is securely gripped.

Raise the load smoothly.

Keep the load as close to the body or handling aid as possible.

Avoid twisting, bending or stooping and ensure your vision is not obstructed.

Place the load carefully.

Manual Handling assessments are undertaken for significant tasks using the Manual Handling Assessment Form.

Whenever possible, use mechanical aids which have been provided to avoid or reduce the need for manual handling.

New Employees

Whenever a new Employee is appointed to Sandwich Town Council, they will be made aware of the following:

Explain what he/she will be required to do and to whom he/she will be directly responsible

Where the Health and Safety Policy is kept, its purposes and the employee's responsibility

Any potentially dangerous areas of operations

The procedures in the event of an accident, in particular, the necessity to record all accidents, however trivial they may appear at the time.

An induction checklist is used to ensure all relevant areas are covered during the induction phase.

Information, Instruction and Supervision

Sandwich Town Council will consult directly with Employees on matters affecting them relating to Health and Safety. This will include any of the following circumstances:

- Any change which may substantially affect their Health and Safety at work; e.g. changes in procedures, equipment or ways of working
- The employer's arrangements for getting competent people to assist the Council in meeting their legal obligations
- The information that Employees must be given on the likely risks and dangers arising from their work, measures to reduce or get rid of these risks and what they should do if they have to deal with a risk or danger
- The planning of Health and Safety training

- The Health and Safety consequences of introducing new technology or equipment

The following arrangements have been made in order to ensure that Employees are provided with suitable information, instruction & supervision relating to Health and Safety issues:-

- i. External providers will provide competent Health and Safety advice to the Council on request.
- ii. Town Clerk is responsible for the supervision and monitoring of new starters/young persons/trainees.
- iii. The latest Health and Safety Law Poster is displayed at each premises. The person responsible for keeping the information detailed on the law poster up-to-date is the Town Clerk.
- iv. The Employer's Liability Insurance Certificate is displayed. The person responsible for obtaining insurance cover is the Town Clerk.
- v. The Health & Safety Policy is reviewed annually and is available in all departments.
- vi. Risk assessments are available from the council's computer system.
- vii. Provision of training on matters as required.

Arrangements - Personal Protective Equipment

Personal Protective Equipment (PPE) is a last resort to be used if all other types of control measure have been exhausted

Employees are required to maintain their issued equipment in good condition and will report any loss or damage to the Town Clerk.

Employees and Sub-Contractors are required to comply with any specific site rules regarding PPE.

The issue of non-disposable PPE is recorded, and Town Clerk are responsible for undertaking regular inspections of all PPE issued.

Arrangements - Pregnancy

Once the Council is informed, in writing, of a staff member's pregnancy, the appropriate member of staff must carry out a new risk assessment for all tasks which the member of staff is expected to carry out in their general duties of employment.

Pregnancy is not an illness though pregnant women can often be ill (particularly morning sickness) and are inclined to become very tired in later pregnancy. The changes inherent in pregnancy affect the risks of some work; for instance, the bump affects manual handling techniques and position in relation to a computer, the softening of ligaments increases the risk of Muscular-skeletal injury and the hormonal changes increase the risk of Carpal Tunnel syndrome.

When a female employee declares that she is pregnant or when it becomes obvious that she is pregnant, the Town Clerk will continue to ensure their workstation is comfortable and discuss any control measures with the individual.

Arrangements - Smoking

Refer to Smoking Policy

Arrangements – Work Related Stress

Work-related stress can develop because a person is unable to cope with the demands being placed on them. Stress, including work-related stress, can be a significant cause of illness and is known to be linked with high levels of sickness absence, staff turnover and other issues such as an increase in mistakes at work.

Sandwich Town Council recognises the dangers of work-related stress. Through effective management and communication, the Council's aim is to create a supportive and positive working environment which will greatly reduce the possibility of an individual being at risk of work-related stress. Positive and supportive engagement between Town Councillors and employees is recognised as key to this.

The Council endeavours to have no job that is inherently dangerous to mental health. Employees are presumed able to withstand the normal pressures of the job unless they know of a particular problem, or unless any reasonable person would realise a colleague could not cope. Sandwich Town Council is also reasonably entitled to accept a colleague's statement that they are able to cope.

Stress is not pressure and pressure is not stress. Stress is defined as the adverse reaction people have to excessive pressures or other types of demand placed on them. Stress is not an illness, but if it is prolonged or especially intense, it can lead to physical or mental health problems.

Many of the factors that can produce stress are the antithesis of good management. Consequently, measures to reduce the risk of stress are likely to improve, among other things, efficiency, effectiveness, commitment and personal development.

Specific risk assessments will be prepared if a colleague informs management that they are unable to cope. The findings of the assessment will be used to provide personal controls.

The Town Clerk will endeavour to take the following steps at all times:

- Schedule work sensibly and accept that, where possible, work-travel should be completed in working time.
- Encourage high productivity, discourage long hours and monitor hours.
- Manage under-performance and/or absence at an early stage - before others suffer.
- Manage re-entry after absence.
- Be approachable, communicate clearly, and listen to colleagues' needs.
- Recruit, retain, train and promote so that people are suited to the demands and pressures of the work.
- Set clear objectives, prioritise tasks, eliminate unnecessary work, and try to give warning of urgent work.
- Demonstrate zero tolerance of bullying or harassment.
- Co-ordinate workloads and holidays.
- Ensure colleagues know of other sources of help.

Arrangements - Stress

To assist, every employee must:

- Be alert to individuals or groups at particular risk - e.g. prolonged, frequent and uncharacteristic absences.
- Not harass or bully any colleague - including senior colleagues.
- Inform a Town Clerk if they recognise a significant change in an activity or recognise a significant stressor that is not being addressed.
- Help colleagues (including senior colleagues) by being alert to signs of distress/failure. Report your concerns to someone who can help.
- Not to deal with your stress by re-distributing it amongst colleagues – e.g. storming into work in a state, banging things around etc. and getting colleagues ruffled while you calm down.

It is encouraged that you should let your Line/Town Clerk know if you are:

- Coming under excess pressure in your private life.
- Suffering from anxiety or depression to an extent that interferes with your current or reasonably foreseeable work demands.
- Suffering physical illness that significantly reduces your resilience - e.g. pain that interferes with sleep or on receipt of a life-limiting prognosis.
- Suffering stress, due to work, that is threatening your health.

Giving consideration to the following aspects of your life may help you to prevent stress arising or reduce its effects:

- Manage your time and set yourself challenging but realistic objectives.
- List tasks in order of priority and tackle the most important first.
- Take care of your health through healthy eating, tackling addictions, avoiding stress crutches (drinking, sleeping pills, comfort eating, etc)
- Exercising, keeping up with friends and family, talking to someone, relaxing.
- Ensure sufficient rest and adequate number of hours of sleep and take short breaks to let yourself recuperate during busy times.
- Raise concerns if you are being mistreated.

It can help to try and identify the possible causes of stress by writing them down. Should you be absent with stress, co-operate with your Town Clerk in developing a sensible return to work plan, as concern for your welfare is not prying. Acknowledge your own success in stress control each step of the way.

Arrangements - Sub-Contractors

Sandwich Town Council recognises its duty to ensure that the employer of persons who will be working on their premises has been provided with information on the risks to those persons along

with details of measures being taken to comply with the relevant legislation as it relates to those Employees.

Town Clerk are responsible for ensuring that all Sub-Contractors are competent and possess the appropriate insurances and qualifications to carry out functions on behalf of the Company. An approval questionnaire is sent to all Sub-Contractors which is vetted the Operations Manager.

Where the contract work carries a higher risk or is of an extended duration outside the typical schedule, this information will be requested prior to the work commencing. This will include written risk assessments and method statements depending on the work activity to be carried out, the content of which should include:

- The hazards that the activity will be presenting to the Employees and customers of the Council.
- The level of risk that these hazards present.
- The controls that will be put in place to ensure that the risks are not realised.
- The monitoring system in place that ensures the risk controls remain in place.

Any incidents should be responded to immediately and a discussion after the project finishes may be appropriate to discuss any lessons learned.

All Sub-Contractors are required to conform to Sandwich Town Council's Health & Safety policy in addition to that of a client for all site work.

Arrangements - Violence and Aggression

All violent incidents must be reported to your Town Clerk and then recorded in the accident book. All such incidents will be investigated.

All visitors who are accessing non-public areas and are not known to Employees should be stopped and challenged immediately.

Where aggressive or threatening behaviour is identified this is brought to the immediate attention of the Town Clerk.

Employees should have methods of communication such as radio or telephone to call for back up or assistance when lone working.

Cash handling should be reduced or avoided altogether whenever possible to reduce the chance of conflict.

Employees are advised to walk away and seek help if they feel a situation is not manageable.

Arrangements - Work at Height

Sandwich Town Council's activities necessarily involve working at height by trained and competent personnel. Safety harnesses will be worn by operatives in accordance with the findings of risk assessments or as otherwise deemed necessary during erection and dismantling operations.

Access ladders are always inspected prior to use. Defective access equipment is reported and immediately removed from service.

All activities at height will have due regard to persons underneath and segregation will be provided as necessary.

Arrangements - Work Equipment

All work equipment will be purchased in line with Legislative requirements and bear the CE mark. For major items of equipment, a copy of the Declaration of Conformity will be obtained.

Risk assessments for significant items of equipment will be undertaken by the Town Clerk.

Employees are trained to safely operate and clean equipment and use the correct equipment for the task. No persons under 18 years are authorised to use machinery or other equipment without authorisation.

Tools

A selection of hand and power tools is used. The following steps are taken to ensure the safety of the user and third parties:

Hand Tools

- Use the right tool for the job
- Maintain all tools in a serviceable condition – if unserviceable either repair or replace
- Control/protect tools with obvious risks (Stanley knives, etc)
- Files should be fitted with handles to prevent hand injuries and should not be used as punches or for levering as they may break
- Chisels and punches with mushroom heads must be ground down to prevent splinters of metal flying off
- Hammer heads should be tightly wedged onto shafts, and split or damaged wooden handles replaced
- Edges of cutting tools should be kept sharp and hands kept behind the cutting edge when working

Power Tools

- All equipment should be checked prior to use for defective plugs, sockets, cables or switches.
- 110V or battery powered tools should be used wherever possible.
- Tool adjustments or changes must not be carried out unless the equipment has been isolated.
- Cables must be long enough for use without strain on the connection.
- All defects must be reported to the Town Clerk.

- Maintenance and repairs are only to be undertaken by a competent person.

Young Persons at Work

The Health and Safety Executive classify all people under the age of 18 years of age as a young person, including children under the age of 16. This definition applies to students, trainees and children on work experience and classifies them as Employees regardless of the number of hours worked or the period of employment.

Current legislation requires all employers to undertake risk assessments for all Employees; this includes young workers who may be working on the Council's premises. When the assessment has been completed the employer must implement suitable and sufficient control measures to ensure that the risks are controlled.

Young workers are particularly at risk of injury in the workplace due to their lack of awareness of potential hazards, immaturity and inexperience.

Children under the age of 13 years of age are prohibited from any form of employment; however, children between 13 and the Minimum School Leaving Age (MSLA) can undertake work experience schemes approved by local education authorities. If the company offers placements to students, trainees or children they will be treated as Employees and will be provided with the same health and safety protection as any other employee.

Before engaging any young Employees, the Council will complete specific risk assessments, these will include: -

- The fitting out and layout of the workplace and the location of where the individual will work.
- The type of work equipment that will be used and how it is to be handled.
- How various work and processes being undertaken are organised.
- The extent of training that has been provided or that will need to be provided to the individual concerned.

Before any children are employed or they are offered work experience, the Council will notify the parental guardians of the key findings of the risk assessments and the control measures that have been implemented to reduce the likelihood of an injury occurring.

All young people who start work with the Council will receive suitable training in order that they can undertake the work task safely without putting themselves or others at risk. All training will be assessed on a regular basis to ensure that the key instructions have been understood. Sandwich Town Council views this training as a bare minimum and will ensure that the individuals are fully supervised at all times to ensure that they are competent to carry out the task.

In addition to the normal health and safety records that are documented relating to work activities, the following information will be kept with regard to young persons.

Specific risk assessment records for the tasks that young people within the Council are required to undertake.

Details of training and information that has been given to the young person, along with records to show that the individuals have accomplished an acceptable standard of competence.

Where the young person has not reached minimum school leaving age a record will be kept of any correspondence and information that is communicated to the parents/parental guardian.

Volunteers, visitors and Equality Act 2010

- All visitors must report to the reception area and visitors book signed if requested.
- Any PPE worn and/or equipment used by volunteers or visitors should only be supplied and authorised by the Town Council.
- On request suitable access equipment will be provided to visitors to Council premises and have measures in place to ensure the Health and Safety for all those who attend Council premises.
- Volunteers are required to abide by the Council's Health and Safety Policy when representing the Town Council.

National/Local Emergency including Pandemics

- The Town Council as a local authority maybe called upon by the UK Government and/or KCC and TDC during national emergencies including such events as a pandemic outbreak to undertake activities to support the local community, the health, safety and welfare of all Council employees will be the priority and any risk associated to their normal working practices will be risk assessed. The results will be communicated to individuals and Council; the situation will be appraised and appropriate instructions will be issued as required.

DRAFT



SANDWICH TOWN COUNCIL

LONE WORKING POLICY

ADOPTED: REVIEW:

Policy Statement

This policy outlines the measures that Sandwich Council considers necessary to manage the risk present when employees are required to work alone.

1. Definition

1.1 Lone working applies to all members of staff working alone in a building or outside where there is no close, frequent, or regular contact with other colleagues.

2. Policy

2.1 The Council will, as far as practicable, ensure that: -

- a) employees required to work alone are protected from risks to their health, safety, and welfare
- b) any risks are identified in discussion with the Line Manager and any actions required to mitigate high risks are taken before lone working is undertaken
- c) employees take responsibility for their own safety and understand that they must remove themselves immediately from any such situation. Such actions and concerns must be reported immediately to the line manager.

3. Legal Responsibilities

3.1 Section 2(1) of the Health & Safety at Work Act 1974 places a duty on every employer to ensure, as far as is reasonably practicable, the health, safety, and welfare of employees. In addition, the Management of Health & Safety at Work Regulations 1999 places a duty on the employer to consider all reasonably foreseeable hazards and to take the appropriate action to reduce the possible risk of injury to the lowest level that is practicable to achieve.

4. Who is at risk?

- 4.1 All employees who, as part of their contracted duties, are required to work alone and without direct supervision.
- 4.2 This policy does not set out to identify all the situations where employees may be at risk from working alone but concentrates on describing the arrangements that must be in place to eliminate or manage the associated risks.
- 4.3 Lone working itself is not necessarily elevated risk but the activity that is performed may well be.
- 4.4 It is important that these individuals are made aware of the outcome of the risk assessment and informed of all necessary control measures.

5. Assessing the risk

- 5.1 The Line Manager of the Council employee is responsible for identifying and assessing the risks of lone working both in terms of the likelihood of causing harm and also the severity of the injury.
- 5.2 Consideration will be given to whether the activity is one that can be safely accomplished by one person or whether the presence of another member of staff would be advisable.
- 5.3 If a risk cannot be eliminated completely, action must be taken to reduce the risk to the lowest level practicably achievable.

6. Specific Guidance

- 6.1 Line managers should take account of the following factors when evaluating the risk:
 - a) the degree of isolation
 - b) the type of work activity
 - c) the level of supervision and support
 - d) contact or proximity with members of the public
- 6.2 Any person who is recruited for a job likely to involve lone working should be reasonably physically fit and must declare if they have any medical disability that may put them at risk whilst working alone, e.g., hearing impairment, diabetes.
- 6.3 A first aid kit should be readily available at all times in order to render first aid for minor injuries should they be sustained.
- 6.4 All lone workers will have access to a mobile telephone or hand-held radio which must be switched on so that they may be contacted or to summon help should the need arise. For all high-risk activities, e.g., where activity is remote from other people, it is imperative that the employee gives clear guidance to the Line Manager as to their location(s) during the day.
- 6.5 Panic alarms will be offered to lone working staff, but any member of staff may have one if they wish. These can be used to summon assistance in the event of an attack and will disorientate potential attackers.
- 6.6 Lone workers must contact a nominated person in the office before they finish work for the day if they intend to go directly home. If planning to work out of standard hours this must be agreed in advance with the line manager.

7. Duties of a Line Manager

- 7.1 In order to fulfil its statutory responsibilities, the Council places specific duties on all managers to ensure:
 - a) All lone working activities are formally identified, and appropriate risk assessments undertaken, which identify the risk to lone workers and the control measures necessary to minimise those risks, as far as reasonably practicable.
 - b) Arrangements for lone working are communicated effectively and the details of what can or cannot be done while working alone is explicit.
 - c) The lone worker is made aware of the hazards and understands all the necessary control measures that need to be put in place.

- d) Reasonable enquiries are made to ensure that the lone worker is medically fit to undertake work alone.
- e) Adequate supervision, instruction and training are in place and the lone worker is competent. The extent of the supervision is a management decision, which should be established through a risk assessment process.
- f) Monitoring of lone working practices is in place to ensure that control measures identified in the lone working risk assessment are being adhered to.

8. Duties of an Employee

- 8.1 All employees have a responsibility to take care of their own safety and to co-operate with Council procedures.
- 8.2 Employees should not knowingly place themselves in situations which expose them to additional risk by working alone.
- 8.3 If a person finds that they are placed in a situation, which may be considered to be that of a 'lone worker', they must contact their line manager immediately and discuss identifiable steps needed to either prevent the lone worker situation from arising or, if this is not possible, assist in developing the precautions necessary to ensure their own safety.
- 8.4 Lone workers have a responsibility to inform their line manager if they have any concerns over the effectiveness and efficiency of the agreed arrangements and also if there are any reasons why they would not be able to work alone or to continue to work alone in safety.

9. Risk Assessment

- 9.1 The risk assessment process will be undertaken as a collaborative exercise by both the lone worker and their line manager and that the agreed safe working procedures are recorded and communicated to all persons who may be required to work alone and any other employees who have a role in ensuring their safety.
- 9.2 The Lone Working Risk Assessment must include identifying:
 - a) The hazards to which the person may be exposed. The hazards are likely to be the same for a particular activity whether lone working or not. The assessment of the risks to which a lone worker may be exposed must take into account normal and foreseeable scenarios.
 - b) The hazards may be such that the risk cannot be controlled sufficiently and therefore lone working is prohibited. Examples of high-risk activities where at least one other person will need to be present include:
 - working on or near waterpower tools and machinery
 - working at height
 - chemicals which are corrosive, toxic, explosive, flammable or asphyxiant products or reactions.
 - c) Identify all persons who may be required to work alone. Consideration must be given to an individual's ability to carry out their activities safely on their own. Some individuals may be at greater risk than others, for example, new and expectant mothers and young people or those who are new to a role. It may be necessary to make reasonable enquiries to ensure that lone workers are medically fit to undertake the work alone.

- d) Assess whether current controls are adequate, and if not, consider what additional/alternative control measure(s) can be put in place. Examples of control measures include the provision of suitable training and communication strategies.
- e) Record the risk assessment findings for any significant risks identified. Ensure that the lone worker is made aware of the findings of the risk assessment.

10. Training and Supervision

- 10.1 Training is important where there is limited supervision to control, guide and help in uncertain situations.
- 10.2 Lone workers need to be sufficiently experienced and understand the risks and precautions involved in their work and the location they work in. Training should be relevant to the work activity.
- 10.3 Workers should be:
 - Competent to deal with the requirements of the job;
 - Suitably trained in the use of any technical solutions provided;
 - Able to recognize when to seek advice from elsewhere
- 10.4 The extent of supervision required depends on the risks involved and the ability of the lone worker to identify and handle health and safety issues. The level of supervision should be based on the findings of a risk assessment.
- 10.5 Lone workers may need to be accompanied at first where they are:
 - New to a job
 - Undergoing training;
 - Doing a job that presents specific risks;
 - Dealing with new situations

11. Monitoring and Review

- 11.1 Arrangements which are implemented to ensure the safety of lone workers need to be subject to a monitoring regime which is commensurate with the risk, by their line manager.
- 11.2 Risk assessments are to be reviewed if any significant changes take place, following an accident / incident or following any concerns being raised.
- 11.3 Any review should make sure existing control measures are adequate and check if any additional controls are needed.



Adopted:
Review:

SANDWICH TRAINING AND DEVELOPMENT POLICY

Purpose and scope

This purpose of this policy is to set out the Council's position and commitment on the provision of training and development opportunities for staff and Councillors. It applies to all staff whether full or part time, temporary or fixed term. The Town Council encourages the acquisition of qualifications and new skills because it recognises that a highly trained and educated workforce and Members are essential to deal with priorities for the Council. The objective is to enable the Council to operate to the best of its ability for the benefit of its community and training and development is one means of achieving this.

Identifying, Meeting and Evaluating Training and Development Needs for Officers

Training and development needs will be identified from a variety of sources:

- Induction and probationary periods
- One-to-ones
- Appraisal
- Workforce planning
- Team meetings
- Annual plan
- Change processes
- Legal and statutory compliance legislation

In addition, the council will encourage staff to identify their own learning styles and will seek to provide a wide variety of learning and training methods, including:

- Attendance at conferences, seminars, and short courses
- Online training
- Internal coaching
- Shared in-house learning resources (books, journals, DVDs etc.)
- In house training
- Work shadowing
- Time for self-directed research and learning



Consideration

A number of factors will be considered when assessing a request from an individual. This policy provides one element of the decision-making process. Other factors will include availability of finance and the individual's employment record. An annual budget allocation is identified each year in November to meet the requirements for training and development the following fiscal year within the main budget setting process undertaken by the Town Council.

In order to ensure that the council is able to consistently evaluate requests, training and development opportunities have been organised into three categories according to the degree of importance each intervention has for distinct roles.

Categorising training and personal development for officers

The three categories are as follows:

1. Mandatory

Mandatory training is legally required for the post-holder, or a qualification deemed to be so fundamental to the role, that the council makes it a mandatory requirement. Any mandatory training or qualifications are to be stated on the job description. For mandatory qualifications, it is unlikely that an applicant would be recruited without having previously attained the qualification. Where a qualification becomes mandatory for the role, the council will provide reasonable assistance for the employee to attain the qualification (see the section on Guidance for Support below).

Some mandatory training may be specific to a particular job role whilst other training may be a generic requirement. Examples of mandatory training include:

Generic training

- Health and Safety (Personal Safety, Manual handling, Display Screen equipment)
- Data Protection

2. Desirable

Desirable training is not legally required for the post, but it is directly relevant to the individual's job. Any desirable training or qualifications are to be stated on the job description.



For desirable qualifications or training, an individual may be recruited without having previously attained the qualification or undergone the training but may be expected to attain the qualification within a defined period of time. The need for training may also be identified through one-to-one meetings or annual appraisals. A desirable qualification is likely to enhance the skills and reputation of the council. Examples may include:

Job specific

- Introduction to Local Council Administration (ILCA)
- Certificate in Local Council Administration (CILCA)
- Financial Introduction in Local Council Administration (FILCA)
- Training for Allotments in Local Authorities
- IOSH Managing Safely
- Safeguarding

3. Optional

An optional qualification or optional training may not be directly linked to the individual's current job. Optional training or development is generally more beneficial to the individual's career than it is for the council.

Personal development aimed at developing the skills or knowledge of an individual in order to provide a successor for an existing job is deemed to be optional. However, depending on the circumstances, training for succession may be 'desirable.'

Job specific

- Community Governance
- Town Planning Technical Support - Level 3 Diploma

Guidance for support

Support for qualifications, training and personal development can include financial assistance towards the cost of tuition, examinations, and resource materials in addition to half / day release and time off for study leave and taking the examination. Any financial and non-financial support to training and development is entirely at the discretion of the Council. The approved qualifications and/or memberships undertaken by officers will be sponsored by the Town Council and will include reimbursement and/or payment of the following:-



- Course fees
- Examination fees
- Professional membership fees

Where a Member or officer is required to attend a conference or seminar the conference/seminar fees will be met; in addition, if there is the requirement for attendance for more than one day the following expenses will be paid:-

- Travelling expenses that are reasonable and in line with the Council's current policy
- Subsistence expenses that are reasonable and in line with the Council's current policy

The policy should be reviewed on an annual basis as a minimum; also, if any of the following occur:-

- Employment Law and/or Legislation alters, for example Health and Safety at Work Act 1974 or regulations made under that Act
- Introduction of any new equipment or services
- Alteration to any working methods or practices
- Accidents, dangerous occurrences, learning events or complaints to the Council

Study leave

Where individual requires study leave to undertake mandatory training, they will be able to take all the leave within normal working hours.

Where individuals require study leave to undertake study which is not mandatory but part of the individual's formal continuous professional development, the council will contribute up to 50% of study leave time, to a maximum of 3 days per annum.

Where individuals require study leave to undertake training which is not mandatory but part of the individual's desire for career development, the council will contribute up to 3 days study leave per annum for courses which are directly related to the individual's role.

Time off for study leave must be approved in advance. To make a request the individual is asked to write to the Town Clerk as their Line Manager and copy in the Chair of the HR Committee, setting out the details of the course of study, how it relates to their work, and the time being requested. The Town Clerk is required to make a request direct to the Human Resources Committee.



No study leave will be granted where individuals undertake study, which is not required for their role, or not directly related to their role. However, the Clerk (or Mayor of the Council) will consider requests for flexible working to allow the study to take place, as long as the needs of the council can be met.

This is a non-contractual procedure which will be reviewed from time to time.

Identifying, Meeting and Evaluating Training and Development Needs for Members

All new Councillors will be required to attend Dynamic Councillor training provided by the local Association – KALC. There will be refresher training for existing Councillors offered annually and more specific Committee training, for example Planning, Human Resources and Finance.

There is also the option to join seminars, conferences, online training as well as access to in-house resources such as books and journals.

All requests for training should be directed to the HR Committee.

Evaluation and Recording Training for the Public Body

The Human Resources Committee will work closely with the Town Clerk to implement this policy and monitor the effectiveness for the authority. The officer training and development needs will be identified following confirmation of appointment and/or during the appraisal process. The Member training and development requirements will be identified following election or co-option as well as an annual review following the forming of the committee structure for the Town Council in May.

Where appropriate evaluation feedback should be sought from the Member or officer for any training undertaken to assist with the monitoring process. The records for all training courses undertaken, seminars and conferences attended, and qualifications obtained will be the responsibility of the Town Clerk; a report will be produced at least once a year to the Human Resources Committee and should include any evaluations obtained. The Town Clerk will closely monitor the requirements for training and priorities in relation to the annual budget during the fiscal year to ensure value for money is secured.

Volunteers

Sandwich Town Council should support volunteers to develop their own skills and knowledge who in turn help and support our communities. Volunteers must be aware of



the Councils safeguarding obligations and have received a role appropriate training input alongside any volunteer induction they may undertake. Volunteers can expect to have access to appropriate training.

DRAFT

Report to Councillors and Members of: STC

Meeting scheduled for 26th February 2024

Report from: Town Clerk

Date: 21st February 2024

Subject: The Hub and Intruder Alarm

Classification: General

Purpose of report:

To request that Council consider a contract with ADT to support the existing intruder alarm in place.

Content:

Now that the Hub has been refurbished and is started to be used for hires it has become apparent that an intruder alarm is still in situ and remains live. The Town Clerk has had a site visit from ADT to ascertain if the alarm can be maintained and supported, this is possible, and a quotation has been obtained which is attached as an appendix to this report.

The annual charge for service and software support is £469.00 plus VAT per year and is dependent on a three year contract and is payable in advance.

Recommendations:

The Council to consider if the intruder alarm should be supported in the Hub.

Sandwich Town Council

Sandwich Guildhall (Intruder)
Sandwich

Kent
CT13 9AH



09/02/2024 Our ref 15473175

Dear Sir/Madam








I am delighted to present below information to meet your Intruder Alarm requirements.

Choosing ADT

ADT provides a nationwide service to design, supply products for, and undertake the commissioning of, intruder alarm systems. As part of the global Tyco group of companies, we have unrivalled access to the best products. Our design and installation teams operate across the UK and Ireland, and you can be assured of the highest level of expertise and compliance to the latest standards. There are many considerations when fitting an intruder system, or maintaining an existing one: ADT will guide you through this.

Understanding your order

Your intruder alarm system will include some or all of the following items.

-  **Detectors** – these detect movement within an enclosed space. These can, dependent on your requirements, be alarm confirmation detectors, which reduce the possibility of false activations. We will recommend the right types for your requirements.
-  **Sounders and visual indicators** – when the alarm is activated, the sounders make audible and visual signals. We will normally also provide an additional dummy sounder as an extra deterrent.
-  **Contacts** – these are devices which monitor when doors are opened. Other devices can detect windows being broken.
-  **Keypads and electronic keys** are used to set and unset your alarm. The keypad also provides system status reports and event logs.
-  **Personal attack alarms** can be added to your system for the safety of you and your staff. Devices which have additional confirmation facility can be installed to help reduce the possibility of accidental activation.
-  **Intruder alarm control panel** – as the heart of the system, this monitors the status of each of the components. It communicates to the devices in your premises, and if chosen, also to our dedicated Alarm Receiving centre.
-  **Monitoring** – ADT offers a range of monitoring services. Our Alarm Receiving Centre is notified automatically and can take action directly, including contacting the appropriate emergency services. Most monitored systems use two different methods of telecommunications paths to increase resilience against malicious attacks.

Please note that the pictures are illustrative only. The exact products specified for your premises may differ.

In addition a number of specialist products or accessories may be appropriate to provide the solution you require.

Proceeding with the order

If we have already arranged a follow up meeting, please do not worry about completing this document just yet.

If not then please complete the signature requests in this document to indicate that you wish to proceed. I will then be delighted to finalise the details and make arrangements for the work to be done. If necessary, I will contact you and may need to collect some additional administration details before the order can be processed.

If you have any questions or want to make amendments please do not hesitate to contact me using the details below.

Yours faithfully

For ADT

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A Tyco International Company



Registered Office: ADT Fire and Security plc,
Security House, The Summit, Hanworth Road,
Sunbury-on-Thames, Middlesex TW16 5DB.
Registered in England No. 116 1045



Commercial Sales Agreement

Number

Visit Date

CUSTOMER DETAILS

Company Name	<input type="text" value="Sandwich Town Council"/>		Trading as	<input type="text"/>
Limited	<input type="checkbox"/> PLC	<input type="checkbox"/> Sole Trader	<input checked="" type="checkbox"/> Partnership/Other	<input type="checkbox"/> Contact Name
				<input type="text" value="Gill Gray"/>
E-mail Address	<input type="text" value="townclerk@sandwichtowncouncil.gov.uk"/>			
ADDRESS FOR THE SYSTEM			ADDRESS (IF DIFFERENT) WHERE WE SHOULD SEND THE INVOICE	
Address	<input type="text" value="Sandwich Guildhall (Intruder)"/>		Address	<input type="text"/>
	<input type="text" value="Sandwich"/>			<input type="text"/>
City/Town	<input type="text" value="Kent"/>		City/Town	<input type="text"/>
County	<input type="text"/>	Postcode	<input type="text" value="CT13 9AH"/>	County
	<input type="text"/>		<input type="text"/>	Postcode
Telephone	<input type="text"/>	Mobile	<input type="text"/>	Telephone
	<input type="text"/>		<input type="text"/>	

This is an agreement between ADT Fire and Security plc and the customer whose name appears above. As detailed in the Specification, we will sell to you and install a System and provide our Services under the terms and conditions in this document. Please read all the terms and conditions in this document, in particular conditions 4, 5 and 6.

INITIAL CHARGES

Our charge for selling the System and installing it (or to take over an existing System) will be: <i>You must pay this charge on the start date (see definition section), but see conditions 8.10 to 8.12.</i>	£	<input type="text" value="0"/>	<input type="text" value="00"/>	plus VAT
The charge for connecting the System to our Alarm Receiving Centre (see definition section) will be:	£	<input type="text" value="0"/>	<input type="text" value="00"/>	plus VAT
Charge payable by you to the Police Authority for the Issue of their Unique Reference Number will be: <i>Please note that the police will take no steps until you have paid this sum to them; see also condition 1.6</i>	£	<input type="text" value="0"/>	<input type="text" value="00"/>	plus VAT
Deposit	£	<input type="text" value="0"/>	<input type="text" value="00"/>	plus VAT
Balance due	£	<input type="text" value="0"/>	<input type="text" value="00"/>	plus VAT

ANNUAL CHARGES

Our yearly service charge is: This charge: (a) covers the monitoring and inspection of the System; (b) is payable in advance - see condition 9.2 of terms and conditions; and (c) can vary - see condition 8.2 of the terms and conditions. <i>You must continue with this agreement for at least 3 years - see condition 10.2 of the terms and conditions.</i>	£	<input type="text" value="469"/>	<input type="text" value="00"/>	plus VAT
The telecommunication charge will be: This charge: (a) will be payable if the monitoring of the System is by redcare, redcare GSM, Dualcom GPRS 4G router data SIM or other secure signalling providers; (b) covers the Services provided by the third parties; (c) is payable in advance and can vary - see conditions 8.3 and 9.2 of terms and conditions.	£	<input type="text" value="0"/>	<input type="text" value="00"/>	plus VAT
The ADT Smart Business charges will be:	Sum of ADT Smart Business VIEW service charges:		£	<input type="text" value="0"/>
	Sum of ADT Smart Business AUTOMATE service charges:		£	<input type="text" value="0"/>
			<input type="text" value="00"/>	plus VAT
			<input type="text" value="00"/>	plus VAT
The keyholding response charge will be: This charge: (a) provides you with 3 keyholding response callouts in a 12 month rolling period; (b) covers the Services provided by third parties; (c) is payable in advance and can vary - see conditions 8.2 and 9.2 of the terms and conditions; (d) does not cover Extra Charges that are part of the Service - see condition 8.3.	£	<input type="text"/>	<input type="text"/>	plus VAT
The Software Support or Hosting service charge will be: This charge: (a) includes SSA or SaaS hosting charges as applicable.	£	<input type="text"/>	<input type="text"/>	plus VAT
Total	£	<input type="text" value="469"/>	<input type="text" value="00"/>	plus VAT

PAYMENT SCHEDULE

<input type="text" value="3"/> year fixed period	1st payment £	<input type="text" value="0"/>	<input type="text" value="00"/>	plus VAT	Followed by	<input type="text" value="1"/> payments	of £	<input type="text" value="0"/>	<input type="text" value="00"/>	plus VAT	Followed by	<input type="text" value="36"/> payments	of £	<input type="text" value="39"/>	<input type="text" value="08"/>	plus VAT
Credit card payments: https://payment.adt.co.uk or call 0844 800 6439 (Mon - Fri, 08:30 - 17:00) or 0161 923 7180 (outside hours)											ADT Card Transaction Authorisation no. <input type="text"/>					

SYSTEM AND SERVICES

System Type	Work Type	Job Type	Maintenance Level	Monitoring Type
Intruder <input checked="" type="checkbox"/>	Install <input type="checkbox"/>	New System <input type="checkbox"/>	None <input type="checkbox"/>	Digital Communicator <input type="checkbox"/>
Access Control <input type="checkbox"/>	Maintain <input checked="" type="checkbox"/>	Extra Installation Work <input type="checkbox"/>	Call Out only <input type="checkbox"/>	RedCare Secure <input type="checkbox"/>
CCTV <input type="checkbox"/>		Maintenance/Monitoring change <input type="checkbox"/>	Standard <input type="checkbox"/>	Dualcom GPRS <input type="checkbox"/>
Fire <input type="checkbox"/>		Takeover ADT System <input checked="" type="checkbox"/>	Standard Plus <input checked="" type="checkbox"/>	None <input checked="" type="checkbox"/>
Other <input type="checkbox"/>		Takeover 3rd party System <input type="checkbox"/>	Comprehensive <input type="checkbox"/>	Current <input type="checkbox"/>
			Other: <input type="text"/>	Other: <input type="text"/>

ADDITIONAL SERVICES

KEYHOLDING RESPONSE SERVICE

Keyholding Response Services provides you with a first line key holder in accordance with the requirement of BS7499. Response will be provided 365/24/7. The service charge entitles you to 3 keyholding callouts within a 12 month rolling period, the third party service provider will respond promptly to an alarm activation at your premises and follow the set agreed procedure, as agreed to by signing this agreement:

Agreed procedure includes:

- Keyholding Response Officer requested to attend site
- Officer carries out an external/internal patrol of the site (areas they have access to only)

If the Officer witnesses no sign of break-in/damage:

- Officer reports findings to ADT ARC
- Alarms and secures the site, calls into ADT ARC to confirm closed signal has been received
- Officer leaves site

If the Officer witnesses signs of break-in/damage:

- Officer calls Police to report incident
- Officer calls ADT ARC to advise of situation
- ADT call customers Keyholder to report incident and request attendance at site
- Officer remains on site until Police and Keyholder arrives
- Once situation is in hand with Police and Keyholder the Officer leaves site

Extra charges will be applicable for:

- Each additional callout once agreed quota has been met.
- If a Keyholding Response Officer is required to stay on site for any length of time due to an incident an hourly charge may be applied.

On termination of this contract or this part of the contract relating to Keyholding Response Services, keys will be immediately surrendered to an authorised representative of the customer if so requested by the customer in writing. Any keys unclaimed on cessation of the contract will be retained for 12 months then reduced to scrap (rendered useless).

On signing up to this service we will pass your details onto our third party supplier who will arrange a suitable time to attend site to collect keys and complete initial assignments instructions which will include but is not limited to a site health and safety assessment.

SOFTWARE SUPPORT AGREEMENT (SSA)

Software Support Agreements are available to Systems with maintenance agreements in place. This SSA allows ADT to provide the following additional services as provided and supported by the manufacturer.

- Whilst on site for routine inspections we will advise you of any software version updates that are available and if approved by you, we will update the System to the latest version available. Software upgrades are only available from the manufacturer whilst as SSA is in place.
- If a System update is carried out, the Engineer will also review all System hardware for firmware reviews and install if appropriate for the sites System requirements.
- Where possible we can provide remote Software Support.

Software Support will only be provided if the Access Control System and Software is in good/full working order at the time that the Software Support Agreement is entered into.

ADT reserves the right to complete a full inspection of the Access Control System and Access Control Equipment prior to providing Software Support.

SIGNATURES

1. This agreement is valid for 60 days from the above date. 2. The terms and conditions are as attached. 3. By signing the below, this agreement becomes binding on You; You confirm that you have read this whole document and agree to its terms and conditions, including conditions 4 (Purpose), 5 (Guarantee) and 6 (Liability). 4. This agreement does not apply until our authorised person has signed it. The date next to our authorised person's signature will be the date of the agreement.

Your signature	Date	Our authorised person's signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please print name	Position held	Please print name	Position held
<input type="text" value="Gill Gray"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

DISTRIBUTION: WHITE: ADT CUSTOMER FILE BLUE: CUSTOMER YELLOW: ADT OFFICE
 ADT Fire and Security plc. Registered in England No. 1161045 Registered Office: Security House, The Summit, Hanworth Road, Sunbury-on-Thames, Middlesex TW16 5DB.

6. Our liability to you

6.1 We will try our best to supply and install the System within a reasonable time: we accept no responsibility for delays in supply or installation.

6.2 *During the period referred to in condition 1.6, we are not responsible for any part of the Services which we are not then able to provide.*

6.3 We accept that we must make sure that the System is of satisfactory quality, that it is suitable for the purpose in condition 4 and that the System will meet with the description provided before it was installed. We confirm that we are entitled to sell the System to you.

6.4 (a) As well as the responsibility which we accept in condition 6.3, we accept responsibility for death or personal injury caused by our failure to take reasonable care or to use reasonable skill and we accept responsibility for liability for any fraud perpetrated by us.
(b) For all other liability resulting from our negligence, the most we will pay for loss in aggregate is £250,000 and for all other liability the most we will pay in aggregate is £50,000. We have worked out our service charge based on this limit of liability. If you would like us to increase this limit, you will have to pay an extra charge so we can arrange the appropriate insurance to cover us for the extra liability, the level of which has to be agreed.

6.5 Apart from those responsibilities accepted by us under condition 6.3 and for death and personal injury under condition 6.4(a), in all other situations we do not accept responsibility for any indirect loss which depends on us having special knowledge of your affairs which we would not normally know, even if the loss is due to our fault.

6.6 We are not responsible for the following:

(a) Losses in relation to systems installed at your Premises prior to the date of this agreement arising:

- (i) before the completion of our first routine inspection visit to the Premises; or
 - (ii) during the first 12 months from the start date as a result of that part of a fire System which has not yet been inspected - see condition 1.2(d).
- (b) Loss due to the acts or neglect of any other person including you,

the provider of the telephone line, redcare or other type of communication technology,

a police, fire or other authority or individual. None of these is our agent for any purpose.

- (c) Delays, interruptions or suspensions in providing the Services, which are due to any other person (including you), thing or event which we could not reasonably be expected to prevent.
- (d) Loss due to the fact that equipment or cabling not supplied by us is connected to or installed near to the System.
- (e) Losses resulting from:

- (i) *the police, fire or other authority failing to act in accordance with Emergency Response;*
- (ii) *a signal transmitted to the Alarm Receiving Centre not being received by us for reasons beyond our control;*

(iii) the failure of any cables or wiring installed within the fabric of the Premises or buried underground prior to the start date;

(iv) the activation of a circuit breaker which affects the power supply to any part of the System; or

(v) any other cause beyond our reasonable control and not caused by our lack of reasonable care.

- (f) Losses due to you failing to follow our recommendations in condition 7, or given at any time for additions, repairs or any work required to the System.
- (g) Losses outside the purpose of the System in condition 4.
- (h) Where equipment is damaged or lost in transit, unless you notify us in writing within 10 days from the date of despatch of the equipment to the Premises.
- (i) Damage unavoidably caused to decorations, fittings and the like at the Premises as a result of the installation of the System or our providing the Services.

6.7 Our responsibility stops if the agreement is brought to an end or the Services are suspended under condition 10. We are not responsible if we choose to leave Our Equipment at your Premises after this agreement has ended.

6.8 The charges quoted for the Keyholding Response Services are provided on the assumption that no employees will transfer to us as a result of us undertaking the Services. In so far as any transfer of employees arise as a result of TUPE regulations and we and/or our suppliers will acquire any costs, damages or losses resulting thereof, you acknowledge and warrant that the costs (including pension costs and liabilities) and obligations resulting from such transfer will be borne by you.

7. Our recommendations to you

7.1 Because of the purpose of the System in condition 4, the limits of the Guarantee in condition 5, and the limits of our responsibility to you in condition 6, we strongly recommend that you should take out separate insurance to cover your Premises and the persons at and the contents of your Premises.

7.2 *We recommend that you only use one telephone line for the System and that you use an enhanced signalling System which is designed to detect line faults, line cuts or tampering with a telephone line.*

7.3 Where we have to remove detectors from the Premises for cleaning purposes, we recommend that you keep a stock of detectors at the Premises to enable the System to function without interruption.

7.4 We recommend that you insure the System from the time it is delivered to your Premises.

8. What it will cost you

8.1 You are responsible for the charges on the front of this agreement. The charges exclude VAT, which is payable by you at the rates current from time to time.

8.2 After the first year from the start date and in the years following, we can increase the yearly service charge to cover an increase in the cost of providing the Services. We will tell you in writing of the increased amount which will take effect from the anniversary of the start date.

8.3 *The telecommunication charge may be changed to cover any increased cost to us of providing or changing the telecommunications Services relating to the monitoring of the System. The telecommunication charge may also be changed to cover any increased cost imposed by the police, fire or other authority or by a telecommunications agency or any other organisation.*

8.4 You are also responsible for the following Extra Charges:

(a) *Installation and rental charges for connection facilities between the System and the Alarm Receiving Centre.*

(b) Taxes, fees, charges or false alarm assessments set by the police, fire or other authority due to the installation or operation of the System.

(c) Any Extra Charges or charges for work done by police, fire or other authorities, or by any telecommunications agency or other party.

8.5 You must also pay us Extra Charges at our rates for labour and materials current at the time where the following apply:

- (a) Faults are caused by you or any other person, thing or event which we could not reasonably be expected to prevent.
- (b) The Specification or service level says that there will be a charge.
- (c) You have asked us to visit your Premises outside Normal Working Hours, unless this is covered by the service level you have chosen.
- (d) You ask us to change the System or we need to change it because of change in your Premises.
- (e) You break one of the conditions of this agreement.
- (f) You ask for help from us under the Guarantee in condition 5 but the Guarantee does not apply.
- (g) Any replacements, repairs or modifications to the System are needed but are not covered by the Guarantee or by the Services or are needed as a result of a change in a relevant standard or regulation governing the System.
- (h) You ask us not to carry out tests on any part of the System which involves us in additional work.
- (i) The storage vessels which form part of the extinguishing part of the System need testing, handling, transportation, recharging and reinstalling.
- (j) The external wiring on the outside of the Premises, or any wiring installed within the fabric of the Premises or buried underground prior to the start date, need inspecting, repairing or replacing.
- (k) The System needs inspecting, resetting, reprogramming, repairing or replacing in circumstances where:

- (i) you, your Keyholders or someone else has failed to follow operating instructions, has not locked, closed or secured a window, door or other protected point, has not used or adjusted the CCTV, other equipment or components properly or has interfered with the System;
- (ii) you, or equipment or devices which we have not supplied have caused a false alarm or a failure of the System;
- (iii) your actions or failures, or those of anyone else other than us mean we need to inspect or make repairs or replace any part of the System;
- (iv) rodents, other animals or insects cause damage to or activation of the System;
- (v) there is a problem on the telephone line or connection;
- (vi) there have been fluctuations or failure in the mains electricity supply or where there has been a corruption or failure of the transmission network;
- (vii) the activation of a circuit breaker affects the power supply to any part of the System;
- (viii) any computer, IT network, lighting System or other infrastructure or facility provided by you or others which is connected to the System fails or is corrupted;
- (ix) you install software upgrades or any other software on any computers and/or networks connected to the System;
- (x) adverse weather conditions or adverse industrial atmosphere cause damage to or activation of the System;
- (xi) a full insulation or continuity test of wiring is required; or
- (xii) extinguishing liquids or gas or propellant cartridges are discharged for what ever reason.

(l) For additional keyholding response officer visits over and above the agreed included number of site visits and for additional time on site.

8.6 Unless we agree to do so, the charges do not include any work involving carpet laying, concealing cables, redecorating, replastering, building or carpentry work.

8.7 There will be an additional charge if:

- (i) you do not provide full access to the areas where our engineers carry out the Services; or
- (ii) you fail to supply a reasonable level of lighting or scaffolding, hoists or other suitable lifting material (as referred to in condition 2.2(a), as a result of which we incur extra time or expense.

8.8 Whilst we will make every reasonable effort to work with you or others, any interruptions or delays caused by you, your staff, customers or others may result in additional charges.

8.9 If this agreement is brought to an end under condition 10, the following will apply:

COMMERCIAL SALES PROPOSAL/AGREEMENT

Job description:

To takeover an existing intruder system

Description	Product code	Quantity
In Process		