

WELLINGTON TOWN COUNCIL

MINUTES OF THE POLICY AND RESOURCES COMMITTEE HELD AT THE UNITED REFORMED CHURCH HALL, WELLINGTON 15 JUNE 2022 AT 6.30pm

Present: Councillors Lithgow (Chair), M Barr, K Canham, A Govier, M McGuffie, J Thorne and K Wheatley
David Farrow – Town Clerk.

One member of the public was in attendance.

95. Apologies

Apologies were received from Councillors S Booker and J Lloyd

96. Declarations of Interest

None were declared.

97. Minutes

RESOLVED to approve the minutes of the meeting held on the 15 March 2022.

98. Questions and Comments from Members of the Public

No questions or comments were made.

99. To Review the Terms of Reference for the Committee.

Revised Terms of reference were tabled taking in to account the decision taken at the Annual Meeting that the Community Safety Committee should cease, and its functions subsumed into the Policy and Resources Committee whilst consideration is given to how they should be allocated. Concerns were raised relating to the scope of the responsibilities given the workload likely to fall on this Committee over the coming year. It was agreed that the Committee would oversee the drafting of a revised Community Safety and Crime Prevention Strategy which would detail committee responsibilities and which committee should fulfil them. This will be added to the Policy Review Timetable.

100. To Review the Town Council's Standing Orders

The Committee resolved to **RECOMMEND** that the revised Standing Orders circulated with the agenda are adopted by the Town Council.

101. To Review the Town Council's Financial Regulations

The Committee resolved to **RECOMMEND** that the revised Financial Regulations circulated with the agenda are adopted by the Town Council.

102. Review of Council Policies and Procedures

A draft review programme had been circulated with the agenda. The Committee asked the Clerk to spread the load more evenly across the year so that the Committee only had to review two policies per meeting taking in to account the additional policy detailed in minute 99 above.

103. Future Accommodation Requirements

The Committee considered the paper that had been circulated with the agenda and resolved to **RECOMMEND** that the Council did not take up the offer of moving to office space in the town library when its refurbishment is completed.

At this point Councillor Lithgow left the meeting and Councillor A Govier assumed the Chair.

The Committee considered the paper that had been circulated with the agenda and asked the Clerk to continue to explore the options around purchasing its current office accommodation, utilising the Kings Arms and to explore any other options as they arose based on an assessment of what the council will need in the future and to provide update reports at each meeting of the Committee.

104. Assets of Community Value (ACV)

The Committee had been asked to consider whether it wished to recommend to the Council that it should apply for ACV status for The Dolphin, The WHERE Centre, the former Linden School Building at Coram's Lane and 28-30 Fore Street. It **RESOLVED** not to recommend pursuing seeking ACV status for any of the buildings at this stage.

105. To Consider Arrangements for Remembrance Sunday 2022

The Committee considered the paper that had been circulated with the agenda. It noted that his was a sensitive issue, and that further consideration was needed and resolved to **RECOMMEND** to the Town Council that further work is done to seek the views of interested parties and the community in relation to the timing of the 2023 ceremony with arrangements for the 2022 ceremony remaining as before.

106. Local Government Reorganisation (LGR)/Local Community Networks (LCN)

The Committee considered the paper that had been circulated with the agenda and resolved to **RECOMMEND** to the Town Council that its starting point in discussions should be that the basis of an LCN for the area should be centred around Wellington and its surrounding parishes linked in with the Court Fields catchment area and that the Council should reinstate the informal meetings with those parishes to seek their views.

107. Additional Street Lighting

The Committee reviewed the information that had been circulated with the agenda and resolved to **RECOMMEND** to the Town Council that approval is given to the installation of new streetlights at Orchard Close, Bulford Lane and two at Clifford Terrace at a total cost of £7748 with £1500 of funding being drawn from the Street Light Budget and the balance from the Council's reserves.

108. Delegated Planning Agreement

RESOLVED to recommend to the Town Council that the Delegated Planning Agreement from Somerset West and Taunton for the period 2022/23 be approved.

109. Town Council Vision/Work Programme

The Committee noted the revised Work Plan for 2022/23 and resolved to **RECOMMEND** to the Town Council that an informal workshop for councillors, to further develop the Vision and Work Plan, should be arranged prior to a more formal consultation with the community.

There being no further business, the meeting closed at 8.30pm

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Councillor Mark Lithgow
Chairman

MEDIA COMMUNICATIONS POLICY

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1. Introduction

This policy is advised by the Code of Recommended Practice on Local Authority Publicity. The Code is statutory guidance and therefore councils must have regard to it and follow its provisions.

Failure to follow the Town Council's Policy on Media Communications could lead to a breach of the Statutory Code of Recommended Practice on Local Authority Publicity and the risk of adverse publicity, which could damage the Council's reputation. It is important that all Members and Officers who might come into contact with the media understand

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the implications of this Code which this policy explains within a local context.

Without proper co-ordination it would be difficult to ensure that the messages put out by the Council are consistent and accurate. However, if communication is managed effectively, the Council will be able to create and seize opportunities to communicate with partners and the public and build an accurate and positive reputation.

Wellington Town Council throughout the year:

- Receives enquiries from the media
- Issues news releases
- Organizes photo opportunities
- Arranges interviews
- Posts on social media

The purpose of this policy is to clarify the roles and responsibilities of all Officers and Members involved in dealing with the media and to provide guidance on how to handle media interest. It is further to ensure that the Council is seen to communicate in a professional and objective manner. In all cases, the Council's approach to the media should be:

- Open and honest
- Proactive
- Responsive and timely
- In line with the Council's Equalities policy
- In line with the adopted Code of Conduct

2. The Town Council's approach to publicity

The media plays a large role in informing residents about what the Council does and how it spends their money. It is therefore vital that the Council communicates effectively with the media and wherever possible takes a positive approach to meeting media requests for information and interviews so that

- The Council is recognised as one which is open, accountable, accessible and willing to listen
- There are opportunities to share and celebrate the Council's successes
- Information is provided about policies and services as well as the democratic process so that people feel more informed about the Council and its work
- Negative issues are handled clearly and decisively

The main media are the local and regional press together with local radio and television stations. It is unlikely that Wellington would be involved in media communications at a national, international or specialist level but this policy is written to ensure that it is relevant to these cases should they occur. It is also recognised that the internet is the fastest growing area of the media and that many broadcasters and newspapers include information on Wellington and Wellington Town Council.

3. Identifying Newsworthy Items

It is the responsibility of everyone working within the Council to identify newsworthy items; these will include a range of Council activities and decisions and it is the responsibility of the Clerk (as the Proper Officer) to make the decision as to whether or not a new release should be issued, having liaised with the Mayor or in their absence the Deputy Mayor.

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4. Handling Media Enquiries

The Clerk will co-ordinate all media enquiries into the Town Council office. In certain circumstances it may be appropriate for the Deputy Clerk or Mayor to respond to the enquiry.

Members of the Town Clerk's staff who are directly approached by the media should not attempt to answer questions themselves without establishing the full facts and should confer with the Clerk before responding.

Members of the Council who are directly approached by the media may respond in accordance with the guidance contained in this policy.

The Council should not pass comments on leaks, anonymous allegations or allegations about individual staff and Members. The phrase "no comment" should not be used as a response to a media enquiry. The Council is open and accountable and should always explain if there is a reason why it cannot answer a specific enquiry.

5. Press Releases and Letters or Emails to the Media

The use of press releases is a key technique for publicising Council activities, decisions and achievements.

There are two types of press releases :

(a) Council Press Releases

An official Council release is made on behalf of the Council as a whole; it will be written and issued by the Clerk. Official Council releases will follow a corporate style appropriate for the media being targeted and a central record will be maintained. All releases will accurately reflect the corporate view of the Council, contain relevant facts and may include an approved quotation from an appropriate Councillor. Releases will not promote the views of specific political groups, publicise the activities of individual Councillors, identify a councillor's political party or persuade the general public to hold a particular view.

All official Council releases will be placed on the Council's website within one working day of issue.

(b) Press Releases issued by Councillors

Councillors should not issue press releases on behalf of the Council unless mandated by Full Council. Other press releases issued by Councillors are personal and these types of releases may or may not be political and should not include the name of any Officer, use the Council logo or the Council telephone number as a point of contact. It must make clear that this is the personal views of the Councillor and not of the Town Council and the use of Cllr or Councillor should not be used (See Appendix C 1.5). It would be beneficial for copies of intended releases, especially those of a factual nature, to be provided to the Clerk prior to release. Councillors seeking advice are advised to contact the Clerk.

6. Interviews

Any member of staff contacted by a journalist requesting an interview should refer the

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matter to the Clerk, the Mayor or the appropriate committee Chairman. The person put forward for interview will depend on the situation and the information required by the journalist. Officers should never give their opinion on specific Council policy but must keep to the corporate line and key messages, their role being to provide expertise and factual knowledge only in support of the Council's approved and agreed policies.

7. Media Coverage of Meetings

Many stories relating to the Council will be picked up from agendas and reports in advance of meetings, all agendas being sent direct to local media and background papers being available on the Town Council website.

Provision is made for members of the media to attend Council and committee meetings. During meetings Members should be mindful that any comments and messages are put across in a manner which gives the journalist an accurate picture rather than relying on the journalist's interpretation of what may be a complex issue.

8. Publicity during Elections

The rules governing publicity change when an election has been announced. In the period between the notice of an election and the election itself all proactive publicity about candidates and other politicians is halted. This applies to scheduled local, national, or European elections. During this period Council publicity should not deal with controversial issues or report views, proposals or recommendations in a way that identifies them with individual Members or groups of Members. This is to make sure that no individual Councillor or political party gains an unfair advantage by appearing in corporate publicity. In these circumstances, where a quote is required, this may be provided by the relevant Officer in accordance with national guidelines.

9. Non-Council Related Media

Officers and Members of the Council who have contact with the media in a personal capacity or as members of organisations on which they are not a designated Council representative must not refer to their Council membership and must make it clear to the journalist concerned that they are speaking in a personal capacity or on behalf of the non-Council related organisation.

10. Managing Negative Issues

From time to time the Council has to respond to negative issues. It is important that these situations are managed carefully so as to limit the potential for negative publicity. Members and Officers must alert the Clerk as soon as a potentially negative issue which may attract media interest is known. They should not wait until contact is made by the media.

Members and Officers must be prepared to work together to prepare holding statements, other information and carry out research even if no media have contacted the Council about an issue.

11. Correcting Inaccurate Reporting

Should the media publish or broadcast something inaccurate about the Council, a quick decision needs to be taken on any action necessary to correct it. The issue should be discussed with the Clerk to decide what action is appropriate. This could be a letter or news release, a conversation with the journalist concerned, a personal letter to the editor

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or legal advice. It will also be necessary to decide who is the most appropriate person to take the agreed action.

It should be noted that in the case of minor inaccuracies which have little or no impact on the message being conveyed, it can sometimes be counterproductive to complain; each case should be judged individually.

Occasionally the Council may get something wrong. In these cases, damage limitation is the key – this can usually be achieved by admitting the mistake, apologising and stating how the Council will learn from the error or put it right.

12. Monitoring and Evaluation

The Council office will continually monitor the media coverage and will discuss any concerns with the Mayor and/or Chairman of the relevant committee.

13. Freedom of Information and Data Protection

Council Members are reminded that they must not misuse Council resources for political or other inappropriate purposes. Should the Council receive a request for information under the Freedom of Information Act on a topic on which there is correspondence (written or email), that correspondence will normally have to be disclosed unless it is exempt (further information is available from the Council's Model Publication Scheme). The fact that the disclosure may prove embarrassing would not, in itself, prevent disclosure. In addition, care should be taken when processing personal data. The Data Protection Act 1998 prevents the use of personal information other than for the purposes for which it was supplied. Members should bear this in mind when using any personal data which may be supplied to them by their constituents.

14. Internet Use

Internet use covers all websites, networking sites, forums and blogs which may be used by both Officers and Councillors. If they are used in an official capacity or on Council-related business, the guidance in this policy must be adhered to and they must be used in a responsible and appropriate manner.

When acting in the capacity of Wellington Town Council, websites should not:

- Contain content that may result in actions for libel, defamation or other claims for damages
- Be used to process personal data other than for the purpose stated at the time of capture
- Promote any political party or used for campaigning
- Promote personal financial interests or commercial ventures
- Be used for personal campaigns
- Be used in an abusive, hateful or disrespectful manner.

15. Use of Social Media

Authorised Users of the Official Wellington Town Council social media sites will be limited to the Officers in order to maintain and publicise events and decisions of the Town Council.

16 Why has the council introduced this policy?

This policy supports Council's policies aim to improve the communication with residents

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(including harder to reach groups) through the effective use of social media.

- 16.1 The policy aims to ensure that the public are clear at all times about whether the employee, Councillor or third party contractor is communicating on behalf of the Council or as an individual.
- 16.2 Councils can use social media in many ways, including:
- Providing information about services
 - Supporting local democracy
 - Gathering customer insight and managing customer relationships
 - Promoting cultural and leisure events
 - Supporting local communities and developing a neighbourly approach
- 16.3 Councils who wish to help build a sense of belonging in a neighbourhood, increase resident satisfaction levels and reduce social problems can do much with social media as it is a way of connecting people, encouraging conversation and building trust.
- 16.4 Social media includes (but is not limited to) social networking sites (such as Facebook and LinkedIn); video and photo sharing websites (such as YouTube and Instagram); blogs and microblogs (such as Twitter); 'wiki' sites that can be edited by the public (such as Wikipedia) and forums or discussion boards.
- 16.5 This policy aims to make sure that employees, Councillors and third party contractors can actively take part in social networks so that local government keeps pace with the ways in which people like to engage.
- 16.6 This policy will help ensure that employees, Councillors and third parties understand and comply with all relevant legislation and Council policies which are relevant to the use of social media - whether the use is for official council business or personal.
- 16.7 Contractors are required to comply with this policy in the same way as employees and Members of the Council and this requirement will form part of contractual agreements.
- 16.8 The Council is keen to maximise its use of social media wherever this is helpful to our customers and residents as a communication channel.
- 16.9 Material published by the Council will not contain party political material and will not persuade the public to a particular political view, promote the personal image of a particular Councillor, promote a particular Councillor's proposals, decisions or recommendations or personalise issues.
- 16.10 The Town Clerk will manage the implementation of this policy and the Council Office staff will manage the Council's corporate social media site and oversee other official sites which are service specific. Other methods of communication, such as press releases and the Council's website will continue to be used as appropriate.

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- 16.11 Service specific social media sites may only be created if agreed by Full Council to ensure that sites are consistent and to confirm whether or not the sites are actually required or whether the Council's corporate site should be used.
- 16.12 The Town Clerk will maintain a register of all Council social media sites and their users and will have access and administration rights to these.
- 16.13 Appendix A lists proposed authorised sites to be used by the Council.
- 16.14 Official Sites may only be accessed and edited by those who have been authorised to do so.
- 16.15 Those accessing and editing sites must attend Social Media training organised by the Council.

2 Legal considerations – staying out of trouble online

- 2.1 Any form of communication is rife with the possibility of misunderstandings. Social media is perhaps no more or less vulnerable to this but there are some new ways to misfire with your message.
- 2.2 Although the best use of social media is conversational in tone, publishing on the web is still publishing. It is important to remember that you are responsible for what you publish on social media. Authorised Users need to be acutely aware that anything on an Official Site, published on behalf of the Council, reflects upon the Council and its reputation.
- 2.3 In general terms, content must not be published which may result in actions which may be discriminatory, defamatory, breach copyright, data protection or other claims for damages. This includes (but is not limited to) material of an illegal, sexual, or offensive nature. Any such content published by a third party must be evidenced (through a screenshot or other robust method) and retained separately before it is removed.
- 2.4 When responding to negative content posted by third parties, it is important to acknowledge their view in a neutral way, state what will be done regarding their comment and if necessary, evidence their comment before removing it. Please refer to 3.2 and Appendix D for further guidance.
Users should not make statements which affirm or support the comments and should avoid inviting further responses/dialogue on the matter.
- 2.5 Content for the promotion of personal financial interests, personal commercial ventures or personal campaigns must not be published on corporate accounts.

3 General application of this policy

- 3.1 All employees, whether Authorised Users or not, are required to adhere to this policy and guidance which forms part of the policy even when they are using social media for personal use. Employees should note that any breaches of the policy and guidance, for example, bullying of colleagues or social media activity

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causing serious damage to the organisation, may constitute gross misconduct and lead to summary dismissal.

- 3.2 If you discover defamatory, confidential, obscene, or otherwise unlawful material that you consider affects the Council or any of its employees (whether in a public forum or via direct message) you should draw it to the attention of the of the Town Clerk or in the case of the Town Clerk to the Chair of the Council immediately. You must take their advice (and that of the Council's legal team where necessary) before taking any action on the social media site in question.

4 **Equality**

This policy and associated processes are designed to protect people from discrimination and harassment whilst broadening accessibility to information and communications.

- 5 **Appendices and other relevant information** Appendices and where to find out more
Appendix A Official Council Social Media Sites
Appendix B Guidance for Officers
Appendix C Guidance for Councillors
Appendix D Flowchart for Officers and Councillors

www.geturvoiceheard.co.uk/doc sn.php – provides advice on safeguarding children and vulnerable adults: any Official Sites set up by the Council must ensure that these groups are closely monitored.

www.thinkuknow.co.uk – provides advice information and resources about online safety, including how to use custom settings.

Code of Conduct

The Town Council has adopted a Code of Conduct and all matters relating to media communications should be conducted in line with the principles of this Code. See Appendix C for further information.

Signed **Mayor**

Signed:..... **Town Clerk**

Dated:.....

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Appendix A

Official Social Media Sites



Twitter (www.twitter.com)

Corporate

/WellingtonClerk



Facebook (www.facebook.com)

Corporate:

/WellingtonTownCouncil



Instagram (www.instagram.com)

Corporate:

/wellington_town_council

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Appendix B

Guidance for officers (this guidance forms part of the Council's Media Policy)

- 1 What to bear in mind to keep you protected online either at work or at home**
 - 1.1 When you engage online it is important to use your common sense. The things that can get you into hot water anywhere else are just the same things to avoid in social media.
 - 1.3 You are personally responsible for what you publish on social media. It is important that you think before you publish as words can't be unspoken. Even if you delete a hastily fired off blog or tweet, it will probably already have been read and will be indexed or duplicated in places beyond your reach.
 - 1.4 Remember that the laws of defamation and harassment apply to social media in the same way as written or spoken communication and people can sue you personally for damages if they consider their reputation has been or may be harmed, or if your posts constitute harassment.
 - 1.5 Use of social media (whether personal or corporate account use) to bully or harass customers or colleagues will not be tolerated.
- 2 Use of Social Media at work**
 - 2.1 When using any Official Site in relation to your role at work, Authorised Users must:
 - Clearly identify yourself as a Council employee and either include your name or job title as and are making comments on a social media site not specifically branded as belonging to the Council.
 - Make sure all content published is accurate, not misleading and complies with any relevant Council policy and is in keeping with your job role.
 - Comply with the terms and conditions of the social media site being used.
 - Be polite and treat other users of the social media site with respect.
 - Use the flowchart at the end of this guide to decide how and if to respond to customer comments, particularly negative ones.
 - Remember to keep the Town Clerk (or Chairman of the Council) updated on your work and to flag inappropriate content.
 - 2.2 When using any Official Site, Authorised Users must not:
 - Make any comment or post any material that may cause damage to the Council's reputation or bring it into disrepute. This includes making negative or disparaging comments about the Council or its employees and ensuring you do not agree with or affirm content posted by third parties which is inappropriate (derogatory/offensive etc. see final point below), particularly where the accuracy of comments stated as factual cannot be verified.
 - Make any political comment; state any political preference or make any kind of partisan comment (e.g. show support/sympathy for) that may compromise the reputation of the Council or appear to put the Council in a conflict of interest.
 - Post, publish or respond to any material that is defamatory, offensive, obscene, harassing or bullying; racist, sexist or otherwise discriminatory; infringes copyright or any person's right to privacy; constitutes contempt of

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court or is otherwise unlawful.

3 Monitoring use of social media at work

- 3.1 Authorised Users should not spend more time using social media sites in the course of their employment than is necessary for the purposes of Council public communication. Priority should be given to sites which are widely read by the general public and communicate information about services or service changes that relate to key Council proposals or affect significant numbers of residents. They should ensure that the use of social media does not interfere with their other duties. Authorised Users spending an unnecessary or excessive amount of time using social media sites may be subject to disciplinary action.

4 Open Access Editable “Wiki” Sites Such As Wikipedia

- 4.1 Most wiki sites record the IP address of the editing computer. Alterations to such wiki sites may appear as if they have come from the Council itself. Officers should not act in a manner that may bring the Council into disrepute and should not post derogatory or offensive comments on any online wiki sites.
- 4.2 Prior to altering any wiki site entry about the Council or any entry which might be deemed a conflict of interest, employees should read the terms and conditions of the site concerned and, if necessary, ask permission from the relevant wiki editor.

5 Personal use of social media

- 5.1 Access to social media sites for personal use using the Council's IT systems is not allowed.
- 5.2 Employees should be aware and recognise that there is a risk of damage being caused to the Council through their personal use of social media when they can be identified as an employee of the Council. This may be by direct identification (because a profile or content expressly states a Council association) or indirect identification (because friends, family or others know the user works for the Council).
- 5.3 If in respect of any personal use of social media an employee can be identified as associated with the Council by the profile or content then the following guidance should be complied with:

You should:

- Expressly state (through a disclaimer) on any profile or content that identifies you as an employee (or otherwise refers to or implies a relationship with the Council) that the stated views are your own personal views and are not those of the Council. You can use something like ‘the views I express here are mine alone and do not reflect the views of my employer’ or ‘all tweets personal’.
- Ensure that readers are not misled into believing that any material published by you is on behalf of the Council, authorised by the Council or

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official Council policy if it is not.

- Ensure all content that relates to the Council or Council business is accurate, fairly balanced, not misleading and complies with any relevant Council policy.
- Comply with the terms and conditions of the social media site being used.
- Be polite and treat other users of the social media site with respect.
- Tell the Town Clerk (or the Chairman of the Council) if you discover defamatory, confidential, obscene or otherwise unlawful material that you consider affects the Council or any of its employees.

In addition, you must not:

- Publish content using an affiliation with the Council for the promotion of personal financial interests, personal commercial ventures or personal campaigns.
- Publish content in an abusive manner or in a way that contravenes the Council's Acceptable Behaviour Policy.
- Publish content in a way which appears as if the Council has endorsed it.
- Share sensitive or confidential information about the Council or its employees or Councillors nor upload any photos or videos of colleagues without their express permission.
- Use your Council email address or any Council logos or copyright material for personal use.

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Appendix C

Guidance for Councillors (this guidance forms part of the Council's Media and Communications Policy)

1 What to bear in mind

- 1.1 When you engage online it is important to use your common sense. The things that can get you into difficulties anywhere else are just the same things to avoid in social media.
- 1.2 You are personally responsible for what you publish on social media as well as in public statements. It is important that you think before you publish as words can't be unspoken. Even if you delete a hastily fired off blog or tweet, it will probably already have been read and will be indexed or duplicated in places beyond your reach.
- 1.3 Remember that the law of defamation applies to social media in the same way as written or spoken communication and people can sue you for damages if they consider their reputation has been or may be harmed.
- 1.4 Be mindful if using social media during an official Council meeting or event that the use does not negatively impact on the proceedings or contravene the Council's protocol.
- 1.5 At all times, whether posting in a personal or professional capacity, councillors must be clear whether they are writing as an elected member or private individual. Including 'Cllr' or 'Councillor' in a name is taken to mean that the councillor is writing in the capacity as an elected member. Councillor profiles, websites and use of social media should clearly be either 1) private and personal or 2) in their capacity as a councillor. This is particularly important as mixing these uses is likely to cause confusion to the electorate.

2 Members' Code of Conduct

- 2.1 This applies to your online activity in the same way it does to other written or verbal communication. You should comply with the general principles of the Code in what you publish and what you allow others to publish.
- 2.2 You will need to be particularly aware of the following sections of the code and their practical application:
 - Treat others with respect. Avoid personal attacks and disrespectful, rude or offensive comments.
 - Avoid conducting yourself in a manner or behaving in such a way so as to give a reasonable person the impression you have brought your office or the Council into disrepute.
 - Comply with equality laws. Take care not to publish anything that might be considered as sexist, racist, ageist, homophobic or anti-faith.
 - Refrain from publishing anything which is confidential or breaches the Data Protection Act.
 - Ensure that readers are not misled into believing that any material published by you is on behalf of the Council, authorised by the Council or official Council policy if it is not.
 - Ensure all content that relates to the Council or Council business is accurate,

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fairly balanced, not misleading and complies with any relevant Council policy.

- Comply with the terms and conditions of the social media site being used.

2.3 Members of the public (or other Members or Officers) may make a complaint about you if you contravene the Code of Conduct.

2.4 Members should be aware that during the election process in order to comply with legislation they must not promote themselves on the corporate sites.

3 Personal use of social media

3.1 Councillors should be aware and recognise that there is a risk of damage being caused to the Council via their personal use of social media when they can be identified as an elected Councillor. This may be by direct identification (because a profile or content expressly states a Council association) or indirect identification (because friends, family or others know the user works for the Council).

3.2 If in respect of any personal use of social media a Councillor can be identified as associated with the Council by the profile or content, then the following guidance should be complied with:

You should:

- Expressly state (through a prominent disclaimer) on any profile or content that identifies you as a Councillor (or otherwise refers to or implies a relationship with the Council) that the stated views are your own personal views and are not those of the Council.
- Ensure that readers are not misled into believing that any material published by you is on behalf of the Council, authorised by the Council or official Council policy if it is not.
- Ensure all content that relates to the Council or Council business is accurate, fairly balanced, not misleading and complies with any relevant Council policy.
- Comply with the terms and conditions of the social media site being used.

In addition, you must not:

- Make any comment or post material so as to give a reasonable person the impression that you have brought your office as Councillor or the Council into disrepute.
- Present political or personal opinion as fact or as representative of the Council.
- Imply that you are authorised to speak as a representative of the Council nor give the impression that the views you express are those of the Council.
- Post or publish any material that is harassing or bullying. Harassment may include personal attacks on officers.
- Publish content that promotes personal/family interests, personal financial interests or any personal commercial ventures.
- Publish content in a way which appears as if the Council has endorsed it.
- Publish content in an abusive manner or contravenes the Council's Standing Orders and Code of Conduct.

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- Disclose confidential information, including matters considered under Part B of any Council meeting. If you are in any doubt about this you should first speak to the Town Clerk.

4 **Open Access Editable “Wiki” Sites Such As Wikipedia**

- 4.1 Most wiki sites record the IP address of the editing computer. Alterations to such wiki sites may appear as if they have come from the Council itself. You should not act in a manner that may bring the Council into disrepute and should not post derogatory or offensive comments on any online wiki sites.
- 4.2 Prior to altering any wiki site entry about the Council or any entry which might be deemed a conflict of interest, you should read the terms and conditions of the site concerned and, if necessary, ask permission from the relevant wiki editor.

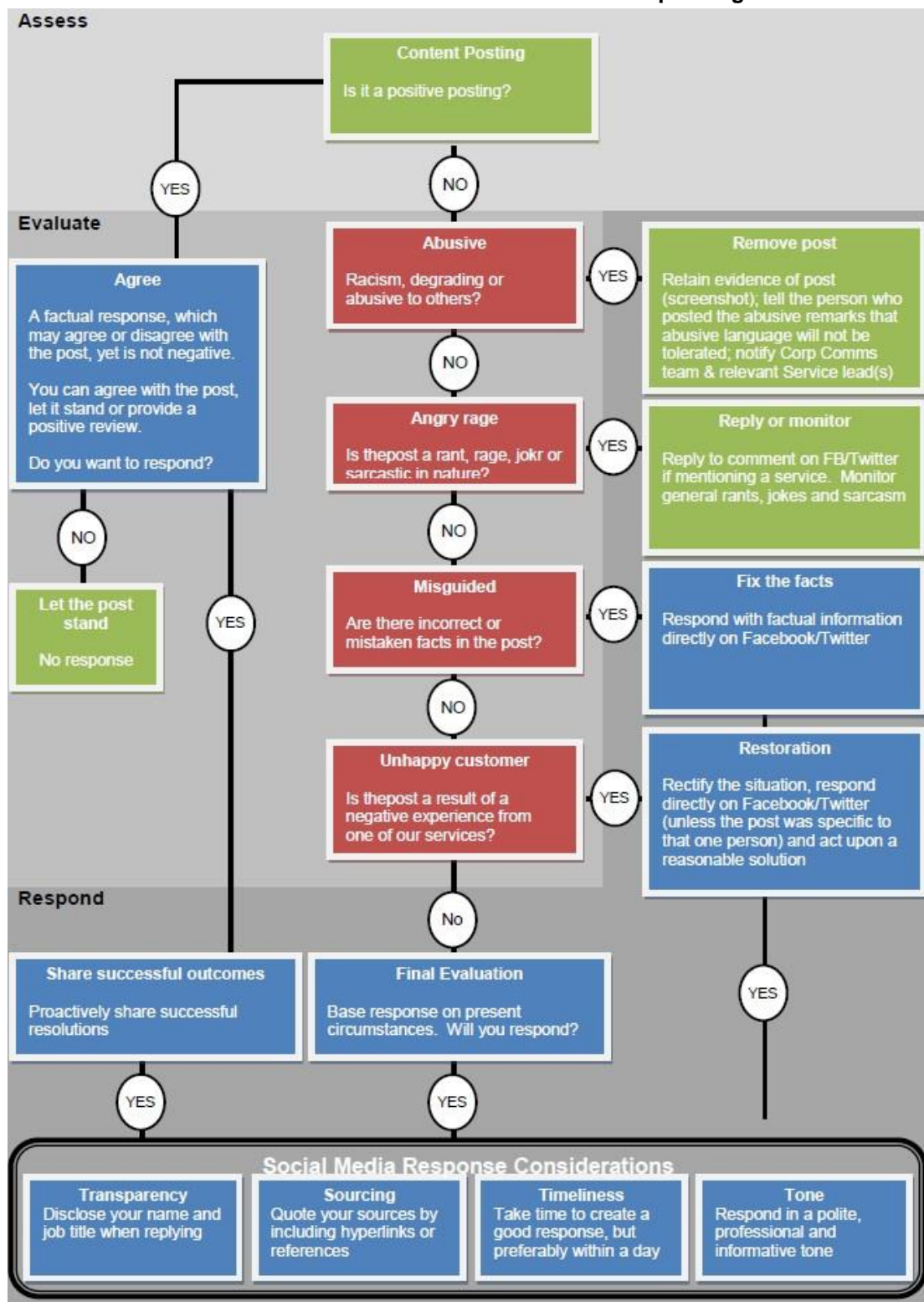
MEDIA COMMUNICATIONS POLICY

WELLINGTON TOWN COUNCIL

Appendix D

Response Flow Chart for Officers and Councillors

Social Media: Quick Guide for Responding





WELLINGTON TOWN COUNCIL PUBLICATION SCHEME

1. Introduction

1.1 This policy lists the type of information held by Wellington Town Council and says what information is available to the public as part of our normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority.

1.2 The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

2. Classes of information

Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

3. The method by which information published under will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

4. Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made

by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

5. Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act. Written request should be made to The Town Clerk, Wellington Town Council, 28 Fore Street Wellington Somerset TA21 8AQ.

6. Information available from Wellington Town Council under the Publication Scheme

All information on the website is free, all hard copy will be charged at 10p per A4 sheet (b&w)

Information to be published	How the information can be obtained
Who we are and what we do	
Who is who on the Council and its Committees	Website / hard copy
Contact details for the Cllrs and staff	Website / hard copy
Location of the Council Offices and accessibility details	Website / hard copy
Staffing structure	Website / hard copy
Policies of the Council	Website / hard copy
What we spend and how we spend it	
Financial Regulations	Website / hard copy

Annual return form and reports by internal and external auditors	Website / hard copy
Annual budget and precept demand	Website / hard copy
Expenditure and income over £500	Website / hard copy
Income and expenditure through the financial year as part of reports tabled at Council Finance Committee	Website / hard copy
Grants given and received	Website / hard copy
List of current contracts awarded and value of contract	Email / hard copy
Cllrs allowances and expenses	Email / hard copy
What our priorities are and how we are doing	
Council Vision	Website / hard copy
Annual Action Plan to implement Vision	Website / hard copy
How we make decisions	
Standing Orders	Website / hard copy
Timetable of meetings (Council, any committee/sub- committee meetings and town meetings)	Website / hard copy
Agendas of meetings (as above)	Website / hard copy
Minutes of meetings (as above)	Website / hard copy
Reports presented to council meetings	Website / hard copy
Responses to consultation papers	Website / hard copy
Responses to planning applications	Website / hard copy
Our policies and procedures	
Policies of the Council (the Constitution)	Website / hard copy
Lists and Registers	
Assets Register	Email/hard copy
Disclosure log (indicating the information that has been provided in response to requests)	Email/hard copy
Register of Cllrs interests	Website / hard copy
Register of gifts and hospitality	Email / hard copy
The services we offer	
Media releases	Social media / website / hard copy
Summary of services provided	Website

Reviewed and Adopted - September 2022
Next Review – September 2023

WELLINGTON TOWN COUNCIL PRIVACY NOTICE



1. Introduction

This Privacy Notice sets out how Wellington Town Council processes your personal data in line with the General Data Protection Regulations 2018.

In order to conduct its business, services and duties, Wellington Town Council processes a wide range of data, relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public;
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked up;
- Confidential information about other organisations because of commercial sensitivity;
- Personal data concerning its current, past and potential employees, Councillors, and volunteers;
- Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

Wellington Town Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

The Town Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office. The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the Town's communities. Details of information which is routinely available is contained in the Council's

Publication Scheme which is based on the statutory model publication scheme for local councils.

Data Protection Terminology

Data subject - means the person whose personal data is being processed. That may be an employee, prospective employee, volunteer, associate or prospective associate of Wellington Town Council or someone transacting with it in some way, or an employee, Member or volunteer with one of our clients, or persons transacting or contracting with one of our clients when we process data for them.

Personal data - means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person. It can be anything from a name, a photo, and an address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

Sensitive personal data - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

Data controller - means a person who (either alone or jointly or in common with other persons) (e.g. Town Council, employer, council) determines the purposes for which and the manner in which any personal data is to be processed.

Data processor - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Processing information or data - means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including: • organising, adapting or altering it; • retrieving, consulting or using the information or data; • disclosing the information or data by transmission, dissemination or otherwise making it available; • aligning, combining, blocking, erasing or destroying the information or data. regardless of the Technology used.

If you would like a paper copy of the Privacy Notice, please contact us – you will find our contact details in section 17 at the bottom of this document.

2. Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be made directly using the data itself, or by combining such data with other information which helps to identify a living individual. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

3. Who are we?

The Data Controller within an organisation is an individual, or group who makes decisions concerning processing personal data, and ensures that all obligations of GDPR are complied with. This includes which information about an individual is stored, how it is used, and how long personal data is kept

This Privacy Notice is provided to you by the **Wellington Town Council** which is the Data Controller for your data.

4. Other Data Controllers Wellington Town Council works with:

- Local Authorities such as Somerset West and Taunton Council and Somerset County Council;
- Community groups;
- Charities;
- Other not for profit entities ;
- Contractors;
- Businesses or individuals providing services to the Council

We will only share personal data we hold about you with these third parties to enable them to carry out their responsibilities to the council. If we and the other Data Controllers listed above are processing your data jointly for the same purposes, then the Council and the other party may be “joint Data Controllers” which means both parties are collectively responsible to you concerning your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you. If you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the Data Controller, and contact details are given at the end of this Privacy Notice.

5. The Legal Basis for Processing your data

Wellington Town Council will rely on any one or several of the following bases for processing personal data, depending on the circumstances:-

- The data subject has given their consent;
- Processing is necessary for contractual purposes;
- Processing is required to comply with a legal obligation;
- Processing is necessary for archival purposes in the public interest, or for historic or statistical research purposes;
- It is necessary to protect someone’s vital interests;
- Processing is necessary for the Council’s legitimate interests, unless such interests are overridden by the interests or fundamental rights and freedoms of the data subject.

6. Personal data we may process.

The Council will process some or all of the following personal data where necessary to perform its tasks:-

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where it are relevant to the services we provide, or where you provide such data to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;

- Where you pay for activities such as use of a council hall, or taking on an allotment, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.

7. How we use sensitive or special category personal data

Certain types of data are classed as 'Special Category' data and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data. Special category data includes information about criminal convictions, racial or ethnic origin, mental and physical health, medical details, political beliefs, trade union affiliation, biometric data, and data concerning sexual life or orientation.

On very rare occasions only we may process sensitive or 'special category' in order to comply with legal requirements and obligations to third parties. This could be under the following circumstances:-

- In limited circumstances, with your explicit written consent;
- Where we need to carry out our legal obligations;
- Where it is needed in the public interest.

Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

8. Do we need your consent to process your Special Category personal data?

We may approach you for your written consent to allow us to process sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. We will only process your sensitive personal data without your express consent, where the law requires or permits us to do so.

9. Complying with Data Protection law.

Wellington Town Council will comply with all data protection law. This requires that any personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes which have been clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and up-to-date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data against loss, misuse, unauthorised access and disclosure.

10. Using your personal data.

Wellington Town Council may use your personal data for some or all of the following purposes:-

- To deliver public services including to understand your needs to provide services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity so we can provide you with a service;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp) in response to any query you have made to us;
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

11. What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

12 Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading “Other data controllers the council works with”;
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

13. How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

14. Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

14.1 The right to access personal data we hold on you

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

14.2 The right to correct and update the personal data we hold on you

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

14.3 *The right to have your personal data erased*

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

14.4 *The right to object to processing of your personal data or to restrict it to certain purposes only*

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

14.5 *The right to data portability*

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

14.6 *The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained*

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

14.7 *The right to lodge a complaint with the Information Commissioner's Office.*

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

15. Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from abroad.

16. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

17. Changes to this notice

Wellington Town Council keeps this Privacy Notice under regular review and we will place any updates on our website at <http://www.wellingtontowncouncil.co.uk/> This Notice was last updated in **August 2022**.

18. Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller

Wellington Town Council
28 Fore Street
Wellington
Somerset
TA21 8AQ

Telephone: 01823 662855

Email: info@wellingtontowncouncil.co.uk

Longforth Road Toilet Block Refurbishment

1. Introduction

The purpose of this paper is to seek the Committees views on how it wishes to proceed in relation to the refurbishment of the Longforth Road Toilet Block.

2. Background

- 2.1 The attached paper was due to be considered at an Extraordinary Meeting of the Council in January 2022 but was deferred because of information that had been received in advance of the meeting relating to the amount of Community Infrastructure Levy (CIL) funding that the Council would be receiving.
- 2.2 The paper had been written assuming that the Council would be receiving CIL in instalments over the next three years and so the proposal was that the funding of the refurbishment should be part funded by CIL and part by a Public Works Loan Board loan.
- 2.3 The day before the meeting the Council was advised that the CIL funding it had expected to be paid in instalments was in fact to be paid in full in April 2022. It was therefore agreed that a decision should be deferred to allow consideration to be given to how the work should be funded and it was also considered that this was a decision better left until after the Council elections to allow the new Council to make it.
- 2.4 As can be seen the Council had previously agreed that a Changing Places facility should be included in the refurbishment. Ince that meeting I have had discussions with a Changing Places Support officer employed by Muscular Dystrophy UK which is a Co-Chair of the Changing Places Consortium that leads the campaign for more Changing Places toilets.
- 2.5 Its advice is that given that there is already a Changing Places Facility in the Iron Duke that is probably sufficient coverage for a town of our size. They also caution against having a Changing Places Facility in a standalone toilet block given the cost of the equipment and the lack of regular supervision. Their campaign supports the development of these facilities in 'large public spaces like shopping centres, major leisure venues, hospitals, transport hubs, motorway services and airports.'

3 Consideration

3.1 To enable us to move this project forward we need to go out to tender to find a company that will design and project manage the refurbishment. To enable us to do that The Council needs to specify what provision it wants to have in place. On that basis the Committee is asked to consider which option it **RECOMENDS** that the Town Council should specify

3.1.1 Three cubicles (disabled plus 2 unsex) plus a Changing Places Facility Or

3.1.2 Three cubicles only (disabled plus 2 unsex)

3.2 Once we have established this, we can obtain updated anticipated costs which are likely to have increased since we last considered this matter. A decision can then be made about how the work should be funded.

3.3 At that stage we can then go out to tender for a company to finalise designs and project manage the refurbishment.

Dave Farrow
Town Clerk
August 2022

**For Consideration at The Extraordinary Meeting of the Town Council 26
January 2022**

**Proposal to Apply to the Public Works Loan Board (PWLB) for a Loan to
Contribute to the Cost of the Rebuilding of the Longforth Road Toilet Block**

1. Introduction

1.1 The purpose of this paper is to make a recommendation to the Town Council to take out a Public Works Loan Board (PWLB) Loan to contribute to the cost of either remodelling the existing Longforth Road Toilet Block or to demolish and rebuild it in both cases incorporating a Changing Places Facility.

2. Recommendation

2.1 It is proposed that the Town Council

(a) agrees to the demolition and rebuilding of the Longforth Road Toilet Block rather than the refurbishment of the existing block;

(b) seeks the approval of the Secretary of State for Housing, Communities & Local Government to apply for a PWLB loan of up to £120,000 over the borrowing term of 20 years for the purpose of replacing the Longforth Road Toilet Block. The annual loan repayments will come to £7,519 at current interest rates.

(c) that as part of that process the Council commence a period of public consultation to last for one month as detailed in this report.

(d) that the balance of the costs are drawn from the Councils Community Infrastructure Levy (CIL) income.

3. Background.

3.1 At its December meetings the Council resolved to agree in principle to apply to the PWLB for a loan to fund the refurbishment of the Longforth Road Toilet Block for consideration at the February meeting of the Council.

3.2 Because of the announcement that the Town Council elections were to be brought forward to May 2022 from May 2023 and to enable a decision to be made in advance of the pre-election period this Extraordinary meeting has been convened to consider the proposal.

3.3 At the December meeting the paper relating to the proposal detailed that the cost of demolishing and rebuilding the toilet block was only £15,000 more than remodelling the existing block – a total estimated cost of £185,000.

3.4 Since the December meeting we have received updates drawings for the proposed new block which are attached to this paper as Appendix A and which

constitute 3 cubicles, a Changing Places facility and storage for the Community Warden equipment. By opting to rebuild rather than refurbish the toilets we will have a modern building which will be carbon efficient and contribute to the towns move towards being carbon neutral by 2030.

4. How Will it be Paid For?

4.1 The total estimated costs of the rebuild is £185,000.

4.2 By November 2022 The Council will have received £333,624 of CIL funding of which £60,000 has been allocated for the refurbishment of the Richards Close Play Area and a further £150,000 is being considered elsewhere on this agenda for use to meet the difference between the available Somerset West and Taunton Council (SWT) Section 106 Funding for Playing Pitch Development in the town and the total of the bids received for that funding. That leaves a balance of £123,624 with a further £246,500 due to be received in November 2024.

4.3 The proposal is that the Council apply for a PWLB loan of £120,000 over a 20 year period with the balance of the cost to be drawn from the Councils CIL funding. At the time of writing the interest rate would be 2.3% with an annual repayment of £7,519 and a total cost of £150,385.20.

The breakdown of the additional cost per household of taking out the loan at the time of writing is as follows:

Band	Number of Households	% of total households	Fraction of Band D Cost	Amount PA on Council Tax Demand (draft)	Amount per week on Council Tax Demand
A	1,130	14.8%	6/9 (66.67%)	0.93	0.02
B	2,808	36.7%	7/9 (77.78%)	1.09	0.02
C	1,691	22.1%	8/9 (88.89%)	1.24	0.02
D	938	12.3%	9/9 (100%)	1.40	0.03
E	875	11.4%	11/9 (122.22%)	1.71	0.03
F	164	2.1%	13/9 (144.44%)	2.02	0.04
G	35	0.5%	15/9 (166.67%)	2.33	0.04
H	8	0.1%	18/9 (200%)	2.80	0.05
Total	7649	100%			

4.4 As part of the application process the Council will need to show that it has consulted with its community in relation to what it is proposing to do. A consultation document will be promoted via the Councils website and social media accounts and through the Wellington Weekly News and other community online news and social media accounts. We also have agreement with the Library that we can have a display setting out the proposal and have booked the Pop-Up Shop for the week commencing the 31st January where we will also have a display. The community will be asked a

simple Yes/No question in response to a question asking if they support the proposal to rebuild the toilets. The consultation will be both online and paper based.

4.5 In the proposal documents there will be a link to a survey with a simple yes or no question asking if people support the proposal. For those wanting paper copies these will be available from the Town Council Offices and the Library where there will also be a voting box.

Community Review

1. Introduction

This paper sets out a proposal to develop a Community Review leading to a Community Plan potentially with support from the Community Council for Somerset (CCS) Smarter Communities Team (SCT).

2. Background

2.1 In June it was announced that Somerset County Council had provided funding to CCS to support fourteen parish and town councils in Somerset in carrying out Community reviews with the intention that the reviews would lead on to the development of a strategic plan for their town/parish. Expression of interest had to be submitted by the 31 July 2022

2.2 I attended a briefing on the 12 July and following discussions with the Mayor submitted an Expression of Interest. By the time of this meeting I will know whether it has been successful.

2.3 If successful, the Town Council will receive

- An adviser to provide 1:1 support and access to a wider team of expert support, to ensure our specific issues are included in the process
- A detailed toolkit to support the process
- Regular training support from SC
- Support and attendance at a community consultation event
- Support with the creation of a survey
- General support with consultation of the community
- Marketing material to promote the process
- Support with the analysis of responses
- Support with the writing of a plan
- Recommendations for funding to support emerging projects

2.4 At the end of the process we will have a Community Plan and an Action and Funding Plan which will provide good evidence for any funding applications we make in the future.

2.5 The requirement will be that if successful we will need to establish a Steering Group to drive the process made up of Council and community representatives, hold the consultation between September and December and complete the plan by the end of March 2023. Consideration needs to be given in relation to who should be invited to make up the Steering Group.

2.6 The costs to the Council will be staff time, printing and consultation event costs

2.7 . Irrespective of whether we are successful in gaining support we should look at this process to inform our future planning and we can use our session on the 10 September to begin this.

3. Considerations

3.1 The Committee is asked to note the content of this report and **RECOMMEND** to the Town Council that if the Expression of Interest is successful it engages with CCS SCT to undertake a Community Review and that even if it isn't successful it uses this model of working to undertake a Community Review

3.2 The Committee is also asked to consider which organisations should be invited to join a Steering Group to drive this process forward.

Dave Farrow
Town Clerk
August 2022

Proposal to review Staffing Structure and Grades of Town Council Staff

1. Introduction

1.1 This paper sets out a proposal to commission a review of the current Town Council staff structure to ensure that it is fit for purpose for the changes that have already been made and others that may come about because of local government reorganisation (LGR) and other factors arising from decisions of the Town Council.

2. Background

2.1 The salary ranges of the posts of Town Clerk and Deputy Clerk were last reviewed in February 2020 and the Deputy RFO grade was established, based on those grades, in January 2021.

2.2 In both situations the Council was advised of the appropriate grades by the Justin Robinson of the Somerset Association of Local Clerks based on a comparison of other salary scales in the County.

2.3 The Council's work has evolved significantly since January 2021 with officers taking lead roles in several activities that had not been part of its remit before. The Council is also developing its place shaping role and community leadership role which again is a development since 2021.

2.4 Alongside this it is has, and will be taking on more responsibility for assets, in particular management of a significant amount of land, and has responsibility for c£600k of Community Infrastructure Levy funding.

2.5 Councillors are ambitious and want to develop further the role of the Council both because of LGR, taking opportunities for service and asset devolution, but also in more general terms to develop the Councils role as a place leader, place shaper– an example being the development of a Carbon Neutral Strategy for the town.

2.6 As we move towards LGR now would be a good time to undertake a review of the staffing structure both to ensure that duties and responsibilities are appropriately distributed to reflect the current role of the Council but also to consider what is needed to meet its future role.

3. Proposal

3.1 The proposal is that the Council commission the Society of Local Council Clerks (SLCC) Local Council Consultancy Service (LCC) to carry out a review of staffing in the Council.

3.2 LCC was launched in late 2018 by SLCC as an additional capability to the advisory and membership services. LCC draw on the wide expertise of SLCC and seek to provide councils with a value for money, sector-leading consultancy service.

3.3 The project proposal is attached to this paper as an appendix. In summary LCC will

- carry out a review of current structures, both staff and Council, looking at current roles and responsibilities.
- Conduct remote interview with staff and some councillors to get a sense of how things work
- Review short and long term developments that will impact on Council staffing
- Produce a report with recommendations for structures of posts and salary scales

3.4 LCC expect the process to take 5 days at a daily rate of £375 making a total cost of £1,875.

3.5 Initial discussions suggest that the process could be completed, and the report provided by the end of September 2022

3.6 It should be noted that LCC is part of SLCC and as such any surplus made from its work is reinvested in SLCC for the further development of professional clerks.

4. **Recommendation**

4.1 The Committee has delegated powers to authorise expenditure up to £3,000.

4.2 On that basis the recommendation is that the Committee **RESOLVES** that LCC be commissioned to carry out a review of the Town Councils staffing structure at a cost of £1,875.



Dave Farrow
Wellington Town Council
By email to dave@wellingtontowncouncil.co.uk

Local Council Consultancy (LCC)
Collar Factory
Suite 2.01
112 St. Augustine Street
Taunton
Somerset
TA1 1QN

Date: 28th July 2022
Reference: LCC 22-052

Dear Dave,

Thank you for the opportunity to provide a quote to carry out a review of the staffing structure and job grades at Wellington Town Council. It was good to talk to you on Tuesday to understand the background to the request and to gain some further information about your needs.

As discussed, the Local Council Consultancy (LCC) is the consultancy arm of SLCC Enterprises dedicated to ensuring best practice and continuous improvement in the local council sector. Launched in late 2018, LCC draws on the wide and deep expertise of the SLCC and seeks to provide Councils with a value for money, sector-leading consultancy service. LCC operates on a 'profit-for purpose' basis, reinvesting all surpluses to further the development of professional clerks and, through them, the development of the whole sector. Our services are delivered by our team of Associates who are grounded in core public service values, most of them having spent the major part of their own careers with local councils.

I understand from our conversation that the council has undergone expansion in the last couple of years, acquiring more assets and a significant CIL budget. In addition, it is likely that further change will occur due to the Local Government Review currently in progress. As a result, we discussed the benefits of having a staffing review carried out alongside the job evaluations to ensure that the structure, roles and capacity are appropriate for the workload and services offered. This is an area of work we have a great deal of experience in and the attached proposal confirms the various stages of our work, which would culminate in a report to the council confirming our findings and recommendations.

I hope that the attached proposal meets with approval. I am more than happy to answer any questions you or the Council might have so please do contact me if you would like any further information.

I look forward to hearing from you soon.

Yours sincerely,

Debra Harper
Head of Local Council Consultancy



Quote for Wellington Town Council – LCC22-52

Staffing Review and Job Evaluations

To carry out a staffing review and job evaluations at Wellington Town Council as follows:

Task Reference	Task Description	Associate Days Required and Rate	Costs (excl vat)
Stage 1	<p>Desk-based research and analysis of the current and any proposed structure, service delivery and job roles. Identifying the quantitative and qualitative data (e.g. financial information, committee structure, land and other assets managed by the Council) required to understand capacity and capability issues and to benchmark the Council's activity.</p> <p>During this stage our Associate will use documents provided by the Council on our request or those available from the Council's website.</p>	1 days @ £375	£375.00
Stage 2	<p>Remote interviews with staff (currently 4) and selected members to validate work from Stage 1 and gather a range of perspectives about how the current staffing and working arrangements.</p> <p>Information on the Council's short-term future plans will be also be reviewed to ensure that our recommendations are suitable for the future</p>	1.5 days @ £375	£562.50
Stage 3	<p>Production of a draft written report for the Council with recommendations on staffing roles and structure, business resilience and the overall capability and capacity, including an evaluation of the pay grade for the Clerk role using the SLCC/NALC guidance for the Clerk pay evaluation.</p> <p>Once the clerk role has been evaluated, recommendations on the pay scales for other posts will be provided based on delegations, responsibilities and job demands.</p> <p>This report would be shared and feedback gained on the content before the final submission.</p>	2 days @ £375	£750.00
Stage 4	Finalise report and submit findings and recommendations.	0.5 days @ £375	£187.50
Grand Total		5 days @ £375.00	£1875.00

This quote is valid for 60 days from the date of the covering letter.



Terms and Conditions for the Provision of Consultancy Services – LCC22-052

Customer: Wellington Town Council

Supplier: Local Council Consultancy

Description of Services

To carry out a staffing review and job evaluations at Wellington Town Council as follows:

Task Reference	Task Description	Associate Days Required and Rate	Costs (excl vat)
Stage 1	<p>Desk-based research and analysis of the current and any proposed structure, service delivery and job roles. Identifying the quantitative and qualitative data (e.g. financial information, committee structure, land and other assets managed by the Council) required to understand capacity and capability issues and to benchmark the Council's activity.</p> <p>During this stage our Associate will use documents provided by the Council on our request or those available from the Council's website.</p>	1 days @ £375	£375.00
Stage 2	<p>Remote interviews with staff (currently 4) and selected members to validate work from Stage 1 and gather a range of perspectives about how the current staffing and working arrangements.</p> <p>Information on the Council's short-term future plans will be also be reviewed to ensure that our recommendations are suitable for the future</p>	1.5 days @ £375	£562.50
Stage 3	<p>Production of a draft written report for the Council with recommendations on staffing roles and structure, business resilience and the overall capability and capacity, including an evaluation of the pay grade for the Clerk role using the SLCC/NALC guidance for the Clerk pay evaluation.</p> <p>Once the clerk role has been evaluated, recommendations on the pay scales for other posts will be provided based on delegations, responsibilities and job demands.</p> <p>This report would be shared and feedback gained on the content before the final submission.</p>	2 days @ £375	£750.00
Stage 4	Finalise report and submit findings and recommendations.	0.5 days @ £375	£187.50
Grand Total		5 days @ £375.00	£1875.00

Terms of the Service

The Supplier will indemnify the Customer for the service provided and will deliver the support set out in the description of services. The total costs of the service are not to exceed £1875.00 exc VAT and expenses unless mutually agreed in writing in the event that the requirement changes or additional days are required. Mileage will be charged at £0.45 per mile.




Conduct of the Consultant and the Supplier

The Associate will abide by the SLCC Code of Conduct. The customer agrees to offer the necessary assistance and support to the Associate in the completion of their work and that their Officers and Members will abide by their own Codes of Conduct. The Head of LCC should be contacted in the event of any issues which cannot be resolved by the Customer and the Associate.

Acceptance of Quote

The Customer accepts the quote and the Terms Conditions set out above and the Supplier undertakes to deliver the services herein described. Please quote reference LCC 22-052 in all correspondence.

Signed for Local Council Consultancy	Signed for Wellington Town Council
	
Name: Debra Harper Date: 28 th July 2022	Name: Date: