

## WELLINGTON TOWN COUNCIL

### MINUTES OF THE POLICY AND RESOURCES COMMITTEE HELD AT THE UNITED REFORMED CHURCH HALL, WELLINGTON 12 DECEMBER 2022 AT 4.30pm

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

One member of the press was in attendance

#### 413 Apologies

Apologies were received and noted from Councillors S Booker, K Canham and J Lloyd.

The Chair raised concerns that due to the postal strike papers had not arrived with Councillors in time for them to give proper consideration in advance of the meeting. He recognised that some were time critical and that others were relatively straightforward and proposed that items 7 and 9 on the agenda be deferred to allow further consideration. After some discussion it was **RESOLVED** that consideration of agenda items 7 and 9 would be deferred and that an additional meeting would be held on the 19 December 2022 to consider them.

#### 414 Declarations of Interest

None were declared.

#### 415 Minutes

**RESOLVED** to approve the minutes of the meeting held on the 17 October 2022.

#### 416 Questions and Comments from Members of the Public

No members of the public were in attendance.

#### 417 To Review the Town Council Health and Safety Policy

An amended version of the Town Council Health and Safety Policy was circulated with the agenda. The Committee **RESOLVED** to recommend to the Town Council that the revised policy is adopted.

#### 418 To Review the Town Councils Safeguarding Policy

A revised Town Council Safeguarding Policy was circulated with the agenda. The Committee **RESOLVED** to recommend to the Town Council that the revised policy is adopted.

#### 419 Proposal to Appoint a Community Warden/Ranger

Consideration of this item was deferred until the 19 December 2022.

#### 420 Proposal to Establish a Town Council Award Scheme

A paper had been circulated with the agenda. The Committee **RESOLVED** to recommend adoption of the Scheme to the Town Council.

#### 421 To Consider Whether the Town Council Should Seek a Review of its Boundaries.

Consideration of this item was deferred until the 19 December 2022.

#### **422 Councillor Allowances**

The paper circulated with the agenda was noted. It was **RESOLVED** that the 2023/24 allowance should be as set in the 2023/24 budget and that the Town Council should continue to press the new unitary authority, both individually and through the Somerset Association of Local Councils, to establish a Parish Remuneration Panel.

#### **423 Town Council Winter Emergency Fund**

The Town Clerk provided a verbal update on the allocation of funds. Since the decision to establish the budget had been made there was now a substantial body of support and funding available for groups and individuals. SPARK Somerset had been commissioned by Somerset County Council to provide advice and support in relation to setting up Warm Spaces including where to access funding to deliver them. wanting to establish warm spaces without needing the support of the Town Council. It was agreed that the Town Clerk would contact groups in the town to establish if they would be able to extend their provision with support from the Town Council. It was also agreed that the Town Clerk will contact schools and The One Team in the new year to remind them of the available funding.

#### **424 Somerset Emergency Community Contact**

The Committee noted the letter attached to the agenda from Somerset Local Authorities' Civil Contingencies Unit and that the contact for the Town Council would be the Town Clerk.

#### **425 Project Initiation Form**

After some discussion the Committee **RESOLVED** not to recommend the adoption of the Project Initiation form as suggested. It noted that it was reasonable for staff to use it but not to expect councillors to.

#### **426 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC**

The Committee **RESOLVED** to exclude members of the press and public for agenda item 14 in accordance with Public Bodies (Admission to Meetings) Act 1960 as the paper supporting the Green Corridor Lease contained information in respect of which a claim to legal professional privilege could be maintained in legal proceedings which is classified as 'Exempt Information' as defined in Schedule 12A to the Local Government Act 1972.

#### **427 Green Corridor Lease.**

The Committee considered the Town Clerks Report and the Lease. After some discussion it was **RESOLVED** to accept the Town Clerks assessment of the legal advice received and to recommend to the Town Council that the lease be agreed as currently written to be signed by the Mayor and Deputy Mayor on behalf of the Council.

.....  
**Councillor Mark Lithgow**  
**Chairman**

## WELLINGTON TOWN COUNCIL

### MINUTES OF THE POLICY AND RESOURCES COMMITTEE HELD AT THE UNITED REFORMED CHURCH HALL, WELLINGTON 19 DECEMBER 2022 AT 4.30pm

**Present:** Councillors M Lithgow (Chair) M Barr, S. Booker, A Govier, J Lloyd, , M McGuffie and J Thorne.  
David Farrow – Town Clerk.

One member of the press and one member of the public were in attendance

#### 428 Apologies

Apologies were received and noted from Councillors K Canham and K Wheatley.

#### 429 Declarations of Interest

None were declared.

#### 430 Questions and Comments from Members of the Public

There were no questions or comments

#### 431 Proposal to Appoint a Community Warden/Ranger

A proposal had been circulated with the agenda. After some discussion The Committee resolved to **RECOMMEND** to the Town Council

- (i) that it should seek to recruit a Community Warden for 22 hours per week on the basis set out in the proposal
- (ii) to establish a budget line of £50,000 to be drawn from reserves to fund the set up costs for the function as set out in this paper and that authority for authorising spend against the budget is delegated to the Town Clerk for items up to £3,000 and that items over £3,000 can be approved by the Town Clerk, Mayor and two other councillors who are members of the Policy and Resources Committee.

#### 432 To Consider Whether the Town Council Should Seek a Review of its Boundaries.

A paper from Councillor Thorne had been circulated for consideration.

After introducing the paper Councillor Thorne had to leave the meeting at 6.20. He re-joined the meeting at 6.25. After some discussion the Committee resolved not to recommend to the Town Council that it seeks a review of its boundaries at this time.

The meeting closed at 6.35pm

.....  
**Councillor Mark Lithgow**  
**Chairman**

**Wellington Town Council****Policy and Resources Committee****20 February 2023****1. Introduction**

1.1 The purpose of this paper is to ask the Committee to consider whether it would recommend to the Town Council that funding should be made available to support ongoing work at Toneworks as requested by Somerset West and Taunton Council (SWT).

**2. Background**

2.1 Councillors will be aware that since taking ownership of Toneworks SWT has been undertaking extensive work to protect and repair the building primarily funded by grants from Historic England and S106 funds associated with the Heritage Mills site.

2.2 However the current funding only covers work that will be completed in the spring and once that is completed no further funding has yet been identified to enable the work to carry on.

2.3 SWT's Heritage at Risk Officer has approached the Town Council to see if it would be willing to provide funding to enable some works to be carried out that aren't covered by the Historic England funding, but which would protect elements of the site and /or potentially enable some of the site to be opened up to visitors for a programme of events over the Spring/ Summer whilst fundraising efforts are continued .

2.4 Attached as Appendix A is a list of potential work that would support the project and the Town Council has been invited to consider whether it would be willing to fund any of the work. Appendix B is a map of the site showing the locations.

2.5 In considering whether it wishes to do so, the Council may want to consider which work would have the most impact for the funding and allow the most deliverable benefits to helping the site be opened up to the community.

2.6 If the Town Council did agree to provide funding it could either be drawn from general reserves or its Community Infrastructure Levy.

**3. Consideration**

3.1 the committee is asked to consider whether it would recommend to the Town Council that it should provide funding to support work at Toneworks and if so how much it should provide and for what work.

Dave Farrow  
Town Clerk  
February 2023

**Toneworks funding options**

Item	Description	Funding required
Machine cover	For building X machine now open to the elements following Phase 2.	£115
Drainage investigation survey	This is something we would really like to do as we have currently only got temporary solutions for drainage in Building V following our Phase 2 works. It will allow us to design the final touches to the drainage for the new roofs.	£370
Machine cover	In Phase 3 we have uncovered one of the earliest line shafts on site. A highly significant piece of the mechanical history of Toneworks. The funding for this section does not replace this section of roof and therefore a temporary cover needs to be designed and installed to protect this line shaft.	Est. £1000
Building Q, permanent repair to 2 temporary props	This work will help to open up more safe usable space in building Q, as well as creating a permanent solution that will save money on ongoing temporary propping.	£10,000
Windows in Building V	This will see the 13 windows removed in Phase 2 to allow works, repaired and reinstalled. This will allow the safer / better use of the rooms in the summer and also improve the visual of the site from the outside,	Est. £10,000

## Somerset West and Taunton

	giving a 'finished' look from the road.	
All currently propped repairs in Building Q	There are currently 5 propped areas in building Q that require permanent solutions. This would improve safe access to the site and save on ongoing costs, allowing money to go towards repairs.	£25,000
All urgent repairs needed to roof in Building Q.	This is the 5 propped sections above and also the central column above the machinery.	£55,000
Gable end of T repairs	This would allow safe access into building V for our summer events / access.	Awaiting quote
Walkway through T to allow the safest route of access to V.	This would allow safe access into building V for our summer events / access.	Awaiting quote





Thread, trading as Architectural Thread,  
Registered in England and Wales, Number 08000773  
Registered Address: Suite D, Pinbrook Court, Venny  
Bridge, Exeter EX4 8JQ.  
VAT No. 131 4698 17

This document contains confidential and proprietary information that  
cannot be reproduced or divulged, in whole or in part, without written  
permission from Architectural Thread Ltd.

Do not scale from this drawing, other than for the purposes of the Town  
and Country Planning Act

© Architectural Thread Ltd



1:250 @ A1 / 1:500 @ A3



REVISIONS

Thread

Client: Wellington Mills CIC  
Project Architect: Claire Fear

TONE WORKS

SITE PLAN - AREAS KEY  
PLAN

Scale:  
1:250 @ A1  
Date:  
October 2022

72TW\_3\_002



## WELLINGTON TOWN COUNCIL

### DISCIPLINARY POLICY

#### 1. Introduction

- 1.1 This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>). It also takes account of the ACAS guide on discipline and grievances at work.

[https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG\\_Guide\\_Feb\\_2019.pdf](https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf)

The policy is designed to help Council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.

- 1.2 The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
- 1.3 This policy confirms:
- informal coaching and supervision will be considered, where appropriate, to improve conduct and / or attendance
  - the Council will fully investigate the facts of each case
  - the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective. For more information see ACAS "Performance Management" at <https://www.acas.org.uk/index.aspx?articleid=6608>
  - employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
  - employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing
  - employees may be accompanied or represented by a companion – a workplace colleague, a trade union representative or a trade union official -



at any investigatory, disciplinary or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case

- the Council will give employees reasonable notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions
- if the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
- any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council
- information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- employees have the right to appeal against any disciplinary decision. The appeal decision is final
- if an employee who is already subject to the Council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
- disciplinary action taken by the Council can include a written warning, final written warning or dismissal
- this procedure may be implemented at any stage if the employee's alleged misconduct warrants this
- except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct
- if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it,
- the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been

communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties.

## **2. Examples of misconduct**

2.1 Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct: The list is not exhaustive.

- unauthorised absence
- poor timekeeping
- misuse of the Council's resources and facilities including telephone, email and internet
- inappropriate behaviour
- refusal to follow reasonable instructions
- breach of health and safety rules.

## **3. Examples of gross misconduct**

3.1 Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct: The list is not exhaustive

- bullying, discrimination and harassment
- incapacity at work because of alcohol or drugs
- violent behaviour
- fraud or theft
- gross negligence
- gross insubordination
- serious breaches of council policies and procedures e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology
- serious and deliberate damage to property
- use of the internet or email to access pornographic, obscene or offensive material
- disclosure of confidential information.

## **4. Suspension**

4.1 If allegations of gross misconduct or serious misconduct are made, the council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.

4.2 While on suspension, the employee is required to be available during normal hours of work in the event that the council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or to discuss this matter with any other employee or councillor.

4.3 The employee must not attend work. The council will make arrangements for the employee to access any information or documents required to respond to any allegations.

## **5. Examples of unsatisfactory work performance**

5.1 The following list contains some examples of unsatisfactory work performance: The list is not exhaustive.

- inadequate application of management instructions/office procedures
- inadequate IT skills
- unsatisfactory management of staff
- unsatisfactory communication skills.

## **6. The Procedure**

6.1 Preliminary enquiries. The council may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.

6.2 If the employee's manager believes there may be a disciplinary case to answer, the council may initiate a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.

6.3 Informal Procedures. Where minor concerns about conduct become apparent, it is the manager's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the manager. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the manager may decide to formalise the discussions and invite the employee to a first stage disciplinary hearing.

## **7. Disciplinary investigation**

7.1 A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.

7.2 If a formal disciplinary investigation is required, the Council's Policy and Resources committee will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a councillor. If the Policy and

Resources committee considers that there are no councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The Policy and Resources committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:

- the allegations or events that the investigation is required to examine
- whether a recommendation is required
- how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report
- who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.

7.3 The Investigator will be asked to submit their findings within 20 working days of appointment where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary and the Council may decide to commence disciplinary proceedings at the next stage - the disciplinary meeting (see paragraph 22).

7.4 The Policy and Resources committee will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given sufficient notice of the meeting with the Investigator so that he/she has reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when he/she meets with the Investigator, he/she will have the opportunity to comment on the allegations of misconduct.

7.5 Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.

7.6 If there are other persons (e.g. employees, councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.

7.7 The Investigator has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the Policy and Resources committee whether or not disciplinary action should be considered under the policy.

7.8 The Investigator's report will contain his/her recommendations and the findings on which they were based. He/she will recommend either:

- the employee has no case to answer and there should be no further action under the Council's disciplinary procedure
- the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
- the employee has a case to answer and a formal hearing should be convened under the Council's disciplinary procedure.

7.9 The Investigator will submit the report to the Policy and Resources committee which will decide whether further action will be taken.

7.10 If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

## **8. The disciplinary meeting**

8.1 If the Policy and Resources committee decides that there is a case to answer, it will appoint a Policy and Resources sub-committee of three councillors, to formally hear the allegations. The Policy and Resources sub-committee will appoint a Chairman from one of its members. The Investigator shall not sit on the sub-committee.

8.2 No councillor with direct involvement in the matter shall be appointed to the sub-committee. The employee will be invited, in writing, to attend a disciplinary meeting. The sub-committee's letter will confirm the following:

- the names of its Chairman and other two members
- details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting
- a copy of the information provided to the sub-committee which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure
- the time and place for the meeting. The employee will be given reasonable notice of the hearing so that he /she has sufficient time to prepare for it
- that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least two working days before the meeting
- that the employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official

8.3 The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:

- the Chairman will introduce the members of the sub-committee to the employee and explain the arrangements for the hearing
- the Chairman will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation)
- the Chairman will invite the employee to present their account
- the employee (or the companion) will set out his/her case and present evidence (including any witnesses and/or witness statements)
- any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness
- the employee (or companion) will have the opportunity to sum up

8.4 The Chairman will provide the employee with the sub-committee's decision with reasons, in writing, within five working days of the meeting. The Chairman will also notify the employee of the right to appeal the decision.

8.5 The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the sub-committee.

## **9. Disciplinary action**

If the sub-committee decides that there should be disciplinary action, it may be any of the following:

### **9.1 First written warning**

If the employee's conduct has fallen beneath acceptable standards, a first written warning will be issued. A first written warning will set out:

- the reason for the written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action
- the employee's right of appeal
- that a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

### **9.2 Final written warning**

If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, the employee will be given a final written warning. A final written warning will set out:



- the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal
- the employee's right of appeal
- that a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

### **9.3 Dismissal**

9.3.1 The Council may dismiss:

- for gross misconduct without notice
- if there is no improvement within the specified time period, in the conduct which has been the subject of a final written warning with notice.
- if another instance of misconduct has occurred and a final written warning has already been issued and remains in force with notice.

9.3.2 The Council will consider very carefully a decision to dismiss. If an employee is dismissed, he/she will receive a written statement of the reasons for his/her dismissal, the date on which the employment will end and details of his/her right of appeal. If the sub-committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action taken as a result of the disciplinary meeting will remain in force unless it is modified as a result of an appeal.

## **10 The appeal**

10.1 An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within five working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.

10.2 The grounds for appeal include;

- a failure by the Council to follow its disciplinary policy
- the sub-committee's disciplinary decision was not supported by the evidence
- the disciplinary action was too severe in the circumstances of the case
- new evidence has come to light since the disciplinary meeting.

10.3 Where possible, the appeal will be heard by a panel of three members of the Policy and Resources committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the Policy and Resources committee who have not previously

been involved. If so, the appeal panel will be a committee of three members of the Council who may include members of the staff committee. The appeal panel will appoint a Chairman from one of its members.

10.4 The employee will be notified, in writing, within 10 working days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that he/she may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.

10.5 At the appeal meeting, the Chairman will:

- introduce the panel members to the employee
- explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision
- explain the action that the appeal panel may take.

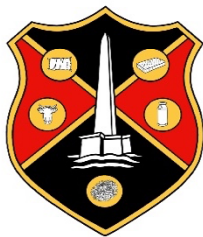
10.6 The employee (or companion) will be asked to explain the grounds for appeal.

10.7 The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.

10.8 The appeal panel may decide to uphold the disciplinary decision of the Policy and Resources committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.

10.9 If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.

10.10 The appeal panel's decision is final.



## **WELLINGTON TOWN COUNCIL ABSENCE MANAGEMENT POLICY and PROCEDURE**

### **1. Policy Statement**

1.1 Wellington Town Council ("The Council") is committed to providing effective, high quality service to all its customers and to optimising the contribution of all employees. As part of this aim it is essential that throughout the organisation all employees are committed to maximising attendance.

1.2 The Council is concerned for the wellbeing of its employees and seeks to protect their health and safety by creating a safe working environment. In return the Council expects all employees to take reasonable care of their own health, seek medical help whenever appropriate and to attend work when fit to do so.

1.3 The Council recognises that genuine medical grounds will occasionally result in employee absence. It is the Council's policy to treat all such sickness absence in a fair, sensitive and consistent manner across all areas of the workforce.

1.4 The Council must however balance the sensitive management of genuine individual sickness against its needs to be publicly accountable for its resource allocation and as such it cannot sustain high levels of sickness absence. Action will therefore be taken to address recurrent short-term sickness or extended periods of absence as appropriate.

### **2. Aims**

2.1 In order for the Council to meet its responsibilities it will ensure that:-

- It provides a supportive environment for those employees affected by ill-health.
- All employees adhere to the comprehensive procedural guidelines produced in support of this policy.
- Levels of sickness absence are the subject of routine monitoring.

### **3. Responsibilities**

3.1 The onus for attending work on a regular basis, and for reporting absence in accordance with the Council's agreed procedures, rests with the employee. It is also an employee's responsibility to appropriately detail any periods of absence on their record of hours worked.

3.2 The responsibility for recording, monitoring and managing absence on a day to day basis lies with the Town Clerk. It is therefore essential that they ensure that all employees are aware of the Council's Absence Management Policy and Procedures.

#### **4. Review**

4.1 This policy and the supporting procedural guidelines will be reviewed periodically. Responsibility for conducting this review lies with the Town Clerk. The updated policy will be approved by the Policy and Resources Committee.

### **5. Procedure**

#### **Guidelines for Employees**

##### **5.1 Reporting**

5.1.1 If you are unable to work due to illness/injury you must telephone the Town Clerk as soon as possible after the office opens. This should be no later than 10.00 am on the first day of absence or nearest working day. Only if the nature of the illness prevents you from making contact should you delegate your sickness reporting to a third party. When speaking with the Clerk you should provide some indication of:-

- The nature of your absence
- The date your injury/illness began (including weekends and holidays)
- The expected duration of your absence
- Whether you have any immediate work commitments that will need completing/reassigning during your absence

5.1.2 If the Town Clerk is unavailable, you should ensure that contact is made with the office, or a Councillor who is on the Policy and Resources Committee.

5.1.3 Not later than the fourth day of absence you must contact the Town Clerk again in order to provide updated information in respect of your on-going illness/injury.

##### **5.2 Certification**

5.2.1 Where your absence is not covered by a doctor's certificate and is for a period of up to seven days inclusive of weekends you will be asked to complete a self-certification form on your return to work.

5.2.2 If your absence exceeds seven days and you have not already done so you should provide a doctor's certificate for the remainder of your absence. You will need to ensure that there is always a current certificate in force. Your doctor's certificate 'fit note' will include whether you need to see your Doctor again before returning to work.

5.2.3 If the doctor's certificate states that you "may be fit for work" you should inform the Town Clerk immediately. They will discuss with you whether there are any additional measures that may be needed to facilitate your return to work, taking into account the doctor's advice.

5.2.4 This may take place at a return to work interview or an absence review meeting. If appropriate measures cannot be taken, you will remain on sick leave and the Town Clerk will set a date to review the situation.

### **5.3 Return to work meetings**

5.3.1 When you return to work after any period of absence the Town Clerk will arrange to meet with you. This meeting will usually occur on your first day back, or as soon as possible thereafter. The purpose of this meeting is:

- To provide an opportunity for the Town Clerk to check that you are fit enough to return to work.
- To give you an opportunity to voice any concerns that you may have and/or to identify any domestic, welfare or work-related problems in an appropriate forum.
- To ensure that you are aware of work-related matters that have occurred during your absence.
- Fill out the sickness declaration form.

### **5.4 Miscellaneous**

5.4.1 It is important that you comply with these procedures so that:

- The Council can be aware of potential problems and provide assistance to you where necessary.
- Any sick pay to which you would otherwise be entitled is not withheld or refused.

5.4.2 Records retained in respect of sickness absence will always be treated with sensitivity and confidentiality and in accordance with the provisions of prevailing Data Protection legislation. You will be entitled to access your records on request.

## **6. Guidelines for the Town Clerk**

### **6.1 General Issues**

6.1.1 You are responsible for the management of sickness absence within the Council. You should therefore ensure that all employees are aware of, and comply with, the Council's procedure for reporting absence from the workplace.

6.1.2 Where employees have failed to follow established procedures in respect of notification of absence or the provision of medical certificates etc., they should be reminded of their obligations and, if appropriate, notified that further non-compliance may result in the initiation of disciplinary action. Where there is concern that an employee has wilfully abused the sickness absence provisions or absented themselves from work without satisfactory reason or explanation the matter should be referred into the disciplinary procedure for investigation and appropriate action. If an employee is ill while they are on holiday, this time should be regarded as sick leave provided that they can provide a doctor's certificate. Post-dated certificates i.e. covering a period prior to the doctor's appointment will not be accepted.

6.1.3 Where a public holiday falls during a period of sickness absence the employee concerned will continue to receive sick pay however no substitute public holiday will be given.

6.1.4 Should an employee who has been refused annual/flexi leave subsequently report sick for the period requested, you should carefully investigate the circumstances. You may wish to consider requiring the employee to submit a doctor's certificate for the period in question. Where this is the case, any cost incurred will be reimbursed providing the employee is able to submit a receipt.

6.1.5 It is not expected that you will normally contact employees at home during periods of self-certificated absence although there may be occasions when this is necessary as a result of issues arising at work. The timing of contact with an employee at home during periods of certificated absence must be a matter of judgment with consideration being given to the nature of the absence, the importance of the job, the problems of providing cover, the employee's previous absence record, and the effects of the absence on service provision and other employees.

## **6.2 Return to work meetings**

6.2.1 Effective absence management depends upon the availability of relevant information, and you should therefore arrange to hold a return to work meeting with employees following each period of absence. Return to work meetings present an informal opportunity to establish the cause of the absence, indicate to the employee an interest in their welfare, and allow you to establish whether the employee requires any further help or support. They can also provide the opportunity for you to alert an employee to concerns that you may have in respect of situations where an unsatisfactory absence record is developing.

6.2.2 You will need to complete a Return to Work Form (See Appendix 1) after every period of absence (including half days).

6.2.3 Meetings should be arranged as soon as practicable and preferably within 2 days. In some cases, the discussion will only need to be brief. In other, more complex cases, perhaps where there is a history of a high level of sickness absence, the meeting will need to be more involved. An employee can refuse, if they wish, to provide any information at the return to work discussion. Where this is the case, you should attempt to identify with the employee the reasons for this refusal. If the employee does refuse to co-operate in the return to work discussion, you should record your attempts to conduct this discussion and the employee's refusal.

## **6.3 Long-term Absence**

6.3.1 All cases of long-term absence will be treated sensitively and every assistance will be given to the employee to return to work. You should maintain contact with the employee and advise them that they should keep the Council informed of developments relating to their medical condition.

6.3.2 In order to ensure that the Council has access to guidance and advice in respect of the best course of action to follow in relation to such cases of absence, employees who have been absent for a continuous period of four weeks may,



depending on the nature of the absence in question, be referred for an Occupational Health review. Where this results in a recommendation which may affect the employee's continued employment, you should arrange to meet with them to discuss the alternative options. Employees may wish to have the support of a trade union representative or a work colleague present during such a meeting, and this should be positively encouraged.

6.3.3 Where a return to work following a period of prolonged absence may be facilitated by temporary redeployment or phased re-introduction, i.e., job sharing or part-time working, an employee can be advised that you will discuss these options with them, and if appropriate ensure that support mechanisms necessary for this to occur are provided. Such arrangements will be for a defined period and will be subject to joint review. In certain cases, the Occupational Health Physician may find that an employee is unfit to perform a particular job but fit enough to undertake other types of work. In such cases, full consideration will be given to the possibility of redeployment into alternative positions. Consideration will also be given to redeployment in cases where work in a particular place poses problem with attendance.

#### **6.4 Frequent Intermittent Absence**

6.4.1 Although there will be informal return to work interviews after all periods of absence, after four episodes of absence or a total of 10 days short term sickness absence within any period of 12 months, you will be required to institute a more formal review of attendance records and reasons for absence with an employee. You should therefore arrange to meet with any employee whose absence record matches or exceeds the above criteria.

6.4.2 During the interview, you should draw the employee's attention to their poor attendance record, and the problems that their absences are causing for the Council and other employees. Where no underlying medical condition is disclosed, the employee must be advised that their attendance record will be monitored (over a period not less than three months) and that significant improvement will be required. In addition, employees must be warned that if no such improvement is forthcoming, serious consideration will be given to reviewing their employment situation. This must be confirmed in writing.

6.4.3 Return to work interviews must continue to be carried out following any absences which occur during this monitoring period. These interviews will afford you the opportunity to remind the employee of the Council's concerns.

6.4.4 If, after the period of monitoring has elapsed, no significant improvement in attendance has been effected, a further interview must be arranged. At this interview, the employee must once again be reminded of the problems caused by the absences and asked if they wish to disclose any underlying medical condition or problem of which you are unaware. If such a condition is disclosed, a medical referral should be arranged. Where no underlying medical condition exists, the employee should be told that their attendance record will be subject to a further period of monitoring (of not less than three months) and that their employment may be terminated if the required improvement is not effected.

Employees have the right to be accompanied to this meeting by a trade union representative or a work colleague.

6.4.5 Employees whose levels of attendance improve satisfactorily during periods of informal and/or formal monitoring must be reminded that they will be expected to maintain these levels of attendance. Failure to do so will result in further monitoring and/or the initiation of formal action.

## **6.5 Personal, Domestic or Work-Related Problems**

6.5.1 Where an employee reveals that their absence has been a consequence of personal, domestic or work-related problems, you should endeavour to discuss with them any relevant details which they wish to disclose.

6.5.2 Although an employee may have genuine concerns about revealing sensitive or personal information, they should be reminded of the fact that such matters will be treated confidentially, and that the Council cannot assist them if it is not made aware of the problem.

6.5.3 Should an employee wish to discuss matters with someone other than yourself, the Chair of the Policy and Resources Committee can be contacted for a confidential interview.

6.5.4 Once the problem has been clearly identified, appropriate assistance can be afforded to the employee. It is not possible, in a guidance document such as this, to cover all circumstances, but special leave, temporary adjustments in working arrangements or referral to specialist agencies are available options.

## **6.6 Alcohol/Drug Dependency**

6.6.1 Where an employee discloses that their absences are a consequence of alcohol or drug related problems, they will be encouraged to seek help and treatment voluntarily **through the Council's Occupational Health Service** or through resources of their own choosing. Employees will be granted, if necessary, leave to undergo treatment and any such leave will be regarded as sick leave within the terms of the Council's sick pay scheme, with the monitoring of progress by the Occupational Health Service.

6.6.2 Should an employee refuse or discontinue any programme of assistance designed for them, then any unacceptable behaviour or inadequate standard of work will be dealt with on its merits through the Council's Disciplinary Procedure.

## **6.7 Welfare**

6.7.1 If, as a consequence of medically related absence, you have any concerns about an employee's ability to undertake the full range of duties and responsibilities associated with their post, consideration should be given to suspending them with pay, or finding alternative duties whilst medical advice is sought from the Occupational Health Practitioner.

## **6.8 Termination of Employment**

6.8.1 Prior to termination being considered the Town Clerk will meet with the individual to explore whether there are any reasonable adjustments that could be

made to enable an employee to remain employed. Termination of employment may take place where:

- An employee is declared permanently unfit for work, or
- An employee is declared medically unfit for their work, and alternative employment cannot be found, or
- A decision has been taken that the service can no longer tolerate a high level of absence, or
- A decision is taken, within the Council's disciplinary process, that an employee has wilfully abused the sickness absence/payments provisions and/or absented themselves without permission.

6.8.2 To reach a decision whether dismissal is appropriate an attendance hearing will be arranged. The employee will be invited in writing to attend the hearing and notified of their right to be accompanied by a Trade Union Representative or colleague. The Hearing Panel will comprise of three members of the Policy and Resources Committee, who will make the decision. The Town Clerk or relevant manager will attend to outline the history of absence and any relevant steps taken and advice received.

6.8.3 All paperwork relating to the hearing will be circulated five days in advance of the hearing, to all parties attending.

6.8.4 At the hearing once they have considered both the managers and employees' case the panel will adjourn to make a decision. The meeting should be reconvened to inform the employee of the decision of the panel as soon as possible and preferably on the same day as the hearing

6.8.5 The decision of the Panel must be confirmed to the employee in writing within five working days. The letter should clearly set out the Panel's decision:

- If a warning has been issued the timescale for this and the level of improvement required; or
- If the decision is not to take action at this point and to review again in a certain time period, the applicable timescale for this; or
- If the decision is to dismiss the employee, inform them of their relevant notice period and provide them with any relevant pension information.

6.8.6 The outcome letter should also clearly set out the employee's right of appeal.

## **7. Monitoring**

7.1 Monitoring is an important part of sickness absence. In order for reports to be issued to managers, it is important that all absence from the workplace is reported. All signed absence forms should therefore be returned as soon as possible after the employee's return to work interview has been conducted. The Town Clerk will ensure that an absence history is maintained for each employee. These records will provide the base data for the compilation, at regular intervals, of statistics showing the level of sickness absence across the Council.

7.2 The sickness monitoring system will also enable the Town Clerk to identify Individual cases where frequent or lengthy absences have occurred, or where patterns of absence have been identified. However you should view such notifications as a secondary means of identifying problems or potential problems.

7.3 The Town Clerk will at all times maintain comprehensive records for each employee in relation to contact during and immediately following periods of sickness absence. In the case of the Town Clerk this will be carried out by the Mayor. These details should be maintained on the employee's personal file and should be treated with sensitivity and confidentiality at all times. Employees will be entitled to access these records on request.

## Appendix 1

Name	
Date of Interview	
Time of Interview	
Period of sickness absence	From                      To
Number of Working Days Absence	

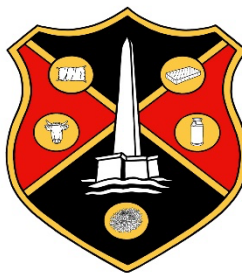
\*Self-certificate/Doctor's Certificate provided (\*delete as appropriate)

Provide brief details of reason for absence (employee)

Outline matters discussed in return to work interview (Town Clerk/line manager)

Signed..... Date.....  
Employee

Signed.....Date.....  
Town Clerk



## Sponsorship Policy

Wellington Town Council is operating in a challenging financial environment; necessitating the Council to generate income opportunities and in support of the delivery of services, and events valued by the Community. Whilst over the last two years it has benefited from external funding sources such as the Town Centre Emergency Fund and the Welcome Back Fund these are no longer available.

This policy document forms part of the Councils response to these challenges; and sets out the definition of “sponsorship” and the terms upon which sponsorship may be both sought and accepted by the Council.

### 1. Definition

For the purposes of this policy, sponsorship is defined as: “an agreement between the Council and the sponsor, where the Council receives either money or a benefit in kind in support of an event, activity, campaign, facility, asset or initiative from an organisation or individual which in turn gains publicity or other benefits”.

### 2. Objectives

- 2.1 To ensure that the Council maximises opportunities to obtain commercial sponsorship for appropriate events, activities, campaigns, facilities, assets or initiatives including digital sponsorship whilst also offering sponsors attractive packages; providing value for money for both parties.
- 2.2 To ensure that the Councils position and reputation are adequately protected in sponsorship agreements.
- 2.3 To ensure that the Council adopt a consistent and professional approach towards sponsorship.
- 2.4 To ensure best value is obtained and provided in sponsorship arrangements.
- 2.5 To protect Members and Officers from allegations of inappropriate dealings or relationships with sponsoring organisations or individuals.

### 3. General Principles

- 3.1 The Council will actively seek opportunities to work with local, regional, national and international organisations by identifying sponsorship opportunities of mutual benefit and which are in keeping with Councils Visions and /or Priorities.  
It is important to note that Wellington Town Council has declared a climate emergency and we have committed to seeking to make the Council’s activities net



zero carbon by 2030. Therefore, the Town Council will seek to enter into sponsorship agreements with organisations that will work with the Council to implement best practice sustainable measures. The Council will welcome all opportunities to work in such partnerships. It will not, however, put itself in a position where it might be said that such a partnership has or might have or may be thought to have:

- (a) Influenced the Council or its Officers in carrying out its statutory functions.
- (b) Been entered into in order to gain favourable terms from the Council in any business or other agreements.
- (c) Aligned the Council with any organisation which conducted itself in a manner which conflicted with the Council's Vision and/or Values.

- 3.2 The Council will retain the right to decline sponsorship from any organisation or individual or in respect of particular products that the Councils at their sole discretion consider inappropriate, offensive or is incompatible with the Councils' ethics.
- 3.3 Consideration for sponsorship will generally take the form of an opportunity for publicity and advertising, therefore raising the profile of the sponsor. The Council will agree with the sponsor the nature and content of the publicity and will retain the right to approve all advertising material. The Council has a strong corporate identity and materials must not detract from this branding.
- 3.4 The Council will at all times comply with its Financial Regulations. New, innovative sponsorship proposals or those where there is only one possible supplier due to the type and circumstances of the opportunity may be given a contract for a period of up to 2 years at which point the Council may consider testing the market to gain best value.
- 3.5 All sponsors will operate within such legislation as the Sex Discrimination Act, Race Relations Act, Disability Discrimination Act and Equality Act.
- 3.6 The Council will refuse applications from companies, organisations and individuals which
  - (a) are in dispute or have been in dispute with the Council or where there is pending/active legal action:
  - (b) are in contract negotiation with the Council where this may be viewed as an endorsement of their bid:
  - (c) promote particular religious activities, or is a lobby or pressure group or political party (unless, for instance, the sponsorship is in connection with a religious or community event supported by the Council).
  - (d) promote or are involved in tobacco, pornography, weaponry or similar activities.
  - (e) discriminates against people on the basis of gender or gender reassignment, race, ethnicity, disability, nationality, sexual orientation, age or religion/belief:
  - (f) might compromise the Council's duty of behaving impartially and independently, especially when exercising regulatory functions (e.g. deciding planning, building control or licensing applications).
- 3.7 The operation of this policy will be overseen by the Deputy Responsible Financial Officer.(Deputy RFO)

#### **4. Procedures**

- 4.1 Details of sponsorship opportunities will be available via the Councils website.
- 4.2 Before seeking sponsorship, Council Officers must consider the Sponsorship policy document and follow the Guidelines.
- 4.3 The Council will maintain a contract register on the Town Council website.
- 4.4 Sponsorship bids and the associated undertakings shall be approved by the Town Clerk / Deputy Town Clerk and/or Council Committee (Where exceeds £3,000 per annum).
- 4.5 Sponsorship agreements must be referred to the Councils legal advisors prior to signing.
- 4.6 It is recommended that all potential sponsors are referred to this Policy.

#### **5. Financial Procedures**

- 5.1 Payment should be made in full prior to the commencement of the agreed sponsorship activities. Phased payments can be determined depending on the nature of the sponsorship package, value and length of the agreement. In this case, the first payment is to be of a higher proportionate amount.
- 5.2 It is the responsibility of the Deputy Responsible Financial Officer (Deputy RFO) to follow the respective Councils financial regulations. Should sponsorship be received in terms of goods or equipment, the agreement for such is also to be included on the contracts register. In all instances where individual items are retained in Council ownership it is to be declared to the Deputy RFO so that it may be included in the Council's asset register.
- 5.3 The Finance Committee will undertake an annual evaluation and review of Sponsorship arrangements.

#### **6. Marketing and media relations**

- 6.1 Media relations for all sponsorship agreements will be undertaken by the Deputy RFO unless otherwise agreed.
- 6.2 All media and publicity produced by the sponsor must be approved by the Town Clerk before circulation.
- 6.3 The use of sponsors' logos and other branding must not interfere or conflict with the Council's own corporate identity or brands.
- 6.4 The use of the Council's corporate identity or brands on any sponsors' publicity must be discussed with and approved by the Town Clerk.

#### **7. Disclaimer**

- 7.1 Acceptance of advertising or sponsorship does not imply endorsement of products or services by the Council.

- 7.2 Any sponsorship accepted by the Council must not breach any contract, or infringe or violate any copyright, trademark or any other personal or proprietary right of any person, or render the Council liable to prosecution or civil proceedings. The sponsor must fully and effectually indemnify the Council/s from and against all claims, costs or demands arising from the sponsor's activities.

## **8. Conflict of Interest**

- 8.1 Council officers and members are required to declare in advance if they have any personal interests, involvement or conflicts of interest with any potential sponsors. In the event of a conflict of interest, that officer or member will take no part in the consideration of sponsorship with that particular organisation.

## **9. Policy Review**

- 9.1 This policy will be reviewed every two years from adoption.

**Policy and Resources Committee  
20 February 2023**

**Town Council Oversight of Heritage Matters in the Town**

**1. Introduction**

- 1.1 The purpose of this paper is to make a proposal for a committee of the Town Council to have oversight of heritage matters in the town added to its terms of reference.

**2 Background**

- 2.1 There are a number of significant heritage sites within the town e.g. Tonedale Mill, Toneworks, the town centre conservation area and the Rockwell Green Water Towers. There are also a number of listed buildings. .
- 2.2 As a Town Council however there is no structure in place for having oversight of these heritage sites and related matters. Whilst it has no direct involvement in work relating to them as this sits currently with the district council and, from April, the unitary authority, the Town Council should still seek to formally influence and hold to account those bodies to ensure that appropriate action is being taken to protect and enhance the heritage of the town.

**3 Proposal**

- 3.1 That a committee of the Town Council is given responsibility for having oversight of heritage matters in the town as part of its terms of reference.
- 3.2 That as part of that role it receives regular reports from relevant Somerset Council officers to update it on issues affecting heritage sites in the town and where necessary makes recommendations to the Town Council for action to influence proposals, raise concerns where appropriate and support applications for funding.
- 3.3 Given that heritage sites are spread across the town it is suggested that the Environment and Open Spaces Committee is given oversight of this area of work and is renamed the Environment and Heritage Committee.

**POLICY AND RESOURCES COMMITTEE  
FEBRUARY 2023**

**Longforth Road Toilet Block**

**1. Introduction**

1.1 The purpose of this paper is to:

- (a) Set out the current position in relation to the damage caused by the accident on the 23 December 2022;
- (b) To approve the creation of a Sub Committee of Policy and Resources be set up to have oversight of the project.
- (c) Agreement of the specification to commission a specialist Project Manager to have oversight of the work.

**2. Background**

2.1 At its November 2022 meeting the Town Council agreed 'to commission a specialist contractor to investigate a range of options and oversee the redesign and construction of the toilet block at Longforth Road' having previously agreed to the block being remodelled or demolished rebuilt to contain three cubicles, one of which to have disabled access, and a storage area. The contractor to provide advice on whether to remodel or rebuild.

2.2 On the 23 December a car crashed into the toilet block causing extensive damage resulting in the toilets being taken out of use because of structural issues.

2.3 On the advice of the Council's insurers a structural survey was undertaken a copy of which has been sent to them (see Appendix A). In summary it is saying that the building can be repaired.

2.4 Our insurers have advised that the building has in fact been underinsured. On our Assets Register it was insured for £85,530.79 whereas the insurers are now telling us it should have been insured for £290,000. The amount the building was insured for was based on previous years assessments since the Town Council acquired the block.

2.5 On that basis the insurers are advising that if the building is repaired, they will only pay out 30% of the total cost. As a result, we have been advised our insurance company's solicitor will start proceedings to recover any uninsured loss from the driver's insurance company.

2.6 The added complication is that, given previous decisions to remodel or demolish and rebuild, we do not necessarily want the building put back to its original state. In those circumstances the likely settlement from the insurers will be significantly less than the 30% of the cost of repair mentioned in para 2.5 above.

2.7 At its meeting on the 7 November 2022 the Town Council resolved to go out to tender to commission a specialist contractor to oversee the redesign and refurbishment or re-construction of the toilet block at Longforth Road. Clearly the damage to the block has added a new dimension to the work and a draft specification is attached for a Project Manager to oversee the work and liaise with

insurers, specialist contractors and other professionals as necessary to create proposal for the Council to consider. It is understood that these services are likely to cost in the region of £18,000

### **3. Considerations**

3.1 It is recommended that:

(a) to enable the project to move at pace and to ensure councillor oversight, a project Sub Committee of the Policy and Resources Committee is established to work with officers to deliver proposals for action for the Longforth Road toilet block. It is suggested that the subcommittee consists of four councillors including the Chair of the Committee and that it has delegated spending powers for amounts up to £3,000. Draft terms of reference are attached for approval at Appendix B. As part of this resolution, the membership of the sub-committee should be detailed.

(b) That the specification attached as Appendix C be approved to contract a specialist Project Manager to oversee the project and liaise with insurers, specialist contractors and other professionals as necessary to create a proposal for the Council to consider.

Dave Farrow  
Town Clerk  
February 2022






STRUCTURAL SURVEY  
DAMAGED PUBLIC CONVENIENCE  
BLOCK  
LONGFORTH ROAD  
WELLINGTON  
FOR  
WELLINGTON TOWN COUNCIL

Job Number 23010


January 20 2023

Philip Derben Ltd  
pjderben@gmail.com

 Philip DerbenLtd 4 Hillhead Cottages, Rectory Road, Taunton, Somerset TA2 6ER	Project Wellington Town Council				Job Ref. 23010	
	Section Public Convenience Damage Report - Longforth Rd - Wellington				Sheet no./rev. 1	
	Calc. by PJD	Date 17/01/23	Chk'd by	Date	App'd by	Date

## CONTENTS

<b>1.0</b>	<b>INTRODUCTION .....</b>	<b>2</b>
<b>2.0</b>	<b>REFERENCES AND INSTRUCTIONS .....</b>	<b>2</b>
<b>3.0</b>	<b>SCOPE AND LIMITATIONS OF INVESTIGATION .....</b>	<b>2</b>
<b>4.0</b>	<b>LOCATION PLAN- WELLINGTON .....</b>	<b>2</b>
<b>5.0</b>	<b>PUBLIC CONVENIENCE PHOTOS AND CONSTRUCTION .....</b>	<b>3</b>
5.1	VIEW OF FRONT OF DAMAGED PUBLIC CONVENIENCE .....	3
5.2	PUBLIC CONVENIENCE DESCRIPTION – LONGFORTH ROAD- WELLINGTON .....	4
5.2.1	General .....	4
<b>6.0</b>	<b>DESCRIPTION OF CAR IMPACT DAMAGE .....</b>	<b>4</b>
<b>7.0</b>	<b>SKETCH DRAWING SHOWING EFFECT OF DAMAGE ON STRUCTURE .....</b>	<b>5</b>
<b>8.0</b>	<b>CONCLUSIONS.....</b>	<b>5</b>
<b>9.0</b>	<b>RECOMMENDATIONS. ....</b>	<b>5</b>

 <b>Tekla®</b> <b>Tedds</b> <b>Philip Derben Ltd</b> 4 Hillhead Cottages, Rectory Road, Taunton, Somerset TA2 6ER	Project				Job Ref.	
	Wellington Town Council				23010	
	Section				Sheet no./rev.	
	Public Convenience Damage Report - Longforth Rd - Wellington				2	
	Calc. by	Date	Chk'd by	Date	App'd by	Date
	PJD	17/01/23				

## 1.0 INTRODUCTION

We have been instructed by Wellington Town Council to carry out a structural damage report on a Public Convenience block in Longforth Road, Wellington following a car impact on 23 December 2022.

## 2.0 REFERENCES AND INSTRUCTIONS

**Philip Derben Ltd Report Reference** : PJD / 23010 / R01

**Client** : Wellington Town Council

**Inspected by** : Philip Derben BEng (Hons) CEng MStructE

## 3.0 SCOPE AND LIMITATIONS OF INVESTIGATION

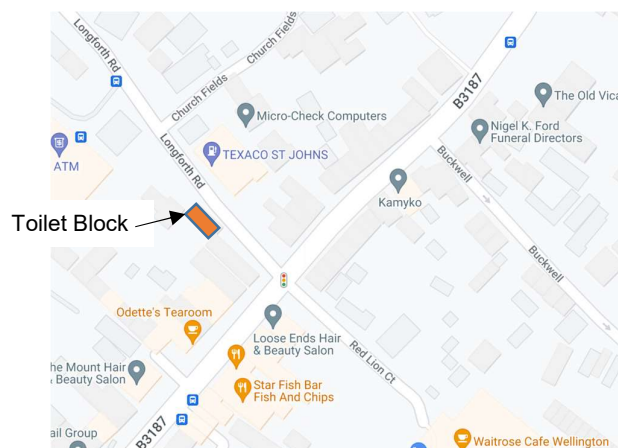
A survey of the Public Convenience block involved the visual examination of the roof, walls, floor and supports together with an overview of the area around the buildings.


The building was surveyed from the ground, a high ladder and internally. It is therefore possible that there are areas concealed in the structure which have not been examined at close quarters, which may have defects.

This report has been prepared solely for the benefit of Wellington Town Council with no liability accepted to third parties.

This report does not guarantee that any works carried out in the past have been executed in accordance with the statutory and mandatory regulations, British Standards, Codes of Practice or the like current at that time.

## 4.0 LOCATION PLAN- WELLINGTON



 Philip DerbenLtd 4 Hillhead Cottages, Rectory Road, Taunton, Somerset TA2 6ER	Project				Job Ref.	
	Wellington Town Council				23010	
	Section				Sheet no./rev.	
	Public Convenience Damage Report - Longforth Rd - Wellington				3	
	Calc. by	Date	Chk'd by	Date	App'd by	Date
	PJD	17/01/23				

## 5.0 PUBLIC CONVENIENCE PHOTOS AND CONSTRUCTION

### 5.1 VIEW OF FRONT OF DAMAGED PUBLIC CONVENIENCE



Photo No.01 Showing damage to front of Public Convenience Building



Photo No.2 – View of Demolished Pier

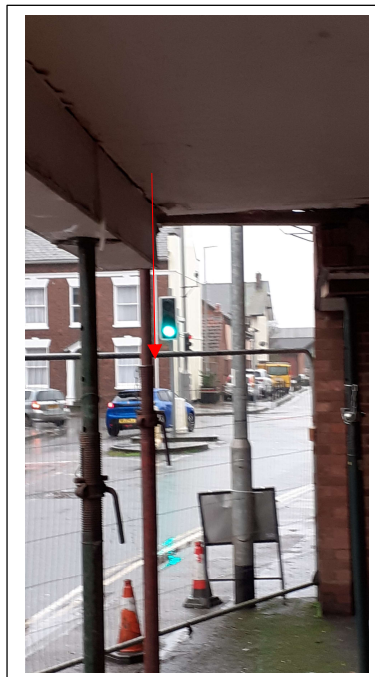


Photo No.03 View of Covered Walkway

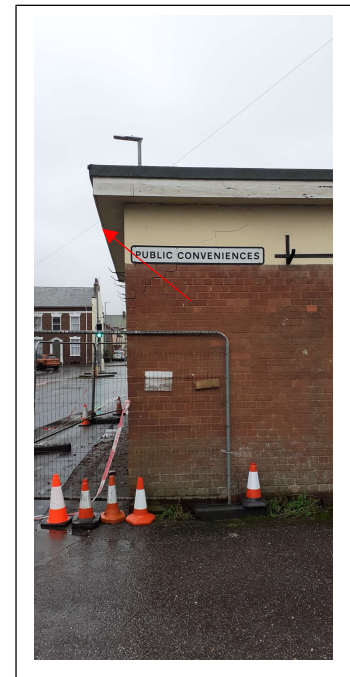



Photo No.04 – Cracking in Gable

 <b>Tekla®</b> <b>Tedds</b> Philip DerbenLtd 4 Hillhead Cottages, Rectory Road, Taunton, Somerset TA2 6ER	Project				Job Ref.	
	Wellington Town Council				23010	
	Section				Sheet no./rev.	
	Public Convenience Damage Report - Longforth Rd - Wellington				4	
	Calc. by	Date	Chk'd by	Date	App'd by	Date
	PJD	17/01/23				

## 5.2 PUBLIC CONVENIENCE DESCRIPTION – LONGFORTH ROAD- WELLINGTON

### 5.2.1 General

The public convenience is located towards the junction of Longforth Road with the B3187 and set at the back of footpath but not parallel to it. The building is approximately 10.6m long x 4.6m wide with an open covered walkway in front supported at each end by a masonry return and centrally by a brickwork pier before the car impact.

The construction consists of a mono-pitched single ply roof supported off 50 x 230mm joists @ 400mm centres onto a combination of masonry walls and 200 x 200mm Catnic lintels.

The main body of the building has been constructed with cavity internal blockwork with an external brickwork skin built up to approximately 3 m height with a 1 m high block-on flat built on top with a rendered finish.

## 6.0 DESCRIPTION OF CAR IMPACT DAMAGE


The car has impacted the central 1000 × 225 mm brickwork pier and passed through it removing the structural support to the extended roof in front of the main block.

The demolition of the pier removed support to the two 5.0 metre spanning catnic lintels on either side of the pier and the 1 m high masonry above has dropped and cracked the full length of the covered area.

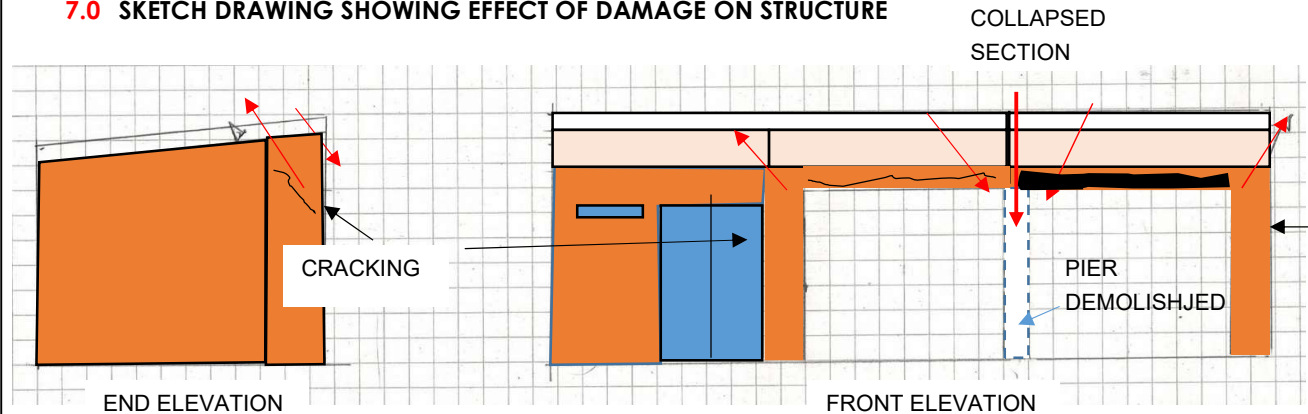
The majority of the building walls appear to be undisturbed by the car impact, however significant damage to the return walls has taken place at each end of the catnic lintels where the car impact has lifted and cracked the masonry around the supports

The central pier is totally demolished and the impact has lifted the roof resulting in damage to the masonry over the public convenience doors and loss of roof fixings.

The public convenience steel doors are also showing signs of impact damage.

 Philip DerbenLtd 4 Hillhead Cottages, Rectory Road, Taunton, Somerset TA2 6ER	Project Wellington Town Council				Job Ref. 23010	
	Section Public Convenience Damage Report - Longforth Rd - Wellington				Sheet no./rev. 5	
	Calc. by PJD	Date 17/01/23	Chk'd by	Date	App'd by	Date

## 7.0 SKETCH DRAWING SHOWING EFFECT OF DAMAGE ON STRUCTURE



## 8.0 CONCLUSIONS.

The car impact has caused significant damage to the front of the Public Convenience, which has caused the roof to partially collapse as a result of the removal of a structurally significant central pier.


The front of the building should be demolished and rebuilt with the end returns walls. This should include a complete stripping back of the whole roof and then reconstruction.

The building in our professional opinion has been badly weakened as a result of the impact and requires substantial remedial work to return it to a condition before the car impact of the central pier.

## 9.0 RECOMMENDATIONS.

We recommend the following remedial repairs to the Public Convenience:

1. Strip back and remove the single ply cladding and plywood covering the whole roof to examine the condition of the flat roof joists where they have been affected by the car impact.
2. Carefully dismantle the damage roof structure identified in 1 and reconstruct it after the masonry walls have been repaired.
3. Re-construct the main front wall above the steel doors and carry out an assessment on the dented steel doors damaged by the car impact.
4. Demolish the remaining portion of the central pier and the fractured brickwork at each gable and rebuild.
4. Reconstruct the masonry pier to match the existing and re-incorporate the catnic lintels spanning from the central pier to the masonry flank returns, providing a rendered finish above the brickwork to match the existing.

 Philip DerbenLtd 4 Hillhead Cottages, Rectory Road, Taunton, Somerset TA2 6ER	Project				Job Ref.	
	Wellington Town Council				23010	
	Section				Sheet no./rev.	
	Public Convenience Damage Report - Longforth Rd - Wellington				6	
	Calc. by	Date	Chk'd by	Date	App'd by	Date
	PJD	17/01/23				

Finally recommend a steel bollard is built in front of the brickwork pier to prevent further impacts causing significant damage in the future.





# WELLINGTON TOWN COUNCIL

28 Fore Street, Wellington, Somerset TA21 8AQ

Tel: 01823 662855

E-mail: [info@wellingtontowncouncil.co.uk](mailto:info@wellingtontowncouncil.co.uk)

## Terms of Reference for the Longforth Road Toilets Sub-Committee

**Name of Committee:** Longforth Road Toilets Sub-Committee

### **Purpose**

To review, report on, and make recommendations to the Council on all matters relating to the refurbishment of the Longforth Road Toilet building.

### **Summary of Responsibilities**

The Sub Committee shall have delegated authority to: -

- To assess any reports and make recommendations to Full Council regarding the ongoing insurance claim relating to the incident on 23 December 2022.
- To review quotes and/or tenders for the appointment of a Project Manager to oversee the entirety of the project.
- To work with the appointed Project Manager to shape the Council's vision for the refurbishment.
- To oversee the process for tendering for building works including agreeing the specification, scoring tender submissions and making a recommendation to Full Council on the appointment of contractors (in conjunction with the Project Manager)
- To review requirements and appoint a cleaning contractor.

### **Status**

The group is a sub-committee of the Policy and Resources Committee. It has elected membership however all Councillors are able to attend any meetings.

### **Reporting**

After each meeting of the Sub-Committee, a summary of matters considered will be tabled for discussion and consideration at the subsequent Council meeting.

### **Membership**

The Sub-Committee will comprise of 4 Councillors, to be appointed by the Policy and Resources Committee, or at any Full Council meeting should an interim need arise.

Should any member resign, the Chairman will consult with the other members and, if it is deemed necessary, seek another Councillor to fill the vacancy, which shall be decided by election at a subsequent Committee or Council meeting.



## Operation of the Committee

- The Committee has power to operate only as set out in these Terms of Reference. Unless relating to decisions regarding expenditure where the delegated authority to incur expenditure has been granted, members will only have decision-making authority when voting at full Council on issues presented by Committee and relevant to its operational remit.
- Meetings of the Sub-Committee will be held as required with appropriate notice being given by the Clerk.
- For the meeting to be quorate no fewer than 3 councillors need to be in attendance.
- At the first meeting of the Sub-Committee, a Chairman will be appointed by normal resolution.
- If the Chairman is not able to attend a meeting another Member shall be elected to act as Chairman for the duration of the meeting in question.
- The Sub-Committee will make decisions by consensus demonstrated by a simple majority vote of those members of the Committee present at any meeting.
- In the case of a tied vote, the Chairman will cast the deciding vote.
- The Clerk or Deputy Clerk will prepare and circulate to Councillors an agenda by email (where approved) for each meeting, at least 5 working days prior to meeting, and will publish the agenda on the Council website and noticeboard.
- The Terms of Reference, agendas, and minutes of the Sub-Committee's meetings will be made available to Councillors and the public as soon as practicable.
- The Chair of the Sub-Committee will report to the Council at each monthly meeting as to the progress of matters under its consideration.

## Delegated Authority to Authorise Payments

- The Sub-Committee has delegated authority from the Council to incur individual expenses relating to its core responsibilities to a maximum of £3,000 (per item) to be taken from the relevant budget. **No other expenditure may be permitted without express approval from the Council. All items of expenditure will be reported to the next Council meeting.**
- In the event that more than £3,000 is required for any one item of expenditure, the Committee will seek the express approval of the Council before proceeding.
- The Sub-Committee shall, by way of resolution at its first meeting, give delegated authority to Council Officers to approve any items of expenditure necessary for the progress of the project (i.e. inspection reports, matters relating to safety etc.). Any items over the limit of spending as set out in these Terms of Reference to be approved in conjunction with the Chairman.
- Any amendments to these Terms of Reference may only be by formal resolution at a meeting of the Policy and Resources Committee.



## INFORMATION PACK

**for the role of Project Manager to oversee the repair and refurbishment of the Public Toilet Block, located at Longford Road, Wellington, Somerset.**



### Contents

Background .....	2
Vision .....	2
Tender Instructions & Process .....	3
Project Manager Scope of Services to be Provided .....	4
Form of Tender .....	7
Appendices .....	9

## Background

The Council had previously agreed a vision for the refurbishment of the Longforth Road Toilets which is set out below. Unfortunately, on 23<sup>rd</sup> December 2022 the building was struck by a vehicle which has caused damage to the building and will subsequently affect the works required as part of the refurbishment.

Given the complexity of what is required, and the current staffing level being at capacity, the Council is looking to appoint a Project Manager to oversee the entire refurbishment project. A specification of what is required is set out in this document.

As detailed; the project will be split into two sections. The first being to draw up a specification and gather quotations to make good the damage which is required for the insurance claim. The second stage then being to assess all options and to implement the refurbishment.

The site address is Public Convenience, Longforth Road, Wellington, TA21 8RQ.

## Vision

The Council's Policy and Resources Committee have considered a number of options for what they would like the refurbished building to include. The outcome of these discussions was that there should be three toilet cubicles (including one disabled) and a storage area.

A plan is attached which gives an indication of what the Council would like to see implemented. Please note, however, that part of the project will be to finalise these drawings and plans as part the specification of building works.

The Council's preference for completing the building works is a firm who are specialists in the renovation and/or building of public conveniences.

The Policy and Resources Committee have created a sub-committee to oversee the project.

## Tender Instructions & Process

Those wishing to apply should contact the Council to request an information pack. This can be done via e-mail to [info@wellingtontowncouncil.co.uk](mailto:info@wellingtontowncouncil.co.uk) to or by calling 01823 662855. An information pack will be mailed to you including a specifically marked envelope. Applications **must** be returned in this envelope. You are responsible for affixing the appropriate postage where required.

You are welcome to contact the Council to arrange a site visit on the toilet block before preparing your application.

The deadline for applications is 17<sup>th</sup> March 2023. As per the Council's Financial Regulations, all applications will remain sealed and will be opened by the Clerk on 20<sup>th</sup> March in the presence of either the Chairman or a member of the Sub-Committee.

A shortlisting process may be implemented depending on the number of applications received. Those shortlisted will be invited to attend a meeting of the Sub-Committee on 27<sup>th</sup> March to give a short presentation on your application and answer any questions. At this meeting, following the presentations, the Sub-Committee will seek to make a recommendation to Full Council on 3<sup>rd</sup> April to appoint the contract. The start date of the project will be immediately after confirmation of appointment by Full Council.

## **Project Manager Scope of Services to be Provided**

Wellington Town Council is seeking to contract the services of an experienced Project Manager (PM) to develop, deliver and supervise the development and refurbishment of the Longforth Road Toilets. The role of the Project Manager will be to shape the Council's vision. They will deliver and develop all practical and logistical aspects to make this plan a reality.

### **1. Section 1 – Works required for the settlement of the insurance claim.**

- 1.1. Based on the structural report, prepare a specification for works required to bring the building back to its former state.
- 1.2. Approach three contractors to provide a quote based using the prepared specification.
- 1.3. Report pricings/outcomes back to Council Officers who will then liaise with the Insurance loss adjusters to finalise the claim.

### **2. Section 2 – Overall repairs & refurbishment of the building – Pre-Contract Phase.**

- 2.1. Liaise with the Sub-Committee to further develop the vision for the site design.
- 2.2. To assess the need for any planning applications that may be required, including taking up pre-application advice from the Planning Authority.
- 2.3. Engage with specialist firms to discuss what the requirements are to achieve the Council's vision. Also, to coordinate the design team and to attend team meetings where required.
- 2.4. To make comparisons between refurbishing the existing structure or demolishing it and replacing with new. The main points for comparison will be cost and environmental impact.
- 2.5. Prepare a full specification of works to be signed off by the Sub-Committee.
- 2.6. Obtain quotations for the required surveys and/or inspections by suitably qualified and experienced consultants and as required, coordinate & oversee these surveys, and review the reports and advise the Council appropriately.
- 2.7. To oversee the tendering process including receiving, handling and recording details of tenders appropriately according to the processes required by the Council including issuing a detailed tender report and recommendation.
- 2.8. Draw up the selected JCT Contract for signature by both the Council and the Principal Contractor and ensure that the Contract is in place prior to commencement of works on site. The PM is to undertake the role of Contract Administer and Quantity Surveyor as defined in the JCT Contract.

### **3. Overall repairs & refurbishment of the building – Post-Contract Phase.**

- 3.1. Organise and chair the Pre-Commencement Meeting and issue minutes.
- 3.2. Oversee the construction phase of the project including, but not limited to, liaising with the design team members as required, supervising the Principal Contractor, specialist contractors/suppliers, co-ordinate all parties, obtain proposal/quotations where required, chair regular progress meeting and compile monthly contract report to the Council.
- 3.3. Review the Principal Contractor's valuations and issue the payment certificates. Agree cost of any variations instructed during the project. Compile monthly cost reports to the Council.
- 3.4. Attend meetings of the Sub-Committee to provide and run through the monthly progress & cost reports.
- 3.5. Undertake the snagging process, oversee the handover process, and issue the Practical Completion Certificate. Check and agree the Contractors Final Account.
- 3.6. To prepare a specification and carry out the tendering process for a new cleaning contract that will be implemented as soon as the building is to re-open.
- 3.7. Oversee the end of the Making Good Defects period, compile list of items to be addressed by the Principal Contractor and any other contractors, undertake the final inspection and issue the End of Making Good Defect Certificate and Final Payment Certificate.

### **4. General items applicable to both sections above.**

- 4.1. Develop a schedule/timescale by which to deliver the whole project, from start to conclusion.
- 4.2. Be the main point contact for all contractors involved with the project and liaise with the Town Clerk where required, who in turn may consult with Councillors.
- 4.3. Attend meetings of the Sub-Committee to give regular update reports.
- 4.4. Follow the Town Council's Financial Regulations in terms of the processes to tender out and contract in work and supplies.
- 4.5. Ensure all contractors have up-to-date insurance, relevant qualifications, health and safety procedures and risk management schemes in place that can be evidenced to the Council.
- 4.6. Provide reports and attend meetings of Full Council on an "as and when required" basis.

## 5. Construction Design & Management Regulations (2015):

- 5.1. The PM is to undertake the role of Principal Designer as defined within the Construction Design & Management Regulations and is to ensure that all requirements to the CDM are duly complied with by all the appointed parties.

Potential applicants should provide the Town Council with a document detailing evidence that they have the skills, experiences, abilities and passion to shape and manage the development of this important project. This should include evidence of the successful management of similar projects, qualifications, membership of professional bodies and at least two referees. The cost for your services should also be explained. **PLEASE SEE FORM OF TENDER (ENCLOSED).**

DRAFT

## Form of Tender

Your Details	
Contact Name	
Company	
Address	
Telephone Number	
E-mail Address	

Cost of project management services, as per the scope detailed. A more detailed explanation should also be provided.

£

If you are part of a firm or practice that offers other services in house, please provide an indication of what you might expect costs to be for the following services. These figures may be provided as a banded figure. Formal quotations will be requested once the project is underway.

<b>Architect/Design Fees</b>	
<b>Building Services Engineer</b>	

References	
Referee 1	
Contact Name	
Company	
Address	
Telephone Number	
E-mail Address	



Referee 2	
Contact Name	
Company	
Address	
Telephone Number	
E-mail Address	

Evidence Item Check List (tick to confirm)	
Documents as evidence of successful similar projects	
Evidence of Qualifications	
Evidence of membership to Professional bodies	
Risk management/risk assessments	
Evidence of Insurance (Employers Liability, Public Liability and Professional Indemnity)	

Confirmation	
Name	
Signature	
Date	

By signing above you agree that all the information submitted is correct and that should you be shortlisted, you will be able to attend the Sub-Committee meeting on 27<sup>th</sup> March.

Deadline for tenders: Noon on 17<sup>th</sup> March 2023.

## Appendices

### Contents

- A. Structural Survey
- B. Drawings (disregard option 1 in this document)

DRAFT

**Wellington Town Council  
Policy and Resources Committee**

**20 February 2023**

**Proposal to Rename The Taunton Road to Queen Elizabeth Way**

**1. Introduction**

- 1.1 This paper sets out a proposal to rename the B3187 Taunton Road that runs from the Chelston Roundabout to the Priory junction Queen Elizabeth Way as a tribute to her late Majesty Queen Elizabeth II.

**2. Background**

- 2.1 Councillor Thorne asked the Town Clerk to investigate the process for renaming the B3187 Taunton Road that runs from the Chelston Roundabout to the Priory junction Queen Elizabeth Way as a tribute to her late Majesty Queen Elizabeth II.
- 2.2 We have been advised that to use the royal names we would need to seek the permission of the Monarch through the Cabinet Office which has advised that guidance on submitting memorialising requests will be 'published in due course'.
- 2.3 We have also been advised by Somerset West and Taunton Council that we need to canvass the views of any residents affected and that any proposal would require the support of 75% of those residents.
- 2.4 On the stretch of road we are looking at there are only three postal addresses so we have been advised that two of the three will need to agree to the proposal. We have contacted those affected and have received one favourable response, one negative and no response from the third.

**3. Consideration**

- 3.1 The Committee is asked to consider whether it wishes to recommend to the Town Council that should proceed formally to pursue this proposal so that when guidance is published by the Cabinet Office, we are in a position to submit a proposal.

Dave Farrow  
Town Clerk  
February 2023

**Wellington Town Council****Policy and Resources Committee****20 February 2023****Request for Contribution to Funding of Repairs to the Boardwalk Between the Basins and Land Owned by Somerset West and Taunton Council (SWT)****1. Introduction**

1.1 The purpose of this paper is to set out a request from SWT for a contribution towards the cost of repairing the boardwalk at the Basins that leads from the causeway to SWT land containing the pétanque court, skate park and leading to the sports centre and nature reserve.

**2. Background**

2.1 The boardwalk referenced above is in a very poor state of repair and is becoming a hazard to those using it. The boardwalk is on land that is held by the Crown Estate and councillors will recall from issues with the fence on the causeway that this means that it will not carry out repairs nor will it give permission for repairs to be carried out but it also won't object if repairs are carried out.

2.2 SWT advised that in that context it intended to look to carry out the repairs given that the boardwalk is used to access its land and the facilities on it and that the risk of injury would only increase as it deteriorated further. The intention is to replace like for like with the exception that anti-slip strips would be used rather than wire mesh.

2.3 Initially SWT had hoped to be able to utilise Section 106 funding to carry out the work but have been advised that the repairs or replacement of the boardwalk cannot be the subject of a s106 application as the reason the work is required is due to a failure to repair and maintain.

2.4 SWT has approached the Town Council to see if it would be willing to contribute to the cost of carrying out repairs which they estimate would be in the region of £8,500.

2.5 Given the state of repair of the boardwalk they have asked for a decision as soon as possible to enable works to progress as soon as possible.

**3. Consideration**

3.1. The Committee is asked to consider whether it would be prepared to agree to contribute £3,000 to the funding of the work under its delegated authority, the funding to be drawn from the Environmental Improvements budget line which is currently projecting an underspend of £39,000 for the year.

Dave Farrow  
Town Clerk  
February 2023

## Health & Safety Report

### 1. Health & Safety at Work Act 1974 – brief overview:

The HASAWA 1974 requires that employers provide:

- Adequate training of staff to ensure health and safety procedures are understood and adhered to
- Adequate welfare provisions for staff at work
- A safe working environment that is properly maintained and where operations within it are conducted safely.
- Suitable provision of relevant information, instruction, and supervision

For workplaces with five or more employees, employers must keep a written record of their health and safety policy, as well as consult with employees (or employee representatives) on relevant policies and associated health and safety arrangements.

### Workplace (Health, Safety and Welfare) Regulations 1992

The health, safety and welfare (HSW) regulations apply to all aspects of the working environment and require employers to provide a workplace that is not only safe but also suitable for the duties that are being carried out within it.

This ranges from provisions for the comfort and sanitation of employees (e.g. break areas, washing facilities, drinking water etc.) to provisions for appropriate working environments (e.g. room dimensions, lighting and ventilation etc.) and provisions for safety in the workplace (e.g. appropriate maintenance of equipment, properly maintained walking routes and floor spaces, protection from falling objects etc.).

The Council have a duty to:

- Provide adequate and proportional health and safety training for employees.
- Ensure that there are suitable procedures in place in the event of an emergency event.
- In workplaces where employees may be exposed to noise, vibration, substances hazardous to health, etc.
- Carry out a suitable and sufficient assessment of risks presented to the health, safety and welfare of employees (and others) through operational activities
- Carry out specific such risk assessments presented to the vulnerable person(s)
- Appoint competent person(s) to manage workplace health and safety.

### 2. Council Requirements:

While the Council's responsibilities continue to grow, and more and more staff taken on, the Council are recommended to enter a contract with a Health & Safety Company, they will take on the role as the competent person, to work with the in-house safety officer to ensure the Council are compliant with current health and safety regulations and legislation.

### 3. Quotations:

We approached 3 companies to provide a proposal for a retained safety service to include:

- Consultation meeting
- Health & Safety Policy
- Competent Person
- Risk Assessments & Method Statements
- COSHH Review
- Workplace Inspections & Reports

- Training Programme for employees, which will be determined on their roles within the Council.
- Safety Advice and Support – 24/7 by phone or email
- Accident and Incident investigations
- Legal Updates
- Monthly Toolbox Tools
- Annual visit

### **3.1 Atlas Safety Management – Westpark, Chelston, Wellington – See Appendix A**

- Health and Safety Policy Reviewed and renewed annually.
- Competent Person: Successful Company to assume the legal role.
- Risk Assessments & Method Statements Relevant to your working activities, generated, issued, reviewed and renewed.
- COSHH Review of hazardous substances used within your business and report on findings.
- Workplace Inspections & Reports Undertaken during visits at intervals as indicated below.
- Training Programme Development of a training programme/matrix for all employees and determine the level of training required.
- Safety Advice and Support 24/7 By phone or email Accident and Incident Investigations This includes the reporting of injuries, diseases, and dangerous occurrences (RIDDOR) to the HSE on your behalf.
- Legal Updates Fast-tracked and relevant updates on changes to Health and Safety Law.
- Monthly Toolbox Talks Emailed and specific to your working activities.

One Off Set Up Fee (excl. VAT):	£350.00
Monthly Retainer (excl. VAT)	£55.00
Training	Extra

### **3.2 Croner – Head Office. Hinckley, Leicestershire – See Appendix B**

- 24/7 telephone advice
- Health & safety management system
- Risk assessments & audits
- Gap analysis
- Accident recording & reporting.
- Document templates
- Crisis support
- Bespoke consultancy
- Health & Safety software -Brightsafe
- Safe Check Review Service
- Health & Safety Insurance (optional)
- Health & Safety A5 handbook

One Off Set Up Fee	£0.00
1 Year – monthly (excl.VAT)	£170.00

3 Year – monthly (excl.VAT)	£144.50
5 Year – monthly (excl.VAT)	£134.25

**3.3. WT Consultancy (SW) Ltd – Uffculme Road, Cullompton, Devon – see appendix C**

- Retained Support – Dedicated Phone Line Support
- Retained Practitioner – on site support.
- Six visits a year.
- Risk Assessments – Access to Risk Assessment Portal. Risk Assessment Audit
- Web & App - Access to online portal. App Development.
- Training – WT Training. Toolbox talks as part of on-site visits.

One off Set Up Fee	£0.00
Monthly (excl. VAT)	£125.00
12 months (excl.VAT)	£1500.00

**4 Recommendations**

It is recommended that the committee approve the quotation from WT Consultancy (SW) Ltd. We also recommend that the Health & Safety Contract be reviewed annually by the Committee.

**5 Budget Considerations**

We currently do not have a budget line in the current or next financial year for Health & Safety. Payments in the remainder of 22-23 and in 23-24 to be drawn from the Professional Services earmarked reserve. A new line will be added to the 24-25 budget.

Annette Kirk  
Assets & Events Officer  
9 February 2023



FOR BUSINESSES THAT  
TAKE SAFETY SERIOUSLY

HEALTH & SAFETY PROPOSAL  
13-12-2022





We make sure your business is compliant with the current **health and safety** regulations and legislation.



### No contracts

Hassle-free and affordable health & safety management.



### Flexible service

We can work on an ad-hoc, retained or annual basis.



### 24/7 support

Available advice and support whenever you need it.

Dear Annette

Firstly, thank you for allowing Atlas Safety Management the opportunity to provide you with this health and safety service proposal.

On the following page I have selected an option for you to consider which is based on our Retained Safety Service. I believe that the Retained Safety Service will be the most beneficial option for your current requirements and will provide you with legal documentation needed, along with a support service that you can make use of should you have any questions regarding health and safety issues.

Should you have any questions or wish to discuss this proposal further please don't hesitate to contact me.

Thank you once again, I hope the following meets with your approval.

Very best regards,

Andy Yates

## Proposal Foreword

---

Whilst every effort has been made to ensure that your specific health and safety requirements have been identified, and of course subject to your approval and acceptance of this proposal, any works which become evident at a later time and which fall outside the scope of the following details, may incur costs additional to those indicated.

This will be brought to your attention beforehand so that all details are fully established, costs agreed and authorisation to proceed gained prior to their undertaking.

## Initial Consultation Meeting

---

This is a meeting held at the beginning of our appointment to develop a precise and thorough overview of your businesses current position with regards to health and safety, this will then enable us to produce a gap analysis to give a true reflection of what is actually required to ensure that full compliance is met.

Please be advised that in some cases additional requirements could be identified during this meeting that fall outside of our proposed agreement, we will make any necessary recommendations as required for your consideration.

# EXPERIENCE A NEW LEVEL OF SAFETY MANAGEMENT

**Everyone's business needs are different & we've worked hard to build a flexible, versatile service offering that meets those needs.**

So, if you have an in-house safety officer, we can work with them. If your health & safety obligations need regular support, we can assist on a retained basis. If your needs are less complex, we offer annual support.

**No contracts, no obligations, no fuss.**

# Provision of Services

---

## Retained Safety Service

### **Health and Safety Policy**

Reviewed and renewed annually.

### **Competent Person**

Atlas Safety Management will assume this legal role.

### **Risk Assessments & Method Statements**

Relevant to your working activities, generated, issued, reviewed and renewed.

### **COSHH Review**

Review of hazardous substances used within your business and report on findings.

### **Workplace Inspections & Reports**

Undertaken during visits at intervals as indicated below.

### **Training Programme**

Development of a training programme/matrix for all employees and determine the level of training required.

### **Safety Advice and Support**

24/7 By phone or email

### **Accident and Incident Investigations**

This includes the reporting of injuries, diseases, and dangerous occurrences (RIDDOR) to the HSE on your behalf.

### **Legal Updates**

Fast-tracked and relevant updates on changes to Health and Safety Law.

### **Monthly Toolbox Talks**

Emailed and specific to your working activities

**Visit Schedule:** annual

### **One off Setup Fee**

£350.00 + VAT

### **Monthly Retainer**

£55 + VAT

## Summary

---

The above proposal outlines how Atlas Safety Management will approach and address your health and safety requirements, provide relevant information, supply user-friendly documentation whilst, first and foremost, ensuring that a safe and legally compliant workplace exists for you and your staff.

I hope that I have provided enough clear information to enable you to make an informed decision with regards to Atlas' suitability to provide you with an outsourced health and safety service.

If I can be of any further assistance or you require more information, please don't hesitate to contact me.

I look forward to hearing from you.

Best Regards

A handwritten signature in black ink, appearing to read 'Andy Yates', with a stylized flourish at the end.

Andy Yates | **Business Development Manager**

**“Whether we are providing training,  
documentation or advice, the Atlas Safety  
Management team will always strive to use  
their skill, expertise & knowledge to deliver  
& exceed client expectations.”**

**The Atlas Safety Management commitment**



**Atlas Safety Management Limited**  
Unit Z1 Westpark, Chelston, Wellington,  
Taunton, Somerset TA21 9AD

**T: 01823 299580**

**E: [info@atlas-sm.co.uk](mailto:info@atlas-sm.co.uk)**

**[www.atlas-sm.co.uk](http://www.atlas-sm.co.uk)**





# Croner

HR • Tax • H&S • Reward

## Supporting Small Businesses for Over 75 Years

PREPARED FOR:

**WELLINGTON TOWN  
COUNCIL**

PREPARED BY:

Rachael Cooper  
Business Development Manager



# Welcome to Croner

---

The modern workforce throws up big HR challenges. Not to mention health & safety demands. Free up your time and focus on what you do best...

In the ever-changing world of employment law, keeping on top of it all can feel like an endless battle. That is not what you started your business for.

Luckily, that is exactly why Croner started theirs.

You don't have to worry about being an expert in employment law, or a fully qualified health & safety practitioner. We are on the other end of the phone 24/7, 365 days a year, ready with expert advice from qualified professionals and on-site based support when required.

Whether you are facing an imminent challenge, or just want to remain compliant, Croner is your go-to for support.

And the best part? You can start receiving this advice today. Get access to our helplines the moment you sign up with Croner, and start focusing on what you do best, immediately.

## Proposal Summary

---

We are delighted to submit our proposal based upon our recent meeting.

The purpose of this proposal is to deliver detailed information relating to the proposed Croner products and services, and the wider solution benefits. It should also give you continued confidence that Croner has understood your key organisational drivers/requirements and has demonstrated a solution which can deliver on the overall business needs.

Croner is committed to delivering a valuable solution to meet all of the current requirements detailed in this document, however Croner is also aware that as companies grow and change, so do their requirements. This is why we have a comprehensive review and account management process designed to make sure we continue to meet your changing needs.

## Health & Safety Service

---

### Health & Safety

H&S is a comprehensive framework, which allows you to manage health & safety in your workplace and keep your business, your employees and the general public protected.

#### **This Health & Safety service includes:**

- A principal site appointment for the preparation and installation of a bespoke health & safety management system. The system is developed specifically for your business, and includes the organisation, safety arrangements and monitoring procedures required for its effective implementation followed by a second appointment.
- A compliance review conducted by a qualified Health & Safety Consultant. This review will identify areas of non-compliance within your industry specific legal requirements. A written report will be provided along with an executive summary and an action plan with pragmatic advice on how to achieve legal compliance and best practice standards.
- An optional insurance policy that protects against legal expenses in the event of enforcement action by the health & safety authorities. We will provide a solicitor to attend interviews with you under caution or to defend any safety prosecutions or enforcement action.
- You will be registered to our online health & safety management tool. This will allow you the flexibility to manage all of your health & safety records and provide full access to our comprehensive technical reference library and stationery store.
- You and your staff will receive training on the use of our online health & safety management tool. You will receive on-going access to online videos, which will help walk you through the step by step process of creating new risk assessments and how to manage your records. You will also have access to a dedicated online service desk, to help with any queries you may have.
- One appointment per annum by a qualified Health & Safety Consultant to service your management system. They will also provide advice and support on maintaining legal compliance.

- Access to a 24-hour telephone advice service supported by qualified Health & Safety Consultants, 365 day a year.
- The management system, made available online will be inclusive of the following (if applicable to your business):
  - Workplace Risk Assessment
  - Machinery Risk Assessment
  - Organisation and Responsibilities
  - Risk Management Pack
  - Safety Policy
  - Safety Records
  - Specific Arrangements
  - Technical Guidance Notes
  - Visitors Safety Record
  - Employee Responsibilities, Rules & Procedures
  - Employers Health & Safety Responsibilities
  - Fire Risk Assessment Software
  - Health & Safety at Work
  - Health & Safety Guidance
  - Health & Safety Policy & Procedures
  - Health & Safety Risk Assessment

## BrightSafe Software

Fully hosted, secure and smart digital service that makes it easier for you to meet your health & safety compliance requirements. Includes:

- Ability to create general risk assessments
- Ability to tailor risk assessments from our library of templates
- Bespoke online health & safety documentation along with access to reference documentation
- Role based log-in, so you can restrict or grant access
- Provision of training for you and your staff on all features
- Access to our dedicated online service desk

## Health & Safety Insurance

The inclusion of an optional insurance policy, which covers legal expenses up to £200,000 per insured event. There is a maximum of £2 million in any one-policy year, for incidents that may occur following you becoming a client.

This cover includes legal support in responding, defending and appealing against formal health & safety notices, as well as interviews under caution and representation in court, should the need arise. As with any insurance cover, the policy conditions must be followed.

## Service Fee

---

Our consultancy service as described in this proposal will be tailored to your specific needs. The proposed service fee is:

Service Term	Monthly Fee
<b>12 Months</b> Health & Safety Service / BrightSafe / H&S Insurance / H&S A5 Handbook	<b>£ 170.00</b>
<b>36 Months</b> Health & Safety Service / BrightSafe / H&S Insurance / H&S A5 Handbook	<b>£ 144.50</b>
<b>60 Months</b> Health & Safety Service / BrightSafe / H&S Insurance / H&S A5 Handbook	<b>£ 134.25</b>

Our fee, including the optional insurance, is based on your current size and will be fixed for the duration of the initial agreement term with no provision for Croner to increase the fee due to inflation, tribunal claims, service usage or organic growth in your employee numbers etc.

\*Fees quoted are valid for 30 days from the date of issue and are subject to VAT & IPT

"Excellent service from all aspects of the Croner service. Consultants are on hand to answer or help with any concerns or questions you may have. They talk you through the process step by step and help with wording of letters etc."

- Lynn Hurst | Director | Reach for the Stars Nursery Ltd

## Your Proposal

---

Now that you have seen what Croner can do, we would be delighted to become your trusted advisor. This proposal is a basic outline of the services we discussed at our recent meeting and along with the details of the service fees.

If you have any questions, please do not hesitate to contact me.

### Rachael Cooper

Business Development Manager

**Tel:** +44 07890033470

**Email:** rachael.cooper@croner.co.uk

## *What our clients say...*

---



Feedback is a vital element to learning and development, but sometimes it's just nice to hear the experience our clients are having when it comes to the Croner service.

**croner.co.uk**

Croner House, Wheatfield Way, Hinckley  
Leicestershire, LE10 1YG



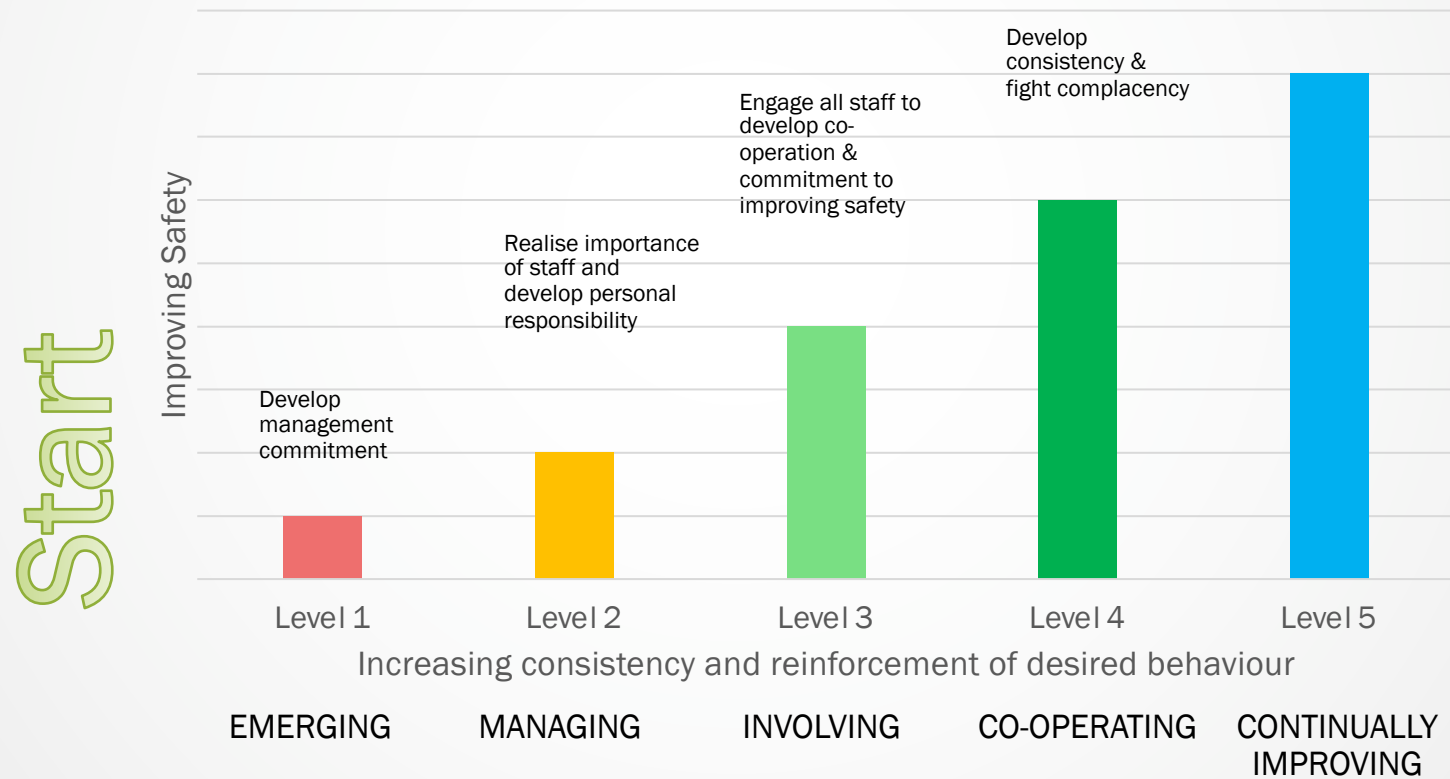


# WELLINGTON TOWN COUNCIL

HEALTH AND SAFETY PROPOSAL 2023-2024

WT CONSULTANCY (SW)) LTD

# SAFETY CULTURE





---

## WHAT WE DELIVER



**Hands on** approach to health and safety



Clear **understanding of** what Wellington Town Council need from a support team to achieve their goals

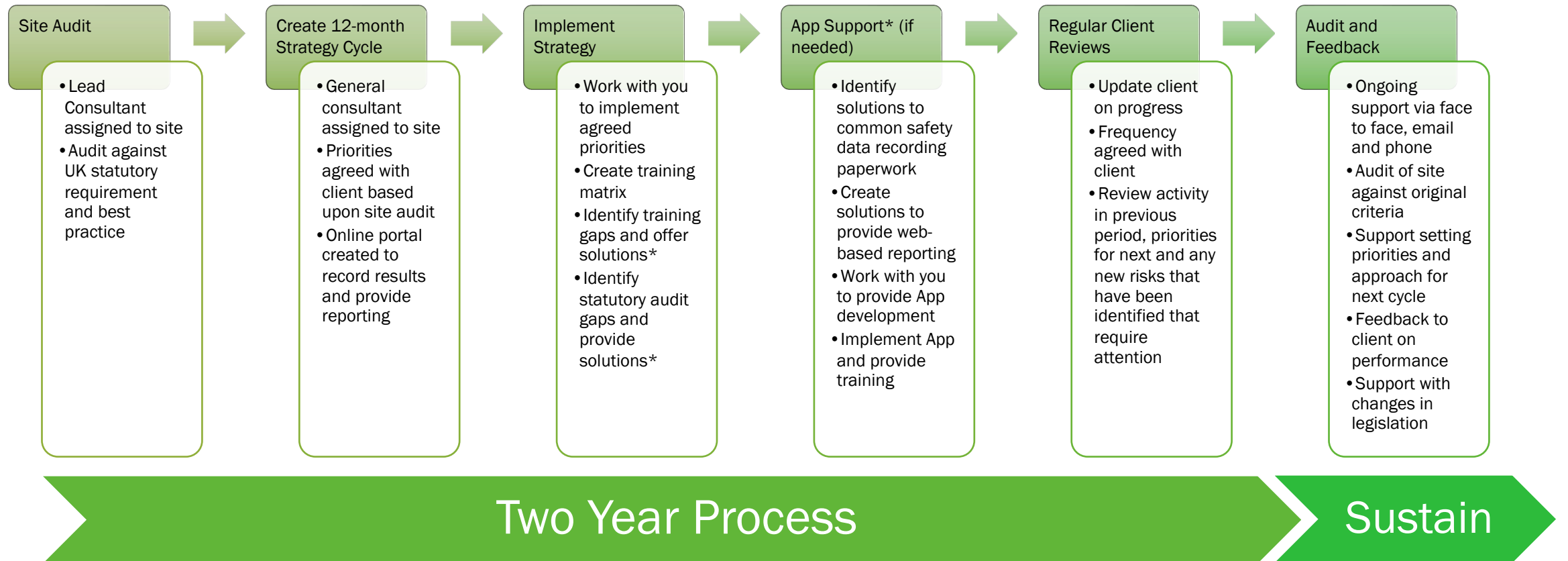


A team of highly **qualified and experienced** Practitioners supporting the delivery of SMART goals

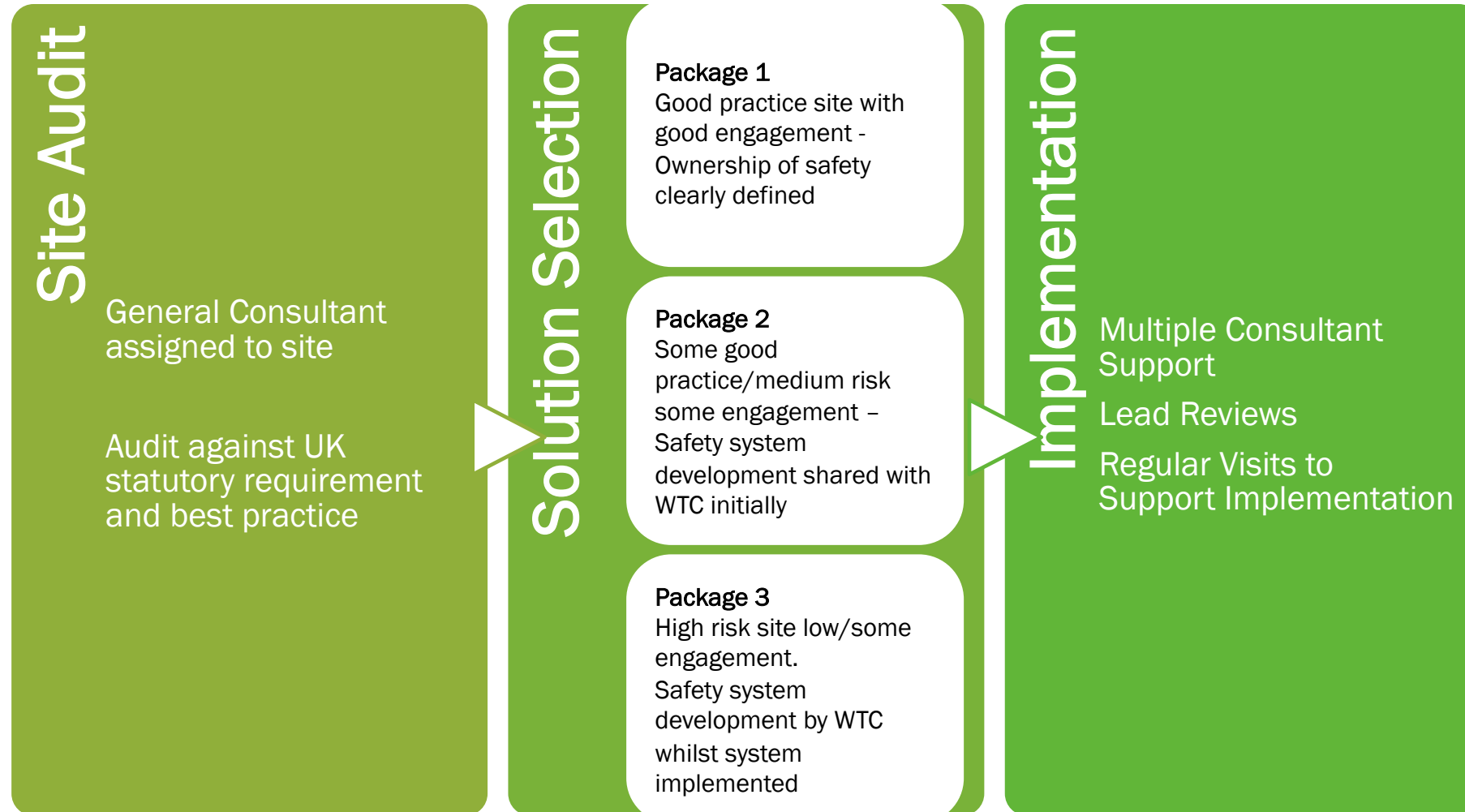


A **Chartered Practitioner overseeing** the delivery of all Policies, Procedures, Risk Assessments, Toolbox Talks, Method Statements, Training, Surveys and Audits.

# WT CONSULTANCY APPROACH



# WTC PROPOSED APPROACH



# TRAINING

Safe systems of work

General workplace safety awareness

Manual handling

First Aid

COSHH

DSEAR Awareness

Many more tailored to suit your needs

# BESPOKE APP



Bespoke App  
developed to suit  
your needs



Plant inspections



Vehicle inspections



Monitoring safety  
features



Accident reporting



Delivery of specific  
documentation

# SUPPORT PACKAGE 1

£125  
/month

## Retained Support



Dedicated phone line support



Retained Practitioner on site support



6 visits per year



## Risk Assessment



Access to RA Portal



RA Audit



## Web and App



Access to online portal



App development



## Training



WT Training






Toolbox talks as part of on-site visits







# SUPPORT PACKAGE 2

£350  
/month

Retained Support	Risk Assessment	Web and App	Training
			
Dedicated phone line support	Access to RA Portal	Access to online portal	WT Training
Retained Practitioner on site support	RA Audit	App development	Toolbox talks as part of on-site visits
12 visits per year	RA Development		

# SUPPORT PACKAGE 3

£600  
/month

Retained Support	Risk Assessment	Web and App	Training
			
Dedicated phone line support	Access to RA Portal	Access to online portal	WT Training
Retained Practitioner on site support	RA Audit	App development	Toolbox talks as part of on-site visits
24 visits per year	RA Development		
Chair Safety Group			



# SUPPORT SUMMARY

FEATURES	1	2	3
CHARTERED CONSULTANT SUPPORT	✗	✓	✓
NUMBER OF VISITS/YEAR	6	12	24
ENHANCED RISK ASSESSMENT SUPPORT	✗	✓	✓
DISCOUNT ON STATUTORY ASSESSMENTS	✓	✓	✓
APP DEVELOPMENT DISCOUNT	✓	✓	✓
	£ 125/month	£ 350/month	£ 600/month

# WT CONSULTANCY STRENGTHS



Willingness, and pride to be involved with the continued development of a **sustainable Health and Safety culture**



**Proven** process that **delivers**



Safety partner that **steps outside the standard remit**



**Attributable** for the input given



**Commitment of two years**



# SUMMARY



Site Audit



Create  
Strategy



Implement  
Strategy



App Support



Regular Client  
Reviews



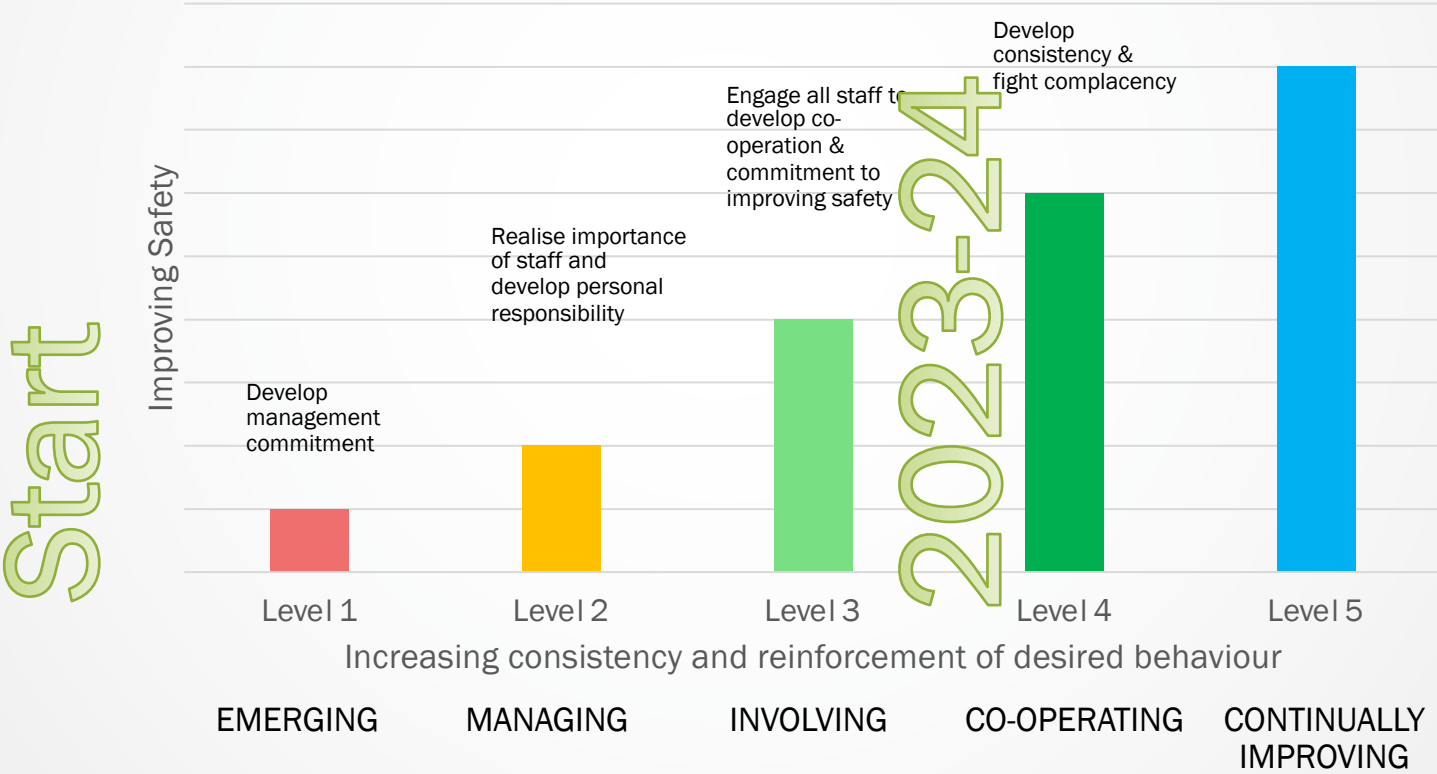
Audit and  
Feedback

WT Consultancy welcome the opportunity to assist Wellington Town Council in raising awareness and improving standards within the organisation.

Our proven approach is designed to deliver a strong, compliant and transparent safety culture

- Audit to understand where you are today across the group
- Design the strategy that works best for your businesses
- Support and drive the implementation of improved safety performance
- Develop your teams to become self sufficient
- Provide easy to use and effective Apps that aid efficiency

# SAFETY CULTURE



**QUESTIONS**



**Wellington Town Council  
Policy and Resources Committee  
20 February 2023**

## **Allotment Management and Inspection Applications**

### **1. Background**

- 1.1. In late summer/early autumn, Officers started work on looking into the implementation of a software package to assist in the management of the work required for the Allotments.
- 1.2. This was presented to the Allotments Committee in the first instance and Officers have continued to develop the work on this. Officers took up a number of demonstrations and obtained quotations which are detailed below.
- 1.3. It is agreed between the Officers that a software package would enable the Officers to save a significant amount of time and allow other members of staff to more easily obtain information rather than the responsibility sitting with just one member of staff.
- 1.4. Part of this work also indicated the need for an inspection app to work alongside the package to aid officers and Councillors in their inspection work. The current paper-based system is time consuming for Councillors and staff to collate after the inspections have been carried out. For example, photos are required to be provided and are often done so in bulk so it can be difficult to tell which photo relates to which plot inspection.
- 1.5. Officers' workload will increase with the eventual implementation of the new allotment site at the Longforth Farm development and the potential expansion of the Basins site.

### **2. System requirements**

- 2.1. Officers determined that the software and/or application should include the following features. Unless otherwise stated below, all systems demonstrated include these.
  - Waiting list management
  - Multi-site management
  - Inspection records
  - Cloud based to enable remote working on more than one device (i.e. laptop at home rather than office PC only).

### **3. Applications and Quotations**

#### **3.1. Scribe**

This package is provided by the same company that the Council uses for their accounting software.

Cloud Based	Yes
Inspection App	No*

\*The software can be logged into on a phone or tablet device and the inspection details entered directly but this requires a good mobile internet signal.

Costings	
Annual Subscription	£656.00
Set up cost	£197.00

Comments from Officers	
Positive	Negative
<ul style="list-style-type: none"> <li>Is directly linked to the existing accounting software and would remove the need for double entry of accounting records (i.e. accounting system and tenant spreadsheet)</li> <li>Web based system that can be logged into from anywhere.</li> <li>Easy to use interface.</li> <li>Allows multiple users with different levels of access permissions.</li> </ul>	<ul style="list-style-type: none"> <li>No integrated inspection app and direct input requires mobile internet connection which could cause issues.</li> </ul>

### 3.2. AdvantageEdge

Cloud Based	Yes
Inspection App	Yes

Costings	
Annual Subscription	£324.30
Set up cost	£750.00

Comments from Officers	
Positive	Negative
<ul style="list-style-type: none"> <li>Integrated inspection app available.</li> <li>Produces reports for outstanding tenancies and rent payments.</li> <li>Document templates for mail merge.</li> </ul>	<ul style="list-style-type: none"> <li>System looked dated with complex options and therefore not easy to use.</li> <li>Inspection app was basic and did not provide the options that may be required.</li> <li>Price given is for only one user – sharing user information is likely to cause confusion with notes etc.</li> <li>Does not integrate with finance system.</li> </ul>

### 3.3. Rialtas

Cloud Based	Yes*
Inspection App	Yes **

\*available at extra cost (not included in price below and is priced per user)

\*\*external app that links to software (app subscription is at an additional cost)

Costings	
Annual Subscription	£250.00
Set up cost	£520.00

Comments from Officers	
Positive	Negative
<ul style="list-style-type: none"> <li>• Inspection app available.</li> <li>• Document templates for mail merge.</li> </ul>	<ul style="list-style-type: none"> <li>• System looked dated with complex options and therefore not easy to use.</li> <li>• Inspection app is external and incurs additional cost.</li> <li>• Price given is for up to 5 users, will this be enough given planned expansion of Council staff?</li> <li>• Could only be used on office based computer unless an extra service is purchased.</li> <li>• Does not integrate with finance system.</li> </ul>

### 3.4. CloudyIT

Cloud Based	Yes
Inspection App	Yes

Costings	
Annual Subscription	£720.00
Set up cost	£0.00

Comments from Officers	
Positive	Negative
<ul style="list-style-type: none"> <li>• Inspection app integrated and looked easy to use.</li> <li>• Web based system that can be logged into from anywhere.</li> <li>• Easy to use interface.</li> <li>• Range of inspection apps available.</li> <li>• Free set up from current excel based records.</li> </ul>	<ul style="list-style-type: none"> <li>• Price for apps is per user but seems to be flexible.</li> <li>• Does not integrate with finance system.</li> <li>• Does not currently have pre-populated document templates.</li> </ul>

## 4. Change of Scope

- 4.1. Since taking up the above quotations, the Officers have discussed the Council's needs given that the employment of additional staff, including a Community Warden, has been agreed.
- 4.2. The addition of a Community Warden to the team creates the need for additional reporting capabilities for management of the Council's assets as well as weekly inspections of parks etc.
- 4.3. While receiving the demonstration from CloudyIT, officers also asked for information of their Park Inspection and Asset Manager applications having identified these as being useful for the Warden's work.

## 5. Updated information and pricing from CloudyIT

- 5.1. CloudyIT specialise in digital solutions for Town and Parish Councils and offer a number of integrated applications within their suite.



5.2. Pricing of these apps is £10 per month, per active user. They offer a 3 for 2 pricing package (cheapest free).

5.3. Officers have reviewed the work and likely needs of the Community Warden as well as their needs for an allotment package and have obtained prices for the following

- Allotment system and inspection app
- Asset manager app
- Park inspection app

5.4. It was not demoed to Officers but the suite also offers a green spaces app that may be useful for work surrounding the Green Corridor. This was not included in the quotation but can easily be added if required and follows the same pricing structure.

#### 5.5. Pricing

Allotment Site License (per year)	£600
Allotment App (1 user, 1 year)	£120
Park Inspection App (1 user, 1 year)	£120
Asset Manager App (1 user, 1 year)	£0

#### 5.6. Comments from Officers

Positive	Negative
<ul style="list-style-type: none"><li>• Modern interface which was clear and looked easy to navigate.</li><li>• The additional inspection applications would allow easier collaborative working with the Community Warden should items require attention (i.e. repairs on assets or play equipment)</li><li>• Easy reporting including jobs lists.</li><li>• Suite can be easily access from a number of devices (PC, laptop, phone &amp; tablet)</li><li>• Councillors have access to apps for free to do inspections etc.</li></ul>	<ul style="list-style-type: none"><li>• Price for apps is per user but is flexible by implementing 'active users'</li><li>• Does not integrate with finance system for allotment payments.</li><li>• Does not currently have pre-populated document templates. *</li></ul>

\*It is reported that this is being currently developed following other Councils feeding back the need for this function. The update will be made free of charge.

## 6. Recommendations

6.1. It is recommended that the committee approve the implementation of the Allotment, Park Inspection and Asset Manager app from CloudyIT subject to a satisfactory 30-day free trial by Officers.

## **7. Budget Considerations**

- 7.1. A new line for Inspection Applications has been included in the 23-24 budget. Given the need for several users across some apps, £2,000 has been budgeted.
- 7.2. The first years payment will fall within the current financial year with the amount being drawn from the Council's reserves.

Alice Kendall  
Deputy Clerk  
9 February 2023

**Taunton Shadow Town Council**

**Tuesday, 31st January, 2023,  
6.00 pm**

**Somerset West  
and Taunton**

**The John Meikle Room - The Deane  
House**

**[SWT MEETING WEBCAST LINK](#)**

**Members:** Lee Baker, Chris Booth, Norman Cavill, Simon Coles, Dixie Darch, Tom Deakin, Caroline Ellis, Habib Farbahi, Fothergill, Marcia Hill, Isaacs, John Hunt, Dawn Johnson, Richard Lees, Sue Lees, Larcombe, Libby Lisgo, Derek Perry, Martin Peters, Hazel Prior-Sankey, Francesca Smith, Federica Smith-Roberts, Talbot, Brenda Weston and Woodmason

### **ADDENDUM**

#### **7. Town Council Budget Update**

(Pages 3 - 20)

Officers will present a verbal update on this item at the meeting with slides.

It is recommended that the Shadow Town Council:

- Note the update on the Budget and provide any comments.



**ANDREW PRITCHARD  
CHIEF EXECUTIVE**

Please note that this meeting will be recorded. At the start of the meeting the Chair will confirm if all or part of the meeting is being recorded and webcast. You should be aware that the Council is a Data Controller under the Data Protection Act 2018. Data collected during the recording will be retained in accordance with the Council's policy. Therefore unless you are advised otherwise, by entering the Council Chamber and speaking during Public Participation you are consenting to being recorded and to the possible use of the sound recording for access via the website or for training purposes. If you have any queries regarding this please contact the officer as detailed above.

Members of the public are welcome to attend the meeting and listen to the discussions. There is time set aside at the beginning of most meetings to allow the public to ask questions. Speaking under "Public Question Time" is limited to 3 minutes per person in an overall period of 15 minutes and you can only speak to the Committee once. If there are a group of people attending to speak about a particular item then a representative should be chosen to speak on behalf of the group. These arrangements do not apply to exempt (confidential) items on the agenda where any members of the press or public present will be asked to leave the Committee Room.

If you would like to ask a question or speak at a meeting, you will need to submit your request to a member of the Governance Team in advance of the meeting. You can request to speak at a Council meeting by emailing your full name, the agenda item and your question to the Governance Team using [governance@somersetwestandtaunton.gov.uk](mailto:governance@somersetwestandtaunton.gov.uk)

Any requests need to be received by 4pm on the day that provides 1 clear working day before the meeting (excluding the day of the meeting itself). For example, if the meeting is due to take place on a Tuesday, requests need to be received by 4pm on the Friday prior to the meeting.

We are now live webcasting most of our committee meetings and you are welcome to view and listen to the discussion. The link to each webcast will be available on the meeting webpage, but you can also access them on the [Somerset West and Taunton webcasting website](#).

The meeting rooms, including the Council Chamber at The Deane House, are on the first floor and are fully accessible. Lift access to The John Meikle Room (Council Chamber), is available from the main ground floor entrance at The Deane House. The Council Chamber at West Somerset House is on the ground floor and is fully accessible via a public entrance door. Toilet facilities, with wheelchair access, are available across both locations. An induction loop operates at both The Deane House and West Somerset House to enhance sound for anyone wearing a hearing aid or using a transmitter.

Full Council, Executive, and Committee agendas, reports and minutes are available on our website: [www.somersetwestandtaunton.gov.uk](http://www.somersetwestandtaunton.gov.uk)

For further information about the meeting, please contact the Governance and Democracy Team via email: [governance@somersetwestandtaunton.gov.uk](mailto:governance@somersetwestandtaunton.gov.uk)

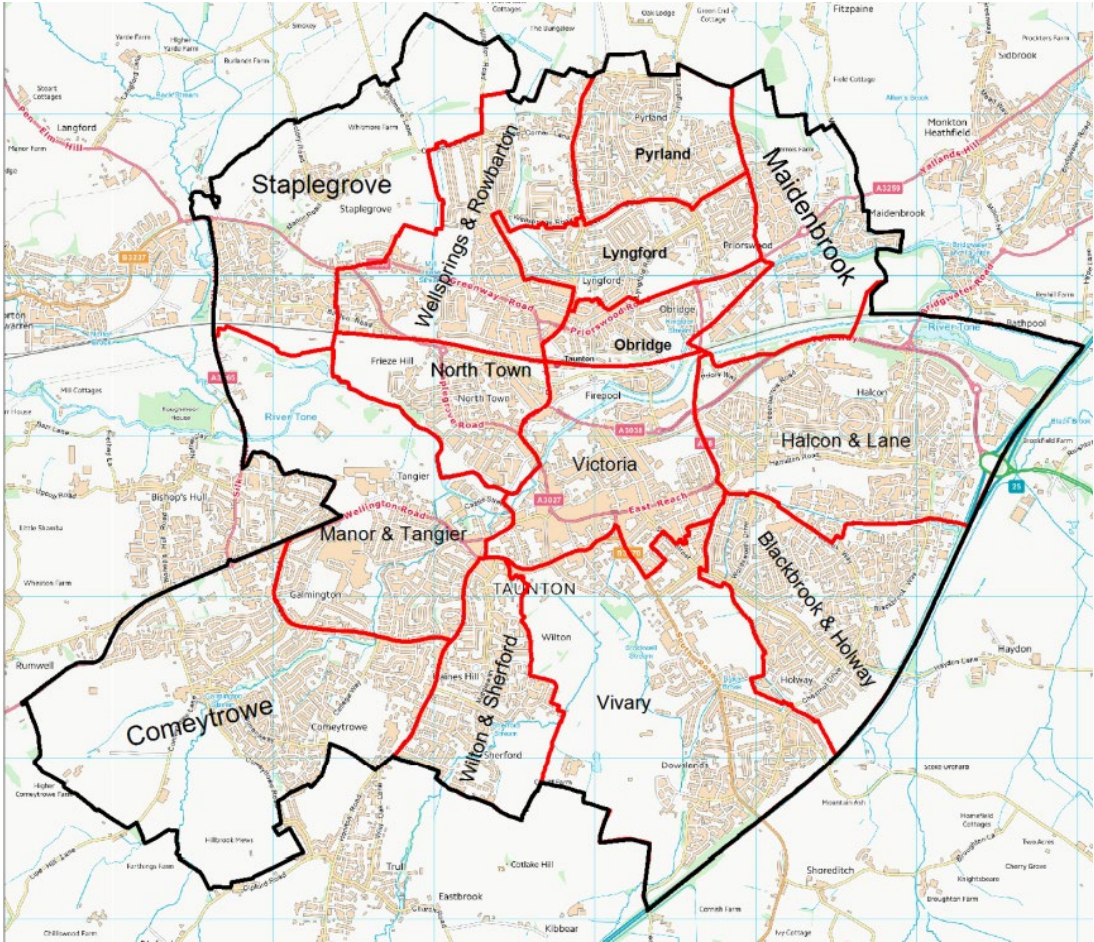
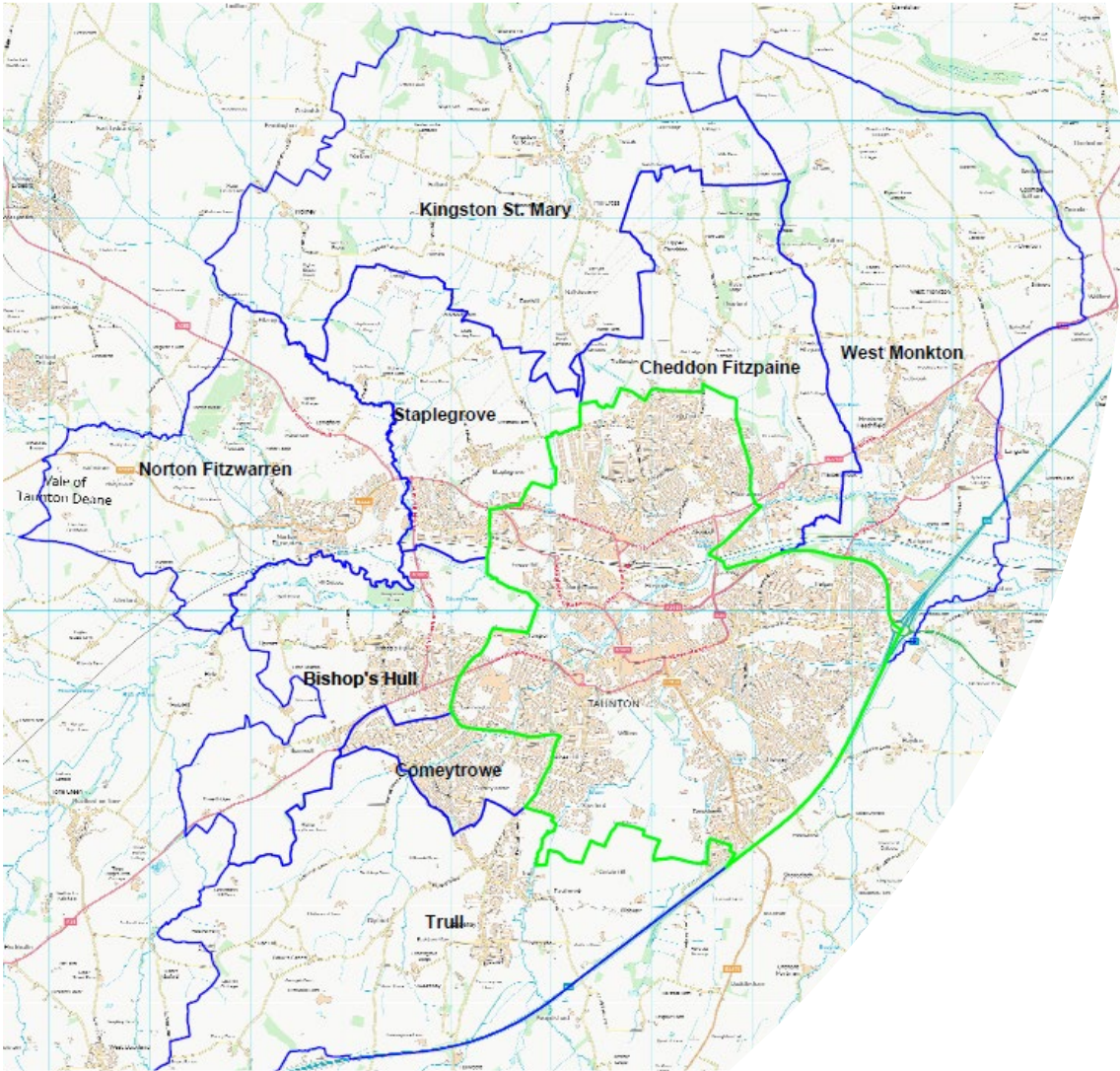
If you would like an agenda, a report or the minutes of a meeting translated into another language or into Braille, large print, audio tape or CD, please email: [governance@somersetwestandtaunton.gov.uk](mailto:governance@somersetwestandtaunton.gov.uk)



# Shadow Taunton Town Council: Finance update

## 31<sup>st</sup> January 2023

Page 3



Together we are delivering your  
**New Somerset Council**

Agenda Item 7

# Shadow Taunton Town Council: Finance update

This update aims to

- ✓ Review the budget to provide context and explanations to the items in the budget
- ✓ Review the key data used to determine the Council Tax Base (CTB) and compare the May estimate to the December actual
- ✓ Compare the 2022/23 Parish precepts with the 2023/24 precepts, for those parishes affected by/adjacent to the new boundary
- ✓ Review the 2022/23 forecast implementation costs to budget
- ✓ Outline the impact of the boundary change on Community Infrastructure Levy (CIL) at vesting date

Please ask questions as we go through the presentation, or questions can be asked at the end of the presentation.



# Background to determining Precept

- Parish Boundary agreed by the Community Governance (CG) Working group after extensive consideration and community consultations with various iterations during the process
- Council Tax Base for new Taunton parish initially estimated in May 2022
- Assets & Services to be transferred considered at length and identified by CG Working group
- 2023/24 Total Budget determined at £2.1m, with £1.7m Operating Budget and £0.4m Reserves
- The 2023/24 operating budget includes income & costs historically incurred by SWT, costs assumed to be transferred from Parishes now within boundary, costs incurred by the Charter Trustees, and SWT Special Expenses for the current unparished area, plus costs expected to be incurred directly by new TTC
- Initial estimated Band D equivalent precept estimated at £94, expected to be revised in December 2022
- Reorganisation Order adopted by Somerset County Council October 2022, following approval by SWT Full Council at the end of September 2022. The Order includes setting the 2023/24 Budget Amount.
- Actual Council Tax Base for 2023/24 set by SCC, approved by SCC S151 Officer, which is calculated using Council Tax data as at 30 November 2022 as required in Regulations.
- Actual Band D equivalent precept set at £109.67 based on 30 November Council Tax Base (CTB)

# Taunton Town Council (TTC) Budget 2023/24

**Total Budget = £2.1m**

- **£1.7m Total Operating Budget**
- **£0.4m Total Reserves**

## **Budget headlines:**

- Maintenance of Parks - £563k
- Facility for Community Grants - £75k
- Provision for improvements - £400k
- Contingency - £100k

	£ 000's
Mayor and Civic Costs	17
Staff including NI and pension	170
Amenities and general maintenance	52
Administration, office and election Costs	139
Events	101
Allotments	8
Parks	563
Public Conveniences	106
Community Grants	75
Service Growth and Improvement	400
Contingency / Other Costs	100
Income	-38
<b>Net Operating budget</b>	<b>1,694</b>
Create Opening Reserves Balance	420
<b>Total budget on which Precept calculated</b>	<b>2,114</b>



# 2023/24 budget

Table showing the breakdown of how the 2023/24 budget was determined to include the income and costs from the legacy entities to be absorbed into the new Town Council + budget for new costs

Description	2023/24 Proposed budget £ 000's	2022/23 Existing costs				2023/24 New Costs £ 000's
		Charter Trustees budget £ 000's	Special Expenses £ 000's	Parish Budgets £ 000's	District Budget £ 000's	
<b>Income</b>						
Allotments: (rental income)	6				6	
Artisan Market:	0					
Asset Management:	11				10	1
Parks	12				11	
Events	10				10	
<b>Total Income</b>	<b>38</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>37</b>	<b>1</b>
<b>Expenditure</b>						
Town Council staffing & admin	275	41	0	44	0	189
Allotments:	8	0	0	0	8	0
Handyman services - Amenities & play areas	52	0	0	21	0	31
Parks	563	0	0	0	509	55
Public Conveniences	106	0	0	0	99	7
Community & Events:	101	0	0	1	100	0
Grants:	75	0	29	1	0	44
Local Democracy:	17	17	0	0	0	0
Council offices:	34	0	0	0	0	34
Service Growth & Improvement	400	0	0	0	0	400
General Contingency	100	0	0	4	0	96
<b>Total Expenditure</b>	<b>1,732</b>	<b>59</b>	<b>29</b>	<b>71</b>	<b>716</b>	<b>857</b>
Contribution To Reserve	<b>420</b>					<b>420</b>
<b>COUNCIL TAX PRECEPT</b>	<b>2,114</b>	<b>59</b>	<b>29</b>	<b>71</b>	<b>678</b>	<b>1,276</b>

# Taunton Town Council (TTC) Budget 2023/24

Operating & Events costs include:

- ✓ £17k - civic events, activities and allowances
- ✓ £170k - Town Clerk, Assistant TC, Events Officer and Admin assistant
- ✓ £52k- Handyman and general maintenance & cleaning
- ✓ £139k – Includes Rent & rates, Accounting software, election costs, membership & professional fees, training, insurance, external audit and general admin costs
- ✓ £101k – Banners & bunting, Christmas lights, discretionary town centre events

Page 8

	£ 000's
Mayor and Civic Costs	17
Staff including NI and pension	170
Amenities and general maintenance	52
Administration, office and election Costs	139
Events	101

Together we are delivering your

## New Somerset Council

# Allotments transferred to TTC

Allotments are required by regulation to be transferred to the new parish/town council. The budget reflects the current costs of maintenance and income received resulting in a small net cost to the council. The allotments currently owned by SWTC included are:

Page 9

- Whitmore Allotments
- Galmington Road Allotments
- Hamilton Road Allotments
- Rowbarton Allotments
- Priorswood Allotments
- Higher Holway Allotments
- Turners Allotments
- Stoke Road Allotments

# 2023/24 Parks Operating Budget

- ✓ Responsibilities include:
- ✓ Grass cutting
- ✓ Tree Inspection & maintenance
- ✓ Planting & shrub maintenance
- ✓ Play area provision & maintenance
- ✓ Sports pitch marking & bookings
- ✓ Benches & Street furniture
- ✓ Litter & dog bin provision
- ✓ Litter picking
- ✓ Buildings & structures
- ✓ Compliance responsibilities
- ✓ Utility & insurance costs
- ✓ Stream/watercourse maintenance

Page 10

<b>Parks Operated by TTC</b>	<b>£</b>
Victoria Park	103,733
Goodlands Gardens	85,096
Galmington Park	55,976
Taunton Green	34,809
Frenchweir Park	49,692
Greenway Rec Ground	21,071
Hamilton Gault Park	71,470
Hawthorn Park	40,302
Lyngford Park	36,098
Priorswood Park	27,242
Comeytrowe Park	37,937
<b>Net Total operating budget</b>	<b>563,426</b>

Together we are delivering your

**New Somerset Council**

# Public Conveniences operated by TTC

The budget reflects the operating costs (cleaning, locking/unlocking, consumables) of the following public conveniences in Taunton:

- Castle Green (town centre)
- Cannon Street (in car park)
- Victoria Street (in the park pavilion)
- Vivary Park (in the park café building)
- Hamilton Gault (in the park pavilion)
- French Weir (in the COACH building)
- Priorswood Place (in shops buildings)

The budget reflects the running costs of the service. It is anticipated the assets currently in SWTC ownership will transfer on either a freehold or leasehold basis as appropriate to each property one or after Vesting Day.

Actual costs are not easily disaggregated for example when work is undertaken through a contract for service covering more than the above. The presumption at this stage is that the parish/town council will buy the service from the unitary from the outset. This may be reviewed later for example when the current SWT contracts end.

# 2023/24 Income budget

- ✓ Allotments: rental income
- ✓ Asset management: income from access leases
- ✓ Parks: Pitch hire income
- ✓ Events: Estimate as demand led

Page 12

Income budget	Total Proposed Budget £000's
Allotments	6
Asset Management	11
Parks	12
Events	10
Total Income	38

# Further Work on Budget

- Initial estimates completed through work with SWT governance team and SWT managers for the services proposed to be transferred for 2023/24 – parks, public conveniences, allotments, events, etc
- High level assumptions around apportionment of costs of services within neighbouring parishes affected by boundary changes. Further work needed to fully understand cost implications and continuity of services provided between new TTC and neighbouring parishes.

## Council Tax Base (CTB): Summary of key data used to determine estimated and actual CTB

- There are a number of premiums & discounts that are factored into the calculation of the CTB, which is adjusted for dwellings including those classified as single occupancy, empty premises, 2<sup>nd</sup> homes or due disability relief.
- The CTB is net of those persons claiming Council Tax support
- Band D equivalents computed by applying factors per band
- Town centre locations tend to have a more fluid population with a higher level of single units & people claiming council tax support.

Taunton Town Council	Estimate May 2022	Actual Nov 2022
Total dwellings on valuation list	27,621.00	27,752.00
Number of dwellings that have premiums & discounts applied	2,144.50	3,522.00
Number of dwellings after applying premiums and discounts	25,476.50	24,230.00
Reduction in tax base as a result of adjustments including Council tax support (pensioners & working age), collection allowance and MOD dwellings	1,911.60	2,327.00
Net number of dwellings after applying premiums, discounts + local tax support, on which the tax base is calculated	23,564.90	21,903.00
Number of Band D equivalents based on Net number of dwellings	21,059.80	19,276.13



# TTC Precept by Tax Band

Initial Estimates completed in May 2022, Actual amounts determined in December 2022.

Page 15

<b>Estimated precept</b>	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9
Band D Equivalent Factors	0.56	0.67	0.78	0.89	1.00	1.22	1.44	1.67	2.00
Council Tax Band	A (dis)	A	B	C	D	E	F	G	H
Precept per Band	£52.62	£62.95	£73.29	£83.62	£93.96	£114.63	£135.30	£156.91	£187.91
<b>Actual precept</b>	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9
Band D Equivalent Factors	0.56	0.67	0.78	0.89	1.00	1.22	1.44	1.67	2.00
Council Tax Band	A (dis)	A	B	C	D	E	F	G	H
Precept per Band	£61.42	£73.48	£85.54	£97.61	£109.67	£134.04	£158.42	£182.79	£219.34

## Comparison of Band D equivalent precepts 2022/23 to 2023/24

Comparative Band D precepts and Council Tax Base (CTB)	Trull	ComeyTrowe	Bishops Hull	Staplegrove	Cheddon Fitzpaine	West Monkton	Kingston St Mary	Norton Fitzwarren	Taunton unparished	Taunton Town
CTB Band D equivalents (30/11/2021)	1,087.58	1,990.73	1,213.94	788.77	909.06	2,170.60	431.98	1,284.62	15,255.85	N/A
2022/23 Precept	£31,000	£24,000	£35,400	£12,910	£37,247	£64,517	£12,385	£34,120	£88,180	N/A
2022/23 CT per band D equivalent	£28.50	£12.06	£29.16	£16.37	£40.97	£30.34	£28.67	£26.56	£5.78	N/A
CTB Band D equivalents (30/11/2022)	977.79	0.00	1,231.31	0.00	140.04	2,183.16	485.28	1,309.76	N/A	19,276.13
2023/24 Precept	£33,000	£0	£37,170	£0	TBC	£121,710	£14,020	£38,000	N/A	£2,114,040
2023/24 CT per band D equivalent	£33.75	N/A	£30.19	N/A		£55.75	£28.89	£29.01	N/A	£109.67

*Taunton Unparished includes Charter Trustees + Special expenses raised by SWT in 2022/23*

# 2022/23 Implementation cost forecast

- Up to £80k identified from the SWT 2022/23 Budget to cover set up costs incurred to 31<sup>st</sup> March 2023
- The forecast costs to implement the new Town Council
- Assumes set up costs from 1 April onwards paid for by TTC.

Item	Forecast Cost	Actual or Estimate
Recruitment of the new Town Clerk	£2,765.00	Actual
External Legal costs	£10,000.00	Estimate
SHAPE Legal	£1,000.00	Estimate
Technical Advisor Costs	£8,000.00	Actual
IT Infrastructure set up	£15,000.00	Estimate
Clerk Salary and course fees	£13,250.00	Estimate
NACO Conference travel costs	£557.40	Actual
Website design specification and procurement	£5,000.00	Estimate
Finance System procurement	£2,000.00	Estimate
Furniture & Fittings	£2,500.00	Estimate
<b>Total</b>	<b>£60,072.40</b>	

# Impact on Community Infrastructure Levy (CIL) receipts

- CIL previously paid to a parish that falls entirely within the new boundary of TTC, that is still unspent in the parish reserves, will be transferred with those reserves to TTC on Vesting date
- CIL due to a parish for the period October 2022 to 31 March 2023, that falls within the boundary of TTC, will be paid to TTC in April 2023
- CIL paid to, but not yet spent, by a parish that loses part of its administrative area, remains with the parish to which it was originally paid
- CIL due to a parish for the period October 2022 to 31<sup>st</sup> March 2023, that loses part of its administrative area, will be paid to the parish in April 2023
- As at January 2023, the following parish payments for the period October 2022 to date, are payable in April 2023

Parish	£	Payable to
Trull	11,395	Trull Parish Council
Taunton	6,100	Taunton Town Council
Comeytrowe	4,215	Taunton Town Council

- The Governance relating to spending future CIL receipts by the Town Council will be determined by the elected Members.

# Next steps

- Open a bank account (current account and investment account) – in progress
- Register for VAT – work with Town Clerk
- Option to Tax properties? – work with Town Clerk
- Select and implement Accounting software – work with Town Clerk
- Financial procedures established – work with Town Clerk
- Appointment of Auditors – work with Town Clerk
- Preparing for transfer of information – work with Town Clerk, SWT and parishes
- Parish Precepts paid in full by Somerset Council – expected April 2023
- Elections – May 2023
- The elected Members have the opportunity to consider and review the 2023/24 budget and potentially set a Revised Budget by October 2023
  - Note: Realistically, a change to the 2023/24 Precept requires extensive communications and re-billing of the council tax, which is likely to be time consuming and expensive. The Members can however reprioritise the budget lines within the budget total without impacting council tax billing.
- The new Town Council will be required to submit the 2024/25 budget around January 2024

