

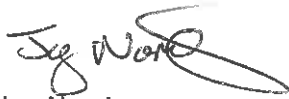
## Iminster Town Council

To: All members of Iminster Town Council

Dear Councillor

You are summoned to attend a meeting of the **FINANCE & POLICY COMMITTEE** to be held on **Tuesday 13 November 2012** at 7.30pm in the Council Chamber, Council Offices, North Street, Iminster to transact the business outlined below.

Please note in order for the committee to run in an effective and timely manner, the Chair may propose that agenda item 6 – committee documentation is referred direct to Council without discussion at this committee meeting.



Joy Norris  
Town Clerk

Date 7-11-12

### Public Question Time

Members of the public are invited to ask questions or raise issues relevant to the work of the Committee. The overall time available for this session is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. It is helpful if potential contributors can make themselves known to the Clerk before the meeting so that the session can be programmed effectively. This section is not part of the formal meeting of the Council and minutes will not be produced.

### AGENDA

#### *Preliminary Items*

1. Minutes of the Previous Meeting
2. Apologies for Absence
3. Declarations of Interest

#### *Items for Discussion*

4. Matters Arising
5. Budgets
6. Committee Documentation
7. Funding request for Iminster Community Pool at Greenfylde
8. Staff Policies
9. Website
10. Town Clerk's Report and Correspondence



## Iminster Town Council

### AGENDA

#### Preliminary Items

- 1. Minutes of the Previous Meeting**  
To confirm the minutes of the meeting held on 2nd October 2012
- 2. Apologies for Absence**
- 3. Declarations of Interest**

#### Items for Discussion

- 4. Matters Arising**
- 5. Budgets**
- 6. Committee Documentation**  
Town Clerk's Report attached
- 7. Funding request for Iminster Community Pool at Greenfylde**  
Copy of request attached
- 8. Staff Policies**  
Report of Town Clerk attached
- 9. Website**  
Report to follow
- 10. Town Clerk's Report and Correspondence**



# ILMINSTER TOWN COUNCIL

Minutes of a meeting of the **FINANCE & POLICY COMMITTEE** held in the Council Chamber, Ilminster on Tuesday 2 October 2012 at 7:30 p.m.

**Present**

**Chairman:** Cllr D Miller

**Councillors:** Cllr S Austin, Cllr P Burton, Cllr C Goodall, Cllr A Lawson, Cllr J Pallister, Cllr A Shearman, Cllr S Shepherd, Cllr R Swann, and Cllr E J Taylor

**In attendance:**

Miss M Clayton (Senior Administrator designate), Miss N McIntosh (Administrative Assistant),

Miss J Norris (Town Clerk)

**1. Minutes of the Previous Meeting**

**RESOLVED** that the minutes of the Finance and Policy Committee meeting held on 28 August be approved and signed as a correct record.

**2. Apologies for absence**

Apologies for absence were received from Cllr S Sainsbury, Sothern, Vjeh and Whaites.

**3. Declarations of Interest**

The following declarations of Interest given in the table below were made.

Name	Agenda Item	Type of Interest	Nature of Interest	Action
Cllr S Shepherd	Agenda Item 6 Queen's Diamond Jubilee	Prejudicial		
Cllr J Pallister	Agenda Item 6 Queen's Diamond Jubilee	Personal	Volunteer for the Cricket and Football Clubs	Spoke and voted on the Item

**4. Matters arising from the Minutes**

None

**5. Committee Documentation**

After discussion Cllrs agreed to refer this item to the next Finance & Policy Committee Meeting. Cllr Shearman suggested South Somerset District Council's website address should be added to future Planning Agenda's so members of the public are aware of how to access required information.

**6. Queen's Diamond Jubilee**

a) Final Accounts

Cllr Taylor reported that Final Accounts were to follow, and presented the Committee with a

Chair's Initials

## ILMINSTER TOWN COUNCIL

Queens Diamond Jubilee report, which included a list of activities that was available on the day of the event, a list of outstanding payments to be made from the budget, and a conclusion of the event and lessons learnt.

Cllr Taylor asked the Committee to approve outstanding payments listed in the produced report. (Shown below)

St John's Ambulance	£210.00 – Awaiting Invoice
Carnival Committee (Marshalls)	£75.00 – Donation for help
PA system	£600.00 – Hire of equipment and goodwill gesture
Beefeater Costume	£49.00 - Awaiting Invoice
Programme Prize	£60.00 – Not been collected as yet
Bar – Cricket Club	£125.00 – Awaiting Invoice
Talent Competition Prize	£20.00 - Awaiting Invoice

**RESOLVED to RECOMMEND**

- (i) that the following outstanding payments be paid.

St John's Ambulance – On receipt of Invoice  
Carnival Committee (Marshalls)  
Beefeater Costume – On receipt of Invoice  
Programme Prize – Not collected, Town Council to hold prize for the period of 12 months  
Talent Competition

**RESOLVED to RECOMMEND**

- (ii) that the following outstanding payment be referred to Full Council Meeting with additional information (detail):

PA system  
Bar – Cricket Club

Cllr Taylor suggested the remaining monies from Jubilee budget be used for future events or put back into town council funds ring-fenced for the community. Cllr Taylor asked the Committee to consider the Town Council running an annual Easter Egg Hunt. It was agreed that the Easter Egg Hunt had been a success and was worth repeating, but that the remaining funds should go back into normal council funds and funding for any future event would need to be bid for at that time.

**b) Lessons Learnt**

Cllr Taylor produced a written report of Lessons learnt and also expressed how successful the event and activities were and forwarded comments to the Committee made by local residents, who were delighted with the turnout and the Town Councils efforts.

Cllr Taylor assured the Committee funding for future events would definitely be more clear and transparent.

NB: Cllrs Shepherd and Pallister declared Interest in this Item.

Chair's Initials

# ILMINSTER TOWN COUNCIL

## 7. CILCA Training

The Town Clerk reported that she was to attend a Certificate of Administration Training Course as agreed on appointment to the role, and asked the Committee for approval of reimbursement of fees.

**RESOLVED to RECOMMEND** that the Town Clerk be reimbursed for CILCA fees subject to satisfactory completion of probationary period.

## 8. Winterhay Lane

Cllr Swann notified the Committee he attended a meeting with Officers from Somerset County Council, regarding Winterhay Lane.

The footpath had been a recognised walk for many people living in the Ilminster area for several decades but at the current time the path is not a public Right of Way.

Cllr Swann reported that he had analysed and spoken with the farmers and residents unhappy with Winterhay Lane being used as a public Right of Way footpath, and was told this was due to an annoyance with dog walkers, not cleaning up mess and letting their dogs worry sheep also access e.g.

Somerset County Council is requesting the public to fill out User Evidence Forms to find out exactly how many people use this route and how it affects them, this would then be analysed and an assessment of quality of information will be carried out. They were also requesting the Town Council and Action groups to provide evidence to support the case.

Cllr Swann informed the Committee a letter had been received from SCC requesting more evidence regarding Winterhay Lane access e.g. Records of status from 1900-1960; he told the committee about a document, which was published in August 1995. The document states that, "when the Inspector was investigating other modification applications, more evidence about the Lane was discovered. This tipped the balance back towards footpath status and indicated that Winterhay Lane should also be a footpath. The Council therefore asked that the Order be modified to show the Lane as a footpath". (Para 17)

### **RESOLVED to RECOMMEND**

- (i) that the Town Clerk offers the County Council the opportunity to research documents held by the Town Council, which may provide relevant information.
- (ii) that the Town Clerk writes to Somerset County Council stating the Town Councils support for Winterhay Lane becoming a designated Right of Way and
- (iii) that it is suggested to Somerset County Council they try to contact former Landowners/residents of Winterhay Lane.

## 9. Town Clerks Report & Correspondence

a) The Town Clerk reported that Open Spaces Committee had received a letter from SCC regarding New Surgery Entrance access.

b) The Clerk asked the Committee for their permission, for her to be a Town Council cheque signatory. The Committee were very happy to approve this.

**RESOLVED to RECOMMEND** that the Town Clerk be a cheque signatory.

The meeting closed at 8:40 pm

Chair's Signature & Date





ILMINSTER TOWN COUNCIL  
BUDGET 2013/2014

Heading No	Heading	Actual 2011/2012	Budget 2012/2013	Forecast 2012/2013	Budget 2013/2014	Comments
						Please note Actual 2011/2012 column has been adjusted as far as possible for items to appear under the new headings
	<u>Council Income</u>					
110	Precept	£148,110.00	£205,873.00	£205,873		2% increase = £209990
	<u>Finance &amp; Policy Income</u>					
214	Interest - Business Reserve	£18.64	£15.00	£20	£20.00	
218	Interest - Bonus Saver	£2,662.57	£2,100.00	£2,475	£2,100.00	
220	Dividends	£9.36	£10.00	£10	£10.00	
221	Donations	£300.00	£300.00	£300	£300.00	Gooch & Housego for I in B
222	Civic Evening	£2,160.00	£0.00	£0	£0.00	Matches expenditure last year
224	Christmas Lights	£1,581.71	£1,000.00	£1,395	£1,000.00	From Committee to pay for lights
228	Licence Fees	£595.06	£0.00	£0	£0.00	Returned to SSDC
232	Miscellaneous	£23.07	£0.00	£10	£0.00	
234	VAT Repayments	£7,351.87	£0.00	£0	£0.00	
240	Jubilee Celebrations	£0.00	£0.00	£0	£0.00	
241	Jubilee Charities	£0.00	£0.00	£0	£0.00	
		£14,702.28	£3,425.00		£3,430.00	



ILMINSTER TOWN COUNCIL  
BUDGET 2013/2014

Heading No	Heading	Actual 2011/2012	Budget 2012/2013	Forecast 2012/2013	Budget 2013/2014	Comments
	<u>Finance &amp; Policy Expenditure</u>					
350	Employees	£56,629.71	£65,050.00	£62,000.00	£72,065.00	
350/1	Salaries	£46,498.21	£53,648.00	£50,935	£59,540.00	Scale point increase for each member of staff plus 1% cost of living more hours for Clerk and SA - no O/T
350/2	National Insurance	£2,618.54	£3,043.00	£2,840	£3,580.00	
350/3	Superannuation	£7,512.96	£8,109.00	£8,225	£8,695.00	
350/4	Expenses	£0.00	£250.00	£0	£250.00	
351	Training	£65.00	£500.00	£275.00	£500.00	
351/1	Health & Safety	£0.00	£200.00	£0	£200.00	First aid etc
351/2	Skills	£65.00	£300.00	£275	£300.00	New members of staff
352	Health & Safety	£81.00	£100.00	£40	£100.00	PAT testing etc
354	Insurance	£583.55	£613.00	£620	£680.00	Ins co suggest 10% as fixed rate finishes and we have had claims includes general increase
355	Ilminster in Bloom	£388.86	£400.00	£390	£400.00	Scarecrow, Miniature Gardens and Floral (£300 donation rec'd from G & H towards this.
356	Grants	£3,700.00	£7,000.00	£6,620	£7,000.00	Giving of grants is not mandatory
357	Presentation Evening	£306.42	£400.00	£365	£400.00	Refreshments, certificate frames etc
358	Services/Rents	£6,571.32	£5,000.00	£7,275.00	£7,500.00	
358/1	Rents	£4,491.10	£4,000.00	£5,170	£5,500.00	SSDC rent charge (high maintenance this year plus expected increases in gas and electric)
358/2	Telephone	£2,080.22	£1,000.00	£2,105	£2,000.00	New supplier should be less
360	Purchases (Sundries)	£876.66	£300.00	£200	£250.00	Banner this year and new computer last year
361	Maintenance	£1,160.75	£1,900.00	£1,645.00	£2,250.00	
361/1	Office	£0.00	£100.00	£0	£100.00	
361/2	Computers	£0.00	£200.00	£0	£200.00	
361/3	Computer security/backup	£300.00	£400.00	£405	£500.00	Should reduce after file tidy up AVG 2012/13 and 2014/15



ILMINSTER TOWN COUNCIL  
BUDGET 2013/2014

Heading No	Heading	Actual 2011/2012	Budget 2012/2013	Forecast 2012/2013	Budget 2013/2014	Comments
361/4	Software	£501.00	£700.00	£600	£600.00	AdvantEdge
361/5	Photocopiers	£359.75	£400.00	£640	£750.00	Copy charge increased this year and increase in procedural documents
361/6	Other	£0.00	£100.00	£0	£100.00	
362	Website	£1,396.45	£400.00	£465	£425.00	Hosting costs
363	Bank Charges	£465.09	£450.00	£465	£470.00	
364	Supplies	£1,553.13	£1,440.00	£1,455.00	£1,550.00	
364/1	Printing	£266.75	£150.00	£65	£150.00	Headed paper, christmas cards etc
364/2	Stationery	£601.95	£450.00	£550	£550.00	
364/3	Newspapers	£81.15	£90.00	£90	£90.00	
364/4	Postage	£499.19	£700.00	£730	£730.00	Big increase in price of stamps this year
364/5	Supplies (misc)	£104.09	£50.00	£20	£30.00	
365	Audit Fees	£750.00	£950.00	£800	£950.00	External and Internal auditor
366	Professional Fees	£1,395.09	£1,500.00	£1,425	£1,500.00	SALC, Fields in Trust etc
367	Election Expenses	£0.00	£2,000.00	£0	£2,000.00	
368	Members	£856.00	£1,200.00	£25.00	£900.00	
368/1	Training	£460.00	£200.00	£0	£200.00	
368/2	Expenses	£0.00	£200.00	£0	£200.00	Tickets and travelling etc
368/3	Mayor	£396.00	£800.00	£25	£500.00	Includes Civic Functions, Tickets etc - some income against this
369	Civic Evening	£2,160.00	£0.00	£0	£0.00	Matches income last year
372	Licensing	£418.05	£0.00	£0	£0.00	Agreed to return to SSDC
374	Christmas Lights	£3,372.56	£2,800.00	£3,195.00	£2,800.00	
374/1	Lights	£1,572.56	£1,000.00	£1,395	£1,000.00	Income received for this
374/2	Storage	£1,800.00	£1,800.00	£1,800	£1,800.00	Storage (we own & insure lights)
378	Advertising	£273.00	£500.00	£2,515	£1,000.00	To cover advertising for one vacancy
379	Miscellaneous	£87.24	£220.00	£205	£220.00	Poppy wreath, Remembrance Band etc
380	Reserves	£0.00	£1,956.00		£645.00	
385	Contingency/Unallocated	£0.00	£5,000.00		£0.00	
389	Community Engagement	£0.00	£0.00		£1,000.00	



ILMINSTER TOWN COUNCIL  
BUDGET 2013/2014

Heading No	Heading	Actual 2011/2012	Budget 2012/2013	Forecast 2012/2013	Budget 2013/2014	Comments
390	Jubilee Celebrations	£355.00	£2,500.00		£0.00	Agreed by Council
391	Olympic Torch	£0.00	£250.00		£0.00	Banners and hosting (? Insurance)
		£83,444.88	£102,429.00		£103,605.00	





**ILMINSTER TOWN COUNCIL  
BUDGET 2013/2014**

Heading No	Heading	Actual 2011/2012	Budget 2012/2013	Forecast 2012/2013	Budget 2013/2014	Comments
	<b>Open Spaces Income</b>					
412	Grants	£10,000.00	£160.00	£10,160.00	£1,660.00	£20000 grants received for skatepark
412/1	Herne Hill (Grants)	£0.00	£160.00	£160	£160.00	based on previous years
412/2	Other (Grants)	£10,000.00	£0.00	£10,000	£1,500.00	Grant for apprentice
430	Rents	£4,858.68	£5,456.00	£5,140.00	£5,520.00	Rec review may affect this
430/1	Sports Club	£1,352.95	£1,420.00	£1,425	£1,480.00	4% Increase (average inflation over last 12 months)
430/2	Cricket Club	£1,473.27	£1,547.00	£1,740	£1,610.00	4% increase as above
430/3	Football Club (Town)	£1,136.49	£1,194.00	£1,315	£1,245.00	4% increase as above
430/4	Football Club (Youth)	£152.48	£160.00	£160	£170.00	4% increase as above
430/5	Fair	£743.49	£735.00	£365	£765.00	4% increase as above
430/6	Dog Training	£0.00	£400.00	£135	£250.00	Reduced as affected by weather and lack of clients
431	Claims	£3,533.76	£0.00	£0.00	£0.00	
432	Miscellaneous	£116.90	£0.00	£385	£0.00	£140 Herne Hill Leaflet donation from Forum, £100 Trees from Rotary, £43.23 SCC trimming project Jubilee trees this year
	<b>Total Income</b>	£18,509.34	£5,616.00		£7,180.00	
	<b>Open Spaces Expenditure</b>					
550	Employees	£43,670.09	£45,949.00	£46,975.00	£52,605.00	Increase of 1 scale point for both members of staff (includes overtime) plus apprentice plus 1% cost of living
550/1	Salaries	£36,362.36	£37,271.00	£39,500	£43,930.00	6% of salary including overtime incl apprentice plus 1%
550/2	National Insurance	£2,092.79	£2,237.00	£2,065	£2,180.00	
550/3	Superannuation	£5,192.62	£5,943.00	£5,210	£6,295.00	14.6% of salary plus apprentice plus 1%
550/4	Expenses	£312.43	£200.00	£200	£200.00	Incl staff training



ILMINSTER TOWN COUNCIL  
BUDGET 2013/2014

Heading No	Heading	Actual 2011/2012	Budget 2012/2013	Forecast 2012/2013	Budget 2013/2014	Comments
551	Training	£645.00	£750.00	£0.00	£1,000.00	
551/1	Health & Safety	£0.00	£350.00	£0	£350.00	H&S training (first aid)
551/2	Skills	£645.00	£400.00	£0	£650.00	Training as required plus £250 for apprentice
552	Health & Safety	£376.48	£620.00	£675.00	£640.00	
552/1	Protective Clothing	£255.63	£400.00	£365	£400.00	Chainsaw helmets and trousers this year
552/2	Fire Equipment	£83.30	£100.00	£205	£100.00	service of fire extinguishers (Extra visit this year as extinguishers used on Beacon)
552/3	Electrical Testing	£37.50	£50.00	£65	£70.00	More items to be tested (drills etc)
552/4	Signs & Stationery	£0.00	£70.00	£0	£70.00	
552/6	Miscellaneous	£0.00	£0.00	£40	£0.00	First Aid kits
554	Insurance	£3,084.85	£3,475.00	£3,320	£3,700.00	Ins co suggest 10% as fixed rate finishes and we have had claims includes general increase
555	Vehicle Insurance	£1,091.71	£375.00	£375	£395.00	5% general increase
556	Play Equipment Inspection	£375.00	£395.00	£375	£395.00	Skatepark may add cost
558	Services/Rents	£4,403.05	£4,060.00	£4,380.00	£4,600.00	
558/1	Rents	£2,100.00	£2,300.00	£2,300	£2,300.00	IEF agreed to Sept 2021
558/2	Water	£1,515.88	£1,200.00	£1,460	£1,500.00	Based on usage so far this year (clubs are charged for their usage in following year)
558/3	Electricity	£398.00	£140.00	£270	£400.00	Based on usage last year
558/4	Mobile Phone	£389.17	£420.00	£350	£400.00	New contract should reduce costs
559	Fuel	£1,771.35	£2,100.00	£2,170	£2,100.00	
560	Purchases	£29,057.47	£1,900.00	£77,425.00	£1,900.00	£66158 skatepark this year
560/1	Vehicles	£15,991.57	£0.00	£0	£0.00	No vehicles needed at present
560/2	Machinery	£5,213.14	£150.00	£245	£150.00	Leaf blower replaced this year. Stiga needs replacing - possibly before next year - rec review? Tractor topper?
560/3	Play Equipment	£143.00	£300.00	£135	£300.00	Swing seats etc. Winterhay equipment being reviewed. Wharf Lane - rec review
560/4	Seats	£0.00	£0.00	£3,720	£0.00	12 to be purchased this year
560/5	Bins	£3,276.00	£0.00	£3,375	£0.00	10 purchased this year



ILMINSTER TOWN COUNCIL  
BUDGET 2013/2014

Heading No	Heading	Actual 2011/2012	Budget 2012/2013	Forecast 2012/2013	Budget 2013/2014	Comments
560/6	Dog bins	£0.00	£0.00	£1,250	£0.00	10 to be purchased this year
560/7	Tennis Court	£80.00	£0.00	£0	£0.00	
560/8	Herne Hill	£0.00	£200.00	£0	£200.00	Hedges and trees
560/9	Trees/hedges	£62.60	£150.00	£200	£150.00	Mayor's tree and hedge plants
560/10	Plants	£735.29	£650.00	£640	£650.00	Summer and Winter Planting
560/11	Tools	£572.83	£300.00	£710	£300.00	Tools currently being purchased
560/12	Skatepark	£350.00	£0.00	£66,160	£0.00	
560/13	MUGA	£0.00	£0.00	£0	£0.00	
560/14	Gates & Fencing	£2,038.00	£0.00	£0	£0.00	Wharf Lane fencing?
560/15	Wardens Sheds		£0.00	£520	£0.00	Security lights
560/20	Other	£595.04	£150.00	£470	£150.00	£366 spray equipment and chemicals this year
561	<b>Maintenance</b>	<b>£8,480.25</b>	<b>£4,875.00</b>	<b>£5,175.00</b>	<b>£4,775.00</b>	
561/1	Vehicles	£277.44	£700.00	£1,825	£700.00	Mule £1559 this year - pulleys
561/2	Machinery	£1,496.66	£1,000.00	£800	£1,000.00	Stiga had lot of repairs this year
561/3	Play Equipment	£4,929.12	£200.00	£175	£200.00	Possibly safety surfacing this year/next
561/4	Tennis Courts	£365.00	£100.00	£100	£100.00	
561/5	Seats	£181.60	£150.00	£285	£200.00	
561/6	Bins	£12.88	£75.00	£75	£75.00	Concrete for bases, fixing bolts etc.
561/7	Churchyard	£97.50	£500.00	£0	£500.00	Paths, trees, railings etc. (section of railings to be done each year?)
561/8	Herne Hill	£0.00	£500.00	£0	£500.00	Trees, hedging plants, pest control etc 2 x chipper hire at £250 a week
561/9	Canal	£0.00	£0.00	£0	£0.00	
561/10	Trees/hedges	£420.00	£600.00	£990	£600.00	1 x Hire of chipper (£250 a week) hedge cutting (by contractor) £300 tree stumps this year
561/11	Weed Control	£396.00	£400.00	£0	£400.00	
561/12	Fencing & Gates	£0.00	£150.00	£650	£150.00	Repairing of harris rails etc around boundaries. Winterhay this year



ILMINSTER TOWN COUNCIL  
BUDGET 2013/2014

Heading No	Heading	Actual 2011/2012	Budget 2012/2013	Forecast 2012/2013	Budget 2013/2014	Comments
561/13	Other	£304.05	£500.00	£275	£350.00	Miscellaneous sundries
563	Toilets	£4,590.47	£3,534.00	£4,405.00	£3,730.00	
563/1	Cleaning	£2,820.52	£2,940.00	£2,970	£3,060.00	
563/2	Electricity	£55.73	£137.00	£180	£150.00	
563/3	Water	£130.18	£137.00	£170	£200.00	Urinals run more water to stop blockages in future
563/4	Servicing	£595.88	£320.00	£1,085	£320.00	Roof/guttering repairs. £144 pump service Wallgate service. New guttering this year.
563/5	Grant	£988.16	£0.00	£0	£0.00	This item to be removed - railings & gates done this year
574	Miscellaneous	£197.16	£0.00	£0	£0.00	£223.57 cricket net repair this year
580	Reserves	£0.00	£23,657.00		£31,615.00	
585	Contingency/Unallocated	£0.00	£21,888.00		£0.00	
		£97,742.88	£113,578.00		£107,455.00	
	Cemetery Income					
626	Burial Fees	£6,418.50	£5,900.00	£6,080.00	£5,900.00	Huge variable. Difficult to predict
626/1	Burial Plots	£1,362.00	£1,200.00	£330	£1,200.00	
626/2	Cremation Plots	£305.00	£700.00	£230	£700.00	
626/3	Interment Fees	£3,403.00	£3,000.00	£3,600	£3,000.00	
626/4	Headstones	£1,348.50	£1,000.00	£1,920	£1,000.00	
630	Lodge Rent	£6,000.00	£6,000.00	£6,000	£6,000.00	Rent received less expenditure on Lodge goes back to Reserves
	Total cemetery income	£12,418.50	£11,900.00		£11,900.00	
	Cemetery Expenditure					
754	Insurance	£1,285.94	£1,350.00	£1,310	£1,440.00	Ins co suggest 10% as fixed rate finishes and we have had claims includes general increase





ILMINSTER TOWN COUNCIL  
BUDGET 2013/2014

Heading No	Heading	Actual 2011/2012	Budget 2012/2013	Forecast 2012/2013	Budget 2013/2014	Comments
758	Services/Rents	£286.49	£561.00	£315.00	£570.00	
758/1	Water	£286.49	£301.00	£315	£320.00	
758/2	Cemetary Tax	£0.00	£260.00	£0	£250.00	100% discount last year and this. 50% next year - hopefully
760	Purchases	£837.17	£600.00	£0	£600.00	
761	Cemetary Maintenance	£1,896.98	£0.00	£545	£0.00	Gate piers and minor wall repairs this year.
762	Cemetary Lodge	£1,570.49	£1,503.00	£855	£1,200.00	4% increase
762/1	Lodge Letting Fees	£940.00	£903.00	£650	£600.00	Reduced new Company - Management fees £480, Tenancy Renewal £70
762/2	Maintenance	£630.49	£600.00	£205	£600.00	Electric tested 2011 £144 (every 5 years)
774	Miscellaneous	£0.00	£0.00		£0.00	Possible re-pointing
780	Reserves	£0.00	£4,279.00		£4,300.00	
	Total cemetary expenditure	£5,877.07	£8,293.00		£8,110.00	
	Market House Income					
832	SSDC Market	£147.00	£154.00	£165	£160.00	Charged in January Inc 5% this year
	Total MH income	£147.00	£154.00		£160.00	
	Market House Expenditure					
954	Insurance	£1,043.03	£1,095.00	£1,065	£1,170.00	Ins co suggest 10% as fixed rate finishes and we have had claims includes general increase
958	Services/Rents	£215.33	£253.00	£190.00	£230.00	
958/1	Water	£90.55	£95.00	£100	£100.00	
958/2	Electricity	£124.78	£158.00	£90	£130.00	
962	Maintenance	£69.70	£350.00	£50	£350.00	Ceiling needs painting, structure to be inspected - loft hatch this year.
963	Miscellaneous	£0.00	£0.00	£0	£0.00	
980	Reserves	£0.00	£970.00		£970.00	



**ILMINSTER TOWN COUNCIL  
BUDGET 2013/2014**

Heading No	Heading	Actual 2011/2012	Budget 2012/2013	Forecast 2012/2013	Budget 2013/2014	Comments
	<b>Total MH expenditure</b>	£1,328.06	£2,668.00		£2,720.00	
	<b>Ilminster Sports Initiative - Income</b>					
2000	ISI	£0.00	0			Decision needed on what to do about this.
2100	Sports Building Project	£0.00	0			
2101	Interest - Bonus Saver (ISI)	£32.39	0			
	<b>Total ISI Income</b>	£32.39	£0.00			
	<b>Ilminster Sports Initiative - Expenditure</b>					
2200	Sports Building Project	£0.00	0			
2600	ISI	£0.00	0			
	<b>Total ISI expenditure</b>	£0.00	£0.00			
	<b>TOTAL INCOME</b>	£193,919.51	£226,968.00	£0	£22,670.00	
	<b>TOTAL EXPENDITURE</b>	£188,392.89	£226,968.00	£0	£221,890.00	



**ILMINSTER TOWN COUNCIL  
RENEWALS and RESERVES 2013/2014**

	<u>Purchase Price</u>	<u>Date Purchased</u>	<u>Estim- ated Life</u>	<u>Years Owned</u>	<u>Residual Value</u>	<u>Funds (which should be) in Reserves</u>	<u>Depn Allowance 2013/2014</u>	<u>Comments</u>
<b>OPEN SPACES</b>								
<b>Vehicles &amp; Attachments</b>								
Tractor	£18,950	May-11	15	1	£3,790	£1,383	£1,630	
Mule	£8,655	Nov-09	8	3	£1,731	£3,211	£1,385	
Trailer	£699	Jun-03	10	9	£70	£938	£105	
Roller	£350	Jan-85	30	27	£0	£729	£39	
Spiker	£350	Jan-85	30	27	£0	£729	£39	
Harrow	£200	Jan-90	12	23	£0	£286	£0	
Gang Mowers	£14,995	Jun-07	10	5	£2,999	£7,977	£2,099	
<b>Machinery</b>								
Stiga mower	£5,012	May-08	5	4	£1,002	£3,839	£1,253	
Chainsaw MS261	£412	Dec-11	5	1	£0	£91	£91	
Chainsaw MS211	£212	Dec-11	5	1	£0	£47	£47	
Brushcutters x 2 FS460	£1,050	Dec-11	4	1	£0	£285	£294	
Hedge-trimmer HS81R	£333	Dec-11	5	1	£0	£73	£73	
Leaf Blower	£197	Sep-12	5	0	£0	£0	£43	
Generator	£245	Dec-11	5	1	£0	£54	£54	
Pressure Washer	£213	Nov-07	10	15	£0	£322	£0	
Push Mower	£142	Oct-11	4	1	£0	£38	£40	
Cement Mixer	£290	Mar-12	10	1	£0	£35	£35	
<b>Tools</b>								
Various hand tools in shed						£150	£150 per year	
Nomix sprayer	£125	Mar-12	10	1		£15	£15	



**ILMINSTER TOWN COUNCIL  
RENEWALS and RESERVES 2013/2014**

<u>Equipment</u>	<u>Purchase Price</u>	<u>Date Purchased</u>	<u>Estimated Life</u>	<u>Years Owned</u>	<u>Residual Value</u>	<u>Funds (which should be) in Reserves</u>	<u>Deprn Allowance 2013/2014</u>	<u>Comments</u>
Mobile Phones						£30	£30	per year
<b>Health &amp; Safety</b>								
Heater	£140	Mar-10	15	3	£0	£36	£13	
First Aid Kits x 3	£34	Oct-12	3	0	£0	£0	£0	1 Shed 2 vehicles
Fire Extinguishers	£128	May-10	10	3	£0	£46	£12	
Chemical Storage Cabinet	£150	May-07	10	6	£0	£125	£21	
Protective Clothing - Chainsaw	£270	Feb-10	5	3	£0	£181	£65	
Protective Clothing - Chainsaw	£240	Feb-11	5	2	£0	£106	£55	
<b>Furniture</b>								
Seats & Benches x 29								
Seats x 3	£933	2000	20	20	£0	£8,990	£0	Replacement cost approx £310 each
Seats x 2	£549	2004	15	13	£0	£1,222	£115	
Seat	£409	2006	15	9	£0	£468	£60	
Picnic Tables	£500	2004	15	7	£0	£261	£42	
Litter Bins x 14								
Litter Bins x 5	£456	2002	15	9	£0	£595	£75	
Litter Bin	£132	2006	15	11	£0	£489	£53	
Litter Bins x 5	£1,220	2009	15	7	£0	£85	£14	
Litter Bins x 10	£3,276	2011	15	8	£0	£543	£129	
Dog Bins x 19								
Dog Bins 2	£396	2006	10	2	£0	£557	£292	
Dog Bin	£123	2011	10	10	£0	£2,375	£0	Replacement cost approx £125 each
Grit Bins x 4	£527	Nov-09	15	7	£0	£356	£55	
Troughs entrance roads x 5	£460	Feb-02	20	2	£0	£30	£15	
Town Signs x 5	£721	Feb-05	10	3	£0	£137	£48	
				11	£0	£396	£43	
				8	£0	£750	£108	





**ILMINSTER TOWN COUNCIL  
RENEWALS and RESERVES 2013/2014**

	<u>Purchase Price</u>	<u>Date Purchased</u>	<u>Estimated Life</u>	<u>Years Owned</u>	<u>Residual Value</u>	<u>Funds (which should be) in Reserves</u>	<u>Deprn Allowance 2013/2014</u>	<u>Comments</u>
Planters railings x 5	£631	Aug-07	10	5	£0	£391	£88	
Planters Churchyard x 5	£826	Jun-08	15	4	£0	£290	£76	
Gates x 5			20	21	£0	£500	£0	Estimated £100 each
Gate	£138	2002	20	11	£0	£119	£13	
Gate	£55	2008	20	5	£0	£20	£4	
Rambler gates	£1,058	2005	15	8	£0	£789	£112	
Rambler gate	£235	2011	15	2	£0	£40	£21	
Notice Boards x 2	£2,145	From 08-10	15	4	£0	£753	£202	
Infopanel (Tesco's)	£1,746	Sep-09	15	4	£0	£613	£164	
Bus Shelter (Greendale)	£4,200	Jan-10	15	3	£0	£1,088	£386	
<b>Recreation Ground</b>								
Swings - 3 cradle & 1 disabled	£1,005	1990	30	23	£0	£1,669	£101	£4200 today (seats & chains replaced as necessary from annual budget)
Spring Mobile x 2	£596	Jan-97	20	16	£0	£810	£63	
Balance Beams					£0			Not to be replaced
4 swings - flat in 2 bays	£3,375	1994	30	19	£0	£2,607	£304	May have been second hand?
Seesaw					£0	£1,996	£246	Based on 2011 price of £2300
Cycle Stand	£120	Jul-92	25	21	£0	£150	£11	
Slide - Toddler	£1,530	May-02	15	11	£0	£1,641	£177	
Activity Net	£5,985	Jul-04	15	9	£0	£5,207	£652	
Scarab Beetle	£1,986	Jul-04	15	9	£0	£2,151	£216	
Aerial Runway	£5,216	Jul-04	15	9	£0	£4,538	£569	
Skatepark	£66,158	Jul-12	15	0	£0	£0	£5,557	possibly longer if well maintained
Rubber step stones	£390	Jul-04	15	9	£0	£332	£43	
Roundabout	£6,285	Nov-08	15	5	£0	£2,797	£610	
Gates - Toddlers	£1,550	Dec-11	20	1	£0	£104	£107	
Rambler gate	£235	Jun-11	20	2	£0	£32	£17	
Safety Surfacing - swings	£3,250	Dec-11	15	1	£0	£273	£280	



**ILMINSTER TOWN COUNCIL**

**RENEWALS and RESERVES 2013/2014**

	<u>Purchase Price</u>	<u>Date Purchased</u>	<u>Estimated Life</u>	<u>Years Owned</u>	<u>Residual Value</u>	<u>Funds (which should be) in Reserves</u>	<u>Deprn Allowance 2013/2014</u>	<u>Comments</u>
Safety Surfacing - seesaw	£1,492	Dec-11	15	1	£0		£138	
Safety Surfacing - Aerial Runway	£1,150	Apr-12	15	1	0		99	
Drains/utilities					£0	£11,000	£1,000	
<b>Council Sheds</b>								
Workshop/shed	£29,969	98 and 04	50	15	£0	£28,470	£2,397	
Metal shed	£135	Mar-08	10	5	£0	£84	£19	
Oil Tank					£200	£700	£0	to be replaced for H & S
<b>Toilets</b>								
Maintenance								
<b>Tennis Courts</b>								
Nets x 4	£400	Jun-05	50	28	£0	£13,588	£1,088	Allowance for refurbishment not re-build
Posts x 8	£400	From 06-11	10	5	£0	£248	£56	
Fencing & Gates	£16,800	From 06-09	15	5	£0	£280	£39	
Tarmac surfacing (double crts)	£8,200	Dec-08	20	5	£0	£6,284	£1,310	
Tarmac surfacing (double crts)	£8,200	95	20	18	£0	£12,931	£943	
Canal					£0	£2,935	£640	
Lifebuoy x 2	£110	Jun-12	10	0	£0	£0	£13	
Dredging	£6,020	1991	30	21	£0	£6,701	£602	Price is from 1992. If work carried out by volunteers would be a similar estimated amount today for materials.
Path	£4,000	1992	15	20	£0	£6,240	£0	
<b>Brittens Field</b>								
Drains						£12,000	£2,000	



**ILMINSTER TOWN COUNCIL  
RENEWALS and RESERVES 2013/2014**

	<u>Purchase Price</u>	<u>Date Purchased</u>	<u>Estimated Life</u>	<u>Years Owned</u>	<u>Residual Value</u>	<u>Funds (which should be) in Reserves</u>	<u>Deprn Allowance 2013/2014</u>	<u>Comments</u>
<b>West Crescent</b>								
Embankment Slide	£965	Jul-90	15	23	£0	£1,602	£0	Based on Winterhay slide
4 bay swing - flat	£1,175	Jun-94	30	18	£0	£2,524	£106	
Safety Surfacing	£3,000		15	14	£0	£4,299	£381	
<b>Winterhay</b>								
Balance Beam								
Slide	£965	Jul-90	15	23	£0	£1,602	£0	
6 swings - 4 flat, 2 cradle in 3 bays		1987	30	26	£0	£5,466	£216	
Spring Mobile	£298	Jan-97	20	16	£0	£404	£32	
Goal posts - Junior								
Safety Surfacing	£4,000		15	11	£0	£4,292	£464	Not to be replaced
<b>All boundary Fencing &amp; Hedging</b>								
Fencing								
Hedging						£100	£100	per year
						£100	£100	per year
<b>Herne Hill</b>								
Trees/hedge plants								
Paths								
								£100 per year
								£100 per year
<b>Churchyard</b>								
Railings & Gates	£2,950	Jun-07	10	6	£0	£2,272	£413	
Walls								
Paths	£10,524	Jun-98	25	15	£0	£2,250	£250	per year
Trees		Sep-09			£0	£250	£250	Maintenance only
					£0	£300	£100	



**ILMINSTER TOWN COUNCIL  
RENEWALS and RESERVES 2013/2014**

	<u>Purchase Price</u>	<u>Date Purchased</u>	<u>Estimated Life</u>	<u>Years Owned</u>	<u>Residual Value</u>	<u>Funds (which should be) in Reserves</u>	<u>Deprn Allowance 2013/2014</u>	<u>Comments</u>
<b>TOTAL OPEN SPACES</b>						<b>£198,712</b>	<b>£31,612</b>	
<b>CEMETERY</b>								
Bins x 6	£1,200	1995	20	18	£0	£1,885	£138	
Seats x 4	£1,240	1995	20	18	£0	£1,948	£143	
Notice Board	£510	Apr-11	10	1	£0	£122	£61	
Paths						£1,500	£500	Some sections need work over next few years.
Railings & Gates						£150	£150	Central path on action plan
Walls	£1,800	Apr-11				£6,219	£2,000	Ongoing maintenance
Toilet						£50	£50	Section repaired in 2011. A lot more repair needed. Suggest budget of £2,000 per year.
<b>Cemetery Lodge</b>								
Carpets	£1,033	May-07	5	6	£0	£11,000	£1,000	
Cooker	£142	Jul-07	10	6	£0	£1,198	£0	
Blinds	£1,005	Sep-07	15	6	£0	£108	£20	
Aerial	£93	Apr-08	20	6	£0	£545	£101	
Extractor Fan	£200	Mar-09	15	6	£0	£40	£7	
Heating (storage)	£1,033	Jun-07	20	6	£0	£108	£20	
Replacement Window	£385	Dec-09	30	4	£0	£451	£83	
<b>TOTAL CEMETERY</b>						<b>£25,409</b>	<b>£4,296</b>	
<b>MARKET HOUSE</b>								
Roof						£3,300	£300	
Stonework						£6,600	£600	
Services						£770	£70	
<b>TOTAL MARKET HOUSE</b>						<b>£10,670</b>	<b>£970</b>	





**ILMINSTER TOWN COUNCIL  
RENEWALS and RESERVES 2013/2014**

	<u>Purchase Price</u>	<u>Date Purchased</u>	<u>Estimated Life</u>	<u>Years Owned</u>	<u>Residual Value</u>	<u>Funds (which should be) in Reserves</u>	<u>Depn Allowance 2013/2014</u>	<u>Comments</u>
<b>TOTAL RENEWALS/PROVISIONS</b>						<b>£250,610</b>	<b>£37,520</b>	



**ILMINSTER TOWN COUNCIL  
RESERVES 2012/2013 FORECAST**

Details	Forecast Income	Forecast Expenditure	Opening Balances	Forecast Income	Forecast Expenditure	Forecast Closing Balances	Notes 2013/2014
<b>RESERVES</b>			<b>180153</b>	<b>8681</b>	<b>80855</b>	<b>107979</b>	
Interest	2681						
Lodge Rental	6000						
Lodge Letting Fees		650					
Lodge Maintenance		205					
Skatepark		40000					
MUGA		40000					
<b>RENEWALS</b>							
<b>Finance &amp; Policy</b>							
<b>Open Spaces</b>	1956		<b>17850</b>	<b>1956</b>		<b>19806</b>	3 x New computers and a printer
Skatepark	23657		<b>7352</b>	<b>43657</b>	<b>42773</b>	<b>8236</b>	Tractor topper (grass cutting) m/c £5000 Town Signs (3) £???, Churchyard railings ??
Winterhay Fence	20000	26158				£20000 grants	
Stiga replacement		650					
Toilets - guttering		6500					
Security lighting		600					
Football stand dismantling		520					
Fairground drainage	??						
Litter Bins		??					
Benches		3375					
Dog Bins		3720					
<b>Cemefery</b>	4279	1250					
Wall Repair (south and gateway)		542	<b>5516</b>	<b>4279</b>	<b>15042</b>	<b>-5247</b>	
Wall Repair (north)		14500					
<b>Market House</b>	970		<b>20620</b>	<b>970</b>		<b>21590</b>	
<b>TOTAL RENEWALS &amp; RESERVES</b>			<b>231491</b>	<b>59543</b>	<b>138670</b>	<b>152364</b>	
<b>ILMINSTER SPORTS INITIATIVE</b>			<b>1115</b>		<b>0</b>	<b>1115</b>	
<b>CONTINGENCY - F&amp;P</b>			<b>5000</b>	<b>5000</b>	<b>0</b>	<b>10000</b>	
<b>CONTINGENCY - OPEN SPACES</b>			<b>0</b>	<b>21888</b>	<b>0</b>	<b>21888</b>	
<b>TOTAL RESERVES</b>			<b>237606</b>	<b>86431</b>	<b>138670</b>	<b>185367</b>	



**Committee Documentation  
Report of the Town Clerk  
Finance and Policy Committee on 20 November 2012**

**Recommended**

- (i) That all committee documentation is produced using the Arial Font size 12 and the body of the text should be left justified.
- (ii) That the content of the Notice given in Appendix 1 is adopted
- (iii) That the summons is posted (1<sup>st</sup> class) to Councillors the day before the Notice is displayed.
- (iv) That the practice of having an agenda item for "matters arising from the minutes" is discontinued and replaced with individual substantive agenda items where appropriate.
- (v) That written reports accompany the Agenda whenever possible
- (vi) That reports include options where appropriate, and clear recommendations
- (vii) That a "house style" for minutes is adopted which includes a bullet point list of the key discussion points
- (viii) That starting from the Annual Town Council meeting in 2013 the minutes for Council and each Committee be numbered consecutively
- (ix) That action lists be maintained for Council and each Committee
- (x) That after two full meeting cycles the Town Clerk seeks the views of Councillors as to the impact of the changes and advises whether or not further changes are required.

**1. Introduction**

The Town Clerk has undertaken a review of committee documentation taking into account 3 key principles:

- Legal requirements
- Provision of information to Councillors
- Openness and accountability to the public

As a point of general information, the legal requirements for town and parish councils differ to those for principal authorities (e.g. district and county councils).

This report outlines the main requirements for committee documentation and makes recommendations regarding the documentation produced by the Town Council.

**2. General**

As the Committee documentation is available to the public it is important that it is easy to read and understand. The RNIB recommends that a text size of 12 with a clear font such as Arial should be used for word processed documents and that body text should be left aligned. (Recommendation (i) refers)

### 3. Notice To The Public

The Notice to the public that a meeting of the Council or one of its Committees is taking place is a legal requirement. As a minimum, the notice must state when and where the meeting is taking place and be displayed in a conspicuous place at least 3 clear days before the meeting. It is good practice for the Notice to state that the public are welcome to attend and provide details of the items to be discussed. Attached to this report as Appendix 1 is an example notice which contains the essential elements and includes the description of the agenda items (which replicates the agenda sent to Councillors). (Recommendation (ii) refers)

### 4. Summons

The Summons to a meeting must be left at or posted the usual residence of every Councillor - email delivery alone is not currently legally compliant. Similarly to the Notice, the summons must be available at least 3 clear days before the meeting and must clearly indicate the matters to be discussed at the meeting i.e. the Agenda. It would be helpful to Councillors if they received the Summons and Agenda before the public in case they are asked any questions when they are out and about. Appendix 2 of this report is an example Summons and Agenda. (recommendation (iii) refers)

### 5. Agendas

#### A) Agenda Items

Each agenda item should include a brief description / introduction to the topic to be considered.

#### B) Matters Arising

It is not considered good practice to have an agenda item for "matters arising from the minutes" as in a worst case scenario there may be an attempt to change a decision.

If there is to be a "matters arising" item on an agenda, the item description on the agenda must include a list of the topics and it should only be used for information / update purposes; it is not acceptable to have a "matters arising" agenda item without such a list. (Recommendation (iv) refers)

The alternative to having "matters arising", and what is accepted as best practice, is to have substantive agenda items for anything where it is intended to provide an update / information.

#### C) Accompanying Reports

Written reports should accompany the Agenda, where for some reason this is not possible it should be clearly indicated on the agenda by the emboldened words **"To Follow"**

#### D) Agenda Setting

The Meeting Administrator will maintain a list of items for the agenda for each meeting and prepare a draft for discussion with the relevant Chair.

### 6. Reports

A) Reports should be written and should be sent with the agenda. Where a report is "to follow" it will be sent to Councillors by email with hard copies available at the meeting. As a final resort, reports will be made available in hard copy at least 30 minutes before the start of the meeting.

Oral reports should be avoided as far as possible as they do not provide a clear audit trail of the information that was considered when reaching a decision. (recommendation (v) refers)

- B) Every report should contain sufficient information to inform Councillors of as much relevant factual information as possible so that a reasoned and informed decision can be made at the meeting. In some cases it will be appropriate to include costed options to be considered but in such cases the report author should make a clear recommendation based upon their professional opinion. (Recommendation (vi) refers)

C) Town Clerks Report

The Town Clerk's general report will no longer be presented as items requiring a decision will be a substantive agenda item. Items for information will be notified to Members by a regular email news-sheet from the Town Clerk.

## 7. Minutes

- A) "Minutes are intended to be formal records of official acts and decisions, not reports, still less verbatim reports, of the speeches made by Councillors. Minutes, should, therefore be as short as is consistent with clarity and accuracy, and the arguments used in the discussion need be recorded only if the decision cannot be clearly expressed in any other way. Short simple minutes are less likely to be defamatory than long reports." (Charles Arnold-Baker 7.34). Ideally a minute should enable the reader to understand what was discussed and the decision reached. A bullet point list is an effective way of presenting key discussion points in an easy to read format. A sample set of minutes is provided at Appendix 3 (Recommendation (vii) refers)
- B) Minutes should be consecutively numbered - both page numbers and minute numbers. This is particularly important where minutes are kept in a loose leaf folder (as happens at this Council) so it can be easily seen if any pages or minutes are missing. At present each meeting has discrete numbering. (Recommendation (viii) refers)
- C) The meeting administrator will produce a draft set of minutes as quickly as possible after the meeting – the aim is to do this within 2 working days. The draft minutes will be sent via email to the meeting Chair for their comments and suggested changes.
- D) After the Chair's comments have been received and considered by the Town Clerk, a final set of draft minutes will be produced and sent electronically to all Members for information.

## 8. Action Lists

- A) An action list will be maintained for Council and each Committee. The relevant action list will be presented for information at each meeting for information following consideration of the minutes. (Recommendation (ix) refers)
- B) Within 24 hours of each meeting the relevant action list will be updated and sent by email to the meeting Chair and anyone who has been allocated an action.
- C) When an individual has completed an action they should email the details to the meeting administrator so that the action list can be updated in preparation for the next meeting. An example action list is given as Appendix 4

**9. Conclusions**

It is important that the Council's committee documentation assists Councillors to make informed decisions and provides a clear audit trail which can be understood by members of the public. The implementation of the recommendations will enhance the Council's existing documentation and procedures.

**Report prepared:** 6.11.12

**Background Papers**

Local Government Act 1972

Local Council Administration (Eighth Edition 2009) – Charles Arnold-Baker

Local Authority Meetings - Knowles & Harrison

RNIB Website – accessible information pages ([www.rnib.org.uk](http://www.rnib.org.uk))





## Doalot Town Council Notice of Meeting

A meeting of Doalot Town Council will take place on **25 December 2012** starting at 19:30hrs in the Council Chamber, Council Offices. Speech Street, Doalot.

The public are welcome to attend this meeting. Members of the public are invited to ask questions or raise issues relevant to the work of the Committee. The overall time available for this session is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. It is helpful if potential contributors can make themselves known to the Town Clerk before the meeting so that the session can be programmed effectively. This section is not part of the formal meeting of the Council and minutes will not be produced.

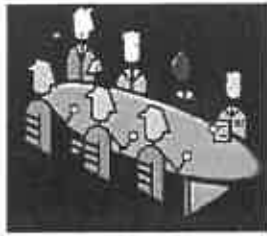
The Agenda for the meeting is given below. Please contact the Town Council Office if you would like a copy of any of the reports.

### AGENDA

1. **Apologies for Absence**  
To receive apologies for absence from Councillors unable to attend the meeting
2. **Declarations of Interest**  
To receive any declarations from Councillors and Officers of interests in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of the interest.
3. **Minutes**
  - A) To confirm the minutes of the meeting held on 5 November 2012 as a correct record.
  - B) To consider the action list relating to the Council
4. **Mayor's Announcements/Engagements**  
To receive details of the official engagements undertaken by the Mayor since the last Council meeting.
5. **Police Report**  
To receive the report from the local policing team about recent policing activities in Doalot.
6. **Report from County Councillor**  
To receive the report from the County Councillor for the Doalot Ward about County Council activities which will have an impact on the local area.

7. **Report from District Councillors**  
To receive reports from the District Councillors for the Doalot about District Council activities which will have an impact on the local area.
8. **Finance and Policy Committee Meeting**  
To receive the report of the Chair of the Finance and Policy Committee regarding the meeting held on 5 November 2012.
9. **Planning & Highways Committee**  
To receive the report of the Chair of the Planning and Highways Committee regarding the meeting held on 19 November 2012 and consider the following recommendations from the Committee:

**Recommended that the Council supports the concept of a designated footpath along the southern boundary of the Hammer and Tongs Hotel**



**Dear Councillor**

A meeting of Doalot Town Council which you are summoned to attend will be held on **20 December 2012**. The meeting will be held in the Council Chamber, The Council Offices, Speech Street, Doalot starting at 19:30hrs.

The business to be transacted at the meeting is outlined on the Agenda below. Any reports listed as "to follow" will be made available as soon as possible, and in any event at least 30 minutes before the start of the meeting.

Yours sincerely

*I Talk*

Date: 10 December 2012

I Talk  
Town Clerk

### **AGENDA**

- 1. Apologies for Absence**  
To receive apologies for absence from Councillors unable to attend the meeting
- 2. Declarations of Interest**  
To receive any declarations from Councillors and Officers of interests in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of the interest.
- 3. Minutes**
  - A) To confirm the minutes of the meeting held on 5 November 2012 as a correct record.
  - B) To consider the action list relating to the Council
- 4. Mayor's Announcements/Engagements**  
To receive details of the official engagements undertaken by the Mayor since the last Council meeting.

**5. Police Report**

To receive the report from the local policing team about recent policing activities in Doalot.

**6. Report from County Councillor**

To receive the report from the County Councillor for the Doalot Ward about County Council activities which will have an impact on the local area.

**7. Report from District Councillors**

To receive reports from the District Councillors for the Doalot about District Council activities which will have an impact on the local area.

**8. Finance and Policy Committee Meeting**

To receive the report of the Chair of the Finance and Policy Committee regarding the meeting held on 5 November 2012.

**9. Planning & Highways Committee**

To receive the report of the Chair of the Planning and Highways Committee regarding the meeting held on 19 November 2012 and consider the following recommendation from the Committee:

**Recommended that the Council supports the concept of a designated footpath along the southern boundary of the Hammer and Tongs Hotel**

**Doalot Town Council  
Minutes**

A meeting of Doalot Town Council was held on 20 December 2012 in the Council Chamber, The Council Offices, Speech Street, Doalot starting at 19:30hrs

**Present:**

Chair.....B Seated  
Councillors UC Coat, L Down, R Land, UP Standing,

**In Attendance**

Mr I Talk (Town Clerk)  
Sgt O N Foot (Donothing Constabulary)  
Councillor N Joy (Donothing County Council)  
Councillor B Faithfull (Shoutalot District Council)

**C/12 Apologies for Absence**

An apology for absence was received from Councillor E R Wigg

**C/13 Declarations of Interest**

The declarations of Interest given in the table below were made.

Name	Minute No	Agenda Item	Type of Interest	Nature of Interest	Action
R Land	C/20	Planning & Highways Committee	Personal & prejudicial	Owner of the Hammer & Tongs Hotel	Left the room

**C/14 Minutes**

**RESOLVED**

- (i) to confirm the minutes of the meeting held on 5 November 2012 as a correct record.
- (ii) To note the action list relating to the Council

**C/15 Mayor's Announcements/Engagements**

The Mayor had attended a silent bonfire party on 5 November designed especially for young people with sensory impairments.

**C/16 Police Report**

The report from the local policing team gave details of recent policing activities in Doalot.

Particular mention was made about:

- The police working in partnership with other blue light services and volunteers during the flooding
- The fair in the centre of the town had led to the usual rise in complaints about anti social behaviour
- The town carnival had passed without incident

**C/17 Report from County Councillor**

The County Councillor for the Doalot Ward reported on Donothing County Council activities which will have an impact on the local area.

The key issue for the County Council is raising income by disposing of assets that are no longer relevant to County Council activities.

**C/18 Report from District Councillor**

The District Councillor reported upon District Council activities which have an impact on the local area.

Issues discussed included:

- the lack of street cleaning in Thiswaythatway Street.
- The lay-out of the Stayawhile Carpark and the positioning of car parking signs

**C/19 Finance and Policy Committee Meeting**

The Chair of the Finance and Policy Committee reported on the meeting held on 5 November 2012.

The Committee had made the following decisions:

- To accept a tender in the sum of £4,500 for the replacement of the office computer systems
- To set up a task and finish group to review the Council's grant policy

**C/20 Planning & Highways Committee**

The Chair of the Planning and Highways Committee reported on the meeting held on 19 November 2012 and proposed the Committee's recommendations in respect of a new footpath.

**RESOLVED** that the Council supports the concept of a designated footpath along the southern boundary of the Hammer and Tongs Hotel

**The meeting closed at 20:30hrs**

To – do List (after meetings)

Meeting Date	Minute No	Agenda Item	Action (To-Do)	Action By	Action taken / update	Completion date
5.11.12	C/10	Signage Task & Finish Group	Clerk to be informed of contacts for 2 local community groups willing to serve on the T & F Group	Cllr U P Standing	Names & emails given to TC	12.12.12
20.12.12	C/20	Planning & Highways Committee	Write to the County Council re designating footpath by the Hammer & Tongs	Town Clerk		





**GREENFYLDE CHURCH OF ENGLAND FIRST SCHOOL**  
SILVER STREET, ILMINSTER, SOMERSET TA19 0DS

Telephone: Ilminster (01460) 52686  
Fax: Ilminster (01460) 55780  
Email: office@greenfylde.somerset.sch.uk  
Website Address: [www.greenfyldefirst.lk.org](http://www.greenfyldefirst.lk.org)  
Headteacher: Mr J Jeffery

Agenda  
15 OCT 2012  
TOWN COUNCIL

C/o Brendan Moran  
Church View  
5 Butts  
Ilminster  
TA19 0AX  
Tel: 01460 52527

Ilminster Town Council  
Council Offices  
North St  
Ilminster  
TA19 0DG

14<sup>th</sup> October 2012

Dear Joy Norris

**RE: Funding request for Ilminster Community pool at Greenfylde.**

Last year the town council very kindly supported us in our goal to re-open the school swimming pool. We were overwhelmed with all the support we received and were delighted to raise the £20,000 required to make the necessary repairs to re-open the pool.

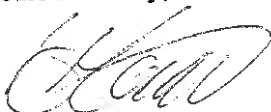
This amazing facility has been enjoyed by the school children and the community alike since re-opening and has been almost fully booked out of school hours. The hiring out of the pool to the community has also helped to bring in much needed funds to keep the pool running.

We are continuously seeking to better the pool facilities and our long term aim is to improve the changing area and to make the building suitable for all year round use. These are ambitious and expensive projects which cannot be met by the pool hire income or our usual fundraising activities, and we are hoping that we may secure further grants in the future to assist with these ambitions.

More pressingly though, we are hoping you may support us in replacing the floats and armbands that the younger school children use. These have been badly damaged by mould from the period of closure, so we have had to make the decision to throw them out (despite lots of elbow grease trying to clean them up). We estimate the cost of replacing these items to be £300. Anything you could give towards covering the cost of these items would be greatly appreciated, as would any further assistance in raising funds to continue to improve this much loved facility.

On behalf of FrOGS I would like to thank you for taking the time to read this letter and please do not hesitate to contact me if you would like to discuss this further. I look forward to hearing from you soon.

Yours sincerely,

  
Brendan Moran  
Vice Chair FrOGS





**Human Resources Policies  
Report of the Town Clerk  
Finance and Policy Committee on 20 November 2012**

**Recommended that the Council be recommended to approve and adopt**

- (i) The Employee Handbook**
- (ii) The Employee Code of Conduct**
- (iii) Protocol on Member / Officer Relations**

**which are attached to this report**

**Introduction**

1. The Town Council does not currently have an Employee Handbook or any specific HR Policies, to date reliance has been placed on the National Agreement on Pay and Conditions of Service (The Green Book) and local custom and practice.
2. Councillors gave guidance to me, as the newly appointed Town Clerk, that it would be appropriate to compile a local employee handbook and some bespoke HR policies and procedures that provided clarity on expectations and working practices.

**Method**

3. I reviewed a number of HR documents from other organisations (including local councils) downloaded information provided on websites such as ACAS and the HSE and talked to the Deputy Clerk about usual working practices.
4. As the potential scope of a suite of HR documents is large and varied I felt it was important to risk assess the likelihood of procedures being needed and to be proportionate in my approach to compiling the documents. This approach has led to me drafting the documents which set out the expected standards of behaviour and routine procedures as the first stage of the compilation process and it those documents which are being presented for consideration:
  - Employee Handbook (Annex 1)
  - Employee Code of Conduct (Annex 2)
  - Protocol on Member / Officer Relations (Annex 3)
5. The second stage of compilation will be the legally required procedures together with those that are mainly procedural in nature, namely:
  - Discipline
  - Grievance
  - Capability
  - Whistleblowing
  - RecruitmentSubject to any other work requirements, it is intended that these will be presented to the Finance and Policy Committee for consideration on 18 December 2012.
6. The final compilation tranche will include:
  - An induction workbook
  - Training
  - Staff wellbeing ( including drugs, alcohol and disability leave)

At this stage it is also intended to review the existing Health and Safety Policy and appraisal process.

I hope to present the work undertaken in the final compilation stage to the Finance and Policy Committee at the meeting on 5 February.

### **Consultation**

7. The Staffing Committee were provided with early drafts of the documents (in order for them to be able to comment and make suggestions about principles and content (and this procedure will be followed for subsequent work tranches). The documents were subsequently revised to reflect the comments received.
8. All Town Council employees were provided with a copy of the draft documents (after the initial comments of the Staffing Committee had been incorporated) and asked to let me have any comments or speak to me about any concerns. At the time of preparing this report no concerns have been raised and all comments received have been incorporated into the documents being presented to the Committee for consideration.

### **Conclusions**

9. It is important that the Town Council is a fair and respected employer and that it has the appropriate documentation in place to meet its legal obligations and ensure that best practice is implemented.
10. The introduction of an employee handbook will provide a basic framework for the implementation of the Council's HR policies and procedures and set out the basic standards expected of all employees.
11. An Employee Code of Conduct and a Protocol for Member / Officer relations will provide further clarification of the standards expected of officers.

**Date report prepared: 5 November 2012**

# Ilminster Town Council

## Employee Handbook



Approved by Council: XXXXXXXXXXXX  
(in V4 05.11.12)

10  
11  
12  
13  
14

15  
16  
17  
18  
19

20  
21  
22

23

24  
25  
26  
27  
28

### Version / Amendments record

Date Approved By Council	Summary of change	Date incorporated to master copy	Version No

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82  
83  
84  
85  
86  
87  
88  
89  
90  
91  
92  
93  
94  
95  
96  
97  
98  
99  
100



# **CONTENTS** (page numbers to be inserted when content finalised)

<b><u>Section</u></b>	<b><u>Title</u></b>	<b><u>Page</u></b>
<b>1</b>	<b>Introduction</b>	
<b>2</b>	<b>Probationary Period</b>	
<b>3</b>	<b>General Employment Information</b>	
<b>4</b>	<b>National Agreement on Pay and Conditions of Service</b>	
<b>5</b>	<b>Salary</b>	
5.1	Structure	
5.2	Salary Settlements	
5.3	Incremental Progression	
5.4	Additional Incremental Awards	
5.5	Overtime and Time Off in Lieu	
5.6	Extreme Weather	
5.7	Flexible Working – Rights	
5.8	Reimbursable Expenses / subsistence	
5.9	Sole Employment / Declaration of Other Employment	
5.10	Declaration in relation to deduction from wages	
<b>6</b>	<b>Key Provisions Relating to Your Employment</b>	
6.1	Pension	
6.2	Retirement Gratuity	
6.3	Ex-Gratia Payment to Employees	
6.4	Death in Service	
6.5	Annual Leave	
6.6	Sickness During Annual Leave	
6.7	Public & Statutory Holidays	
6.8	Working on a Public Holiday	
6.9	Special Leave	
6.10	Public Duties	
6.11	Maternity / Paternity / Adoption Leave	
6.12	Sickness	
6.13	Absence Through Continued Sickness	
6.14	Vehicle Insurance Premiums	
6.15	Working Hours	
6.16	Flexible Working	
6.17	Annualised Hours	
6.18	Fixed Hours	
6.19	Time Off for Medical Appointments	
6.20	Time Off for Dependants	
<b>7</b>	<b>Termination of Employment</b>	
7.1	Notice	

- 7.2 Redundancy Arrangements
- 7.3 Retirement
- 7.4 Termination of Employment by an Employee Without Giving Notice
- 7.5 Cessation of work
  
- 8 Performance**
  - 8.1 Contractual Requirement
  - 8.2 Annual Development Review (Appraisal)
  
- 9 Behaviour**
  - 9.1-9.6 General requirements
  - 9.7 Standards
  - 9.8 Dress and Appearance
  - 9.9 Smoking Alcohol & Drugs
  - 9.10 Safety & Risk Management
  - 9.11 Disclosure of Information and Confidentiality
  - 9.12 Statements to the Press / Media
  - 9.13 Political Neutrality
  - 9.14 Relationships – Councillors
  - 9.15 Relationships – Employees
  - 9.16 Relationships - The Local Community & Service Users
  - 9.17 Relationships Contractors
  - 9.18 Appointment & Other Employment Matters
  - 9.19 Intellectual Property
  - 9.20 Trade Union Membership
  - 9.21 Personal Interests
  - 9.22 Discrimination & Equality Issues
  - 9.23 Separation of Roles – Tendering
  - 9.24 Corruption
  - 9.25 Use of Financial Resources
  - 9.26 Hospitality
  - 9.27 Sponsorship – Giving & Receiving
  
- 10 Harassment, Bullying, Abuse & Intimidation Policy & Procedure**
  
- 11 Grievance and Discipline**
  
- 12 Town Council Property**
  
- 13 Health & Safety**
  - 13.1 Policy Statement
  - 13.2 Employee's Duty
  - 13.3 Reporting accidents & unsafe equipment and working practices
  - 13.4 Smoking
  - 13.5 Alcohol & drugs
  - 13.6 Personal Protective Equipment
  - 13.7 Risk Assessments
  - 13.8 Safety Instruction
  - 13.9 Accident Reporting
  - 13.10 First Aid

13.11 Fire

**14 ICT Virus Protection Procedures**

**15 General Matters**

15.1 Changes in Personal Details

15.2 Payment of Salary & Wages

15.4 Indemnity

## **1. Introduction**

- 1.1 This Handbook is intended to provide guidance on the way in which Ilminster Town Council implements employee related policies and practices; nothing it contains replaces or overrides the conditions of service for employees set out in an individual's statement of particulars or the National Agreement on Pay and Conditions of Service (The Green Book).
- 1.2 Whenever the expression "Town Council" is used in this handbook it refers to Ilminster Town Council.
- 1.3 The Town Council will from time to time be introducing new employee policies and reviewing those already in existence. Whenever this happens all employees will be given the opportunity to comment upon the suggestions or changes and will be provided with a copy of the document approved by the Town Council.
- 1.4 The Town Clerk is accountable to the Town Council as a whole. For the purposes of line management, the Staffing Committee is responsible for the Town Clerk and the main point of contact is the Chair of the Staffing Committee.
- 1.5 In the absence of the Town Clerk, the Deputy Town Clerk will undertake any functions and responsibilities referred to in this employee handbook.

## **2. Probationary Period**

- 2.1 You have joined the Council on an initial probationary period (usually this is of 6 months duration). This does not prejudice the Council's right to dismiss, in accordance with the clause contained in your written statement of particulars of employment, or matters arising from issues of discipline
- 2.2 During your probationary period, your work performance and general suitability will be assessed and, if satisfactory, your employment with us will continue.
- 2.3 If your work performance is not up to the required standard we will review the position with you to seek a solution, possibly extend the probationary period with a further review, or terminate your employment.
- 2.4 At the end of your probationary period, if everything is satisfactory, you will receive a letter confirming your permanent appointment.

## **3 General Employment Information**

- 3.1 The Town Council seeks to act as a responsible employer and will comply with employment law and other relevant legislation as well as using, as far as is possible for a Local Council, reasonable and contemporary personnel practice. In doing so, it will have reference to National Local Authority and Public Sector Organisations normal practice. Terms and conditions will be kept under review and National Agreements (see below) honoured.

duration of the weather event. Where the time is not made up or you do not work at home any time missed owing to the weather event will be unpaid.

In cases of extreme weather the Town Clerk, following consultation with the Mayor, may advise employees not to attend their usual place of work or may send employees home before their usual finish time; in such instances payment will be made for the normal hours of work.

#### **5.7 Flexible Working – Rights**

Under the provisions of the Employment Act 2002 you have the right if you are a parent, partner, adopter, guardian, foster parent or carer for an adult (as defined by the Department for Business, Innovation and Skills) to request, in writing, flexible working arrangements. As an employer we must either agree to your request or arrange to meet with you to discuss the request within 28 days of receiving your application. We may refuse your request, but must give you the reasons for doing so in writing; you may challenge the decision at the appeals panel of the Town Council or at an Employment Tribunal if you do not agree.

#### **5.8 Reimbursable Expenses / Subsistence**

Where an employee is required to travel as a requirement of their job, the Town Council will reimburse actual expenses and subsistence incurred in accordance with the scale laid down and published in the annual salaries and allowances notification.

#### **5.9 Travel Costs**

Employees are expected to use the most viable, economic mode of transport available.

#### **5.9 Sole Employment / Declaration of Other Employment**

Whilst the Town Council would prefer that its employees are exclusively employed by the Council, it does realise that such an exclusive contract may not be possible. The Town Council does however, reserve the right to require that any other employment that is undertaken by its employees does not conflict with either the role or the standards required by the Town Council. The Town Council must be informed of the essential details of such additional employment in order to ensure that no tax or insurance liabilities will accrue to the Council.

#### **5.10 Declaration In Relation To Deduction From Wages**

The following provision is an express written term of your contract of employment in accordance with Section 13 Employment Rights Act 1996.

If you have taken more holiday than you have earned at the termination of your employment on a pro rata basis the appropriate deduction will be made from any final payment due to you from the Town Council

## **6. Key Provisions Relating To Your Employment**

### **6.1 Pension**

The Town Council has arrangements in place for employees to join the Local Government Pension Scheme operated by Somerset County Council. Details of the scheme are available from the Deputy Town Clerk or Somerset County Council.

Scheme members contribute a percentage of salary (depending on grade and joining date) and the Town Council also contributes at the rate determined by the scheme management. Members receive a lump sum (tax free under current legislation) and a standard pension on retirement. Both of these are based on the employee's length of reckonable service in the pension scheme and their pensionable earnings. The scheme has provision for early retirement, ill health retirement and widows/widowers pensions. Members may be able to top up their benefits, subject to Inland Revenue Regulations, by purchasing added years or making Additional Voluntary Contributions.

### **6.2 Retirement Gratuity**

A council may make arrangements to pay a gratuity as a Retirement Gratuity in respect of non-pensionable service for any employee of a local council. (Local Government (Discretionary Payments) Regulations 1996. This applies to any employee who has been employed for at least five years; or has been employed for at least one year and has attained the age of 60; or is incapable of discharging the duties of his/her employment by reason of permanent ill-health or infirmity of mind or body. Service before the age of eighteen or after the age of seventy cannot be taken into account. The maximum number of years that can be counted towards a retirement gratuity is forty years. The person must cease to be employed before the gratuity can be paid. Any person who ceases to be employed by virtue of redundancy cannot be paid a retirement gratuity. All relevant periods of employment with a local government employer may count towards the number of years of service, so periods of employment with more than one council may be added together.

### **6.3 Ex-Gratia Payments to Employees**

Being conscious that their employees are paid from public funds local authorities are rightly cautious about making ex-gratia payments to employees (i.e. payments which they are not contractually bound to make) and therefore such payments are only made in exceptional circumstances with the approval of the full Council meeting.

### **6.4 Death in Service**

On your first day of employment with the Town Council you will be asked for the name of your nominated next-of-kin. In the event of your death in service any salary, pension or gratuities due to you will be paid to the person nominated. Please ensure that the Town Clerk is notified of any changes to either your next of kin or their contact details.

## 6.5 Annual Leave

The holiday year runs from 1 April to 31 March.

As a small organisation leave planning is very important for the smooth running of the Council. It is this Town Council's policy that sufficient staff should be available to provide an appropriate level of service with appropriate management cover in place. All leave must be agreed in advance be recorded and authorised on the employee's leave record. The notice period for taking annual leave should be at least twice the period of leave to be taken.

Your line manager may refuse your request for annual leave if to grant it would mean that an appropriate level of service could not be provided.

Up to five days annual leave, which is not taken before the end of the financial year, may be carried over to the following year by arrangement.

The calculation of your annual leave commences from the first day of your employment. You are entitled, in addition to the normal bank and public holidays, to take twenty one working days in each leave year and you will be paid your normal agreed remuneration during such annual leave.

The minimum annual leave entitlement will increase to twenty-five working days when you have completed not less than five years of continuous service immediately prior to the commencement of the leave year.

In addition to general national holidays, you will be entitled to two extra statutory days (the timing of these extra-statutory holidays will be by mutual arrangement and must be taken at times convenient to the Council). If you have joined the Town Council from another local authority your previous service will be taken into account in calculating your holiday entitlement.

If your employment commenced or terminates part way through the leave year, your holidays during that year will be assessed on a pro rata basis. Deductions from final salary due to you on termination of employment will be made in respect of any leave taken in excess of entitlement.

NB:

- 1) the number of hours is based on a 7.4 hour standard working day.
- 2) Part -time and job share employees receive a pro rata leave entitlement and depending on their work pattern, it may be allocated on an annual hours basis.

## 6.6 Sickness During Annual Leave

If an employee is certified sick during annual leave, the time off will be considered as sick leave from the date of the doctor's statement.

## 6.7 Public and Statutory Holidays

There are 8 days public holidays each year.

Part-time employees who do not work every day of the week or who work an irregular number of hours each day receive the entitlement to public holidays and extra statutory days by way of an addition to their leave. (Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000). The entitlement is based on the number of contractual hours and, for example, an employee who works 20 hours per week on a Monday, Wednesday and Friday would be entitled to:  $20/37 \times 7.4 = 4$  hours. For job sharers public holidays and extra statutory days will be divided between job sharers pro rata to the number of hours worked.

### 6.8 Working On A Public Holiday

You may be required to work on any or all of the public holidays.

If you work on one of the above days, you will be paid as normal and entitled to take one day off in lieu at a mutually agreed date.

### 6.9 Special Leave

The Town Clerk is authorised to grant up to five days special leave with pay on each occasion on compassionate grounds (close family bereavement e.g. parent, step parent, sibling or child, family illness).

### 6.10 Public Duties

The Town Council has agreed to allow reasonable time off during working hours to carry out public duties as follows:-

**School Governor** paid leave of absence to attend meetings of the governing body of a school but not of any sub-committees or working parties set up by that body.

**Justice of the Peace** paid leave of absence in order to serve as a Justice of the Peace provided that the service does not interfere with normal office duties.

**Councillor** up to 18 days paid leave of absence to any employee who is elected as a Councillor for another authority. No more than three days may be taken in any one month

**Jury Service** paid leave of absence to undertake jury service on production of the "jury summons".

**Trade Union Official** An employee who is an official of an independent Trade Union recognised by the Town Council must be granted time off to attend to duties

**Trade Union Learning Representative** An employee who is a learning representative of a trade union recognised by the Town Council must be granted time off under TULRCA 1992 s.168A, as inserted by s. 43 of the Employment Act 2002 for the purpose of analysis of learning and training needs, the provision of information and advice on learning and training matters, the promotion of the values of learning and training. The employers obligation to allow time off is subject to a reasonable test.

### 6.11 Maternity/Paternity/Adoption Leave

In the event that an eligible employee is seeking to take maternity / paternity / adoption leave they should discuss their plans with the Town Clerk at the earliest opportunity who will advise on leave entitlements and pay rates which are current at the time.

### 6.12 Sickness

Entitlements to sickness allowance are as follows:-

during 1st - year of service

1 month's full pay (and after completing 4 months service ) 2 months half pay

during 2nd - year of service

2 months full pay and 2 months half pay



during 3rd - year of service	4 months full pay and 4 months half pay
during 4th & 5th - year of service	5 months full pay and 5 months half pay
after 5-years service	6 months full pay and 6 months half pay

**N.B.** For the purposes of calculating 'half' pay, the rate of pay for the agreed salary month will be used.

**First Day** If you are unable to attend work you must notify your manager as soon as possible on the first day of absence and within 1 hour of your normal start time. A telephone call from you, a relative or friend will be sufficient.

**Fourth Day** If you are still unable to return to work you must notify the Town Clerk of your continuing ill health, giving a diagnosis and expected date of return.

**Eighth Day** If you are sick for more than seven consecutive days (including Saturday and Sunday) you must submit a doctor's medical certificate to the Town Clerk.

### 6.13 Absence Through Continued Sickness

The Council may request that you be medically examined by an Occupational Physician of its choice, and at its expense, this will usually happen if you have been certified sick in excess of three continuous months.

The Town Clerk will monitor employee's attendance at work so that any trends and unacceptable levels of absenteeism can be identified and addressed.

In the case of repeated or frequent sickness absence the Town Council may request a report from your Doctor or refer you to an Occupational Health specialist in order to better understand your health and medical condition and the probable effect on your attendance at work and your ability to do your job.

The Town Council will take a serious view if you have taken sickness leave which is not genuine and it will result in disciplinary action being taken.

### 6.14 Vehicle Insurance Premiums

If a Town Council employee is required to use their car for Town Council business purposes on a regular basis, the Town Council will reimburse the amount of the difference between the ordinary social and domestic amount and that required by the insurer for business purposes subject to a valid insurance certificate being seen by the Town Clerk.

Where employees use their own vehicle for travelling to and from their place of work they should ensure that they have the appropriate insurance cover.

### 6.15 Working Hours

The standard working week is one of 37 hours excluding meal breaks. Individual employees' specific hours will be dependent on contractual arrangements and will be detailed in their Statement of Main Terms and Conditions of Employment.

Employees on part time contracts working less than 37 hours will have such benefits as pay and leave calculated pro rata to the standard working week.

#### **6.16 Flexible Working**

Flexible working allows you flexibility in determining your working hours with the agreement of your line manager provided that the needs of the job can be satisfied. It is expected that Flexible Time will be used sensibly and that employees will work when required to do so, e.g. where an evening meeting is scheduled which requires your attendance then in normal circumstances it is expected that Flexible Time will be used to meet this requirement. In the event that such needs of the job are not being met then flexible working will be suspended.

Whenever your use of flexible working creates a pattern of work which is significantly different from the Standard Working Day then you should as far as is possible let the Town Clerk and other affected colleagues know of your planned work schedule.

#### **6.17 Annualised hours**

Annualised hours contracts are appropriate where the requirements of the job are seasonal in nature. Working hours are agreed for the whole year rather than for a week. In "High Season" more than the standard weekly hours are worked while this is offset by less than standard hours in the off season.

#### **6.18 Fixed Hours**

Due to the nature of their roles some employees will have contracts which specify fixed hours. While these hours will be those normally worked there may on some occasions be a requirement for some flexibility due to a requirement for additional working. Except where covered by overtime provisions outlined above any additional hours worked will be compensated by time off in lieu.

#### **6.19 Time Off for Medical Appointments**

Where possible, appointments with Doctors, dentists etc should be outside your normal working hours. Where time off work is required it must be agreed with your line manager.

#### **6.20 Time Off for Dependants**

Under the Employment Rights Act 1996 (s. 57A), employees are entitled to be granted reasonable time off during working hours in order to take action necessary in circumstances of the:

- illness of a dependant, a birth, injury or assault;
- to make arrangements for the provision of care for a dependant;
- in consequence of the death of a dependant
- because of an unexpected disruption or termination of arrangements for the care of a dependant;
- to deal with an incident that involves an employee's child which occurs unexpectedly during school/college hours

## 7. Termination of Employment

### 7.1 Notice

During a probationary period either party may terminate the contract of employment by giving 2 weeks notice in writing.

On completion of a probationary period the minimum periods of notice to which you are entitled are:-

<b>Period of continuous employment</b>	<b>Minimum notice</b>
One month or more, but less than 2 years;	not less than 1 week
Two years or more, but less than 12 years	not less than 1 week for each year of twelve years continuous employment;
Twelve years or more:	not less than 12 weeks

The minimum period of notice of termination of your employment which you are required to give to the Town Council is not less than four weeks. Your notice should be given in writing to the Town Clerk.

### 7.2 Redundancy Arrangements

If circumstances arise where redundancy may be a possibility the first steps will be to consult with all employees with a view to seeking an agreed solution e.g.

- Reduce overtime to a workable minimum.
- Restrict recruitment.

If redundancies are unavoidable, consideration will first be given to the retirement of employees over the normal retirement age and any applications for voluntary redundancy, where acceptable.

If selecting employees for redundancy is necessary, the criteria for selection will be discussed with you at the time. A fair procedure will be applied. At all times the overriding consideration will be the future operation of the Council.

### 7.3 Retirement

There is no Normal Retirement Age (NRA) applied to persons working in the 4<sup>th</sup> tier sector local government. Continuation of employment beyond the statutory NRA (See Age Discrimination Act in force 1.10.2006), is a matter for agreement between the employee and the employer. (NRA, also referred to as "Full Retirement Age," varies from age 65 to age 67 by year of birth. For more information visit the Social Services website <http://www.ssa.gov/oact/progdata/nra.html>)

### 7.4 Termination Of Employment By Employee Without Giving Notice

If you terminate your employment without either giving or working the required period of notice as indicated in your employment contract, you will have an amount equal to the balance of notice period not worked deducted from any termination pay which may be due to you.

This is an express written term of your employment contract in accordance with the Employment Rights Act 1996 s.13.

### **7.5 Immediate Cessation of Work**

In some circumstances the Town Council may agree that upon receipt of a resignation from an employee it would be in the Town Council's interest for them to cease work without any delay. In such cases the Town Council would pay the employee's salary until the end of their notice period (4 weeks) based upon 8.1 above.

## **8 Performance**

### **8.1 Contractual Requirement**

Satisfactory performance is a basic contractual requirement. You have a duty to monitor your own performance and to take advantage of appropriate training opportunities as they arise. You should also seek opportunities to improve the way things are done either on your own initiative, if appropriate or in conjunction with your colleagues and management. This will help to maintain the overall quality and cost effectiveness of the services offered and to ensure the continued viability of the employment the Town Council offers

### **8.2 Annual Development Review (Appraisal):**

The Town Council will ask you to take part in an Annual Development Review. We do this both to build on your strengths and assist with your development. The reviews should be seen as a positive process, which we believe are beneficial to both the employee and the Town Council.

## **9 Behaviour**

**9.1** We must all behave with civility towards others and treat everyone with dignity and respect. Rudeness or abuse of any description cannot be tolerated from or towards other employees, Councillors or members of the public.

**9.2** Everyone must do their best to promote the Council, its activities and decisions; criticising the Town Council to the public (including media representatives) must be avoided. Employees should be particularly conscious of the impact of information posted on the internet e.g. using social media such as facebook and twitter, even when such use is in a personal capacity. Reports of inappropriate activity, comments and statements will be investigated and may lead to disciplinary action being taken and appropriate sanctions, including dismissal, being imposed.

**9.3** Involvement in activities, which could be construed as being inappropriate to the position of a person working in the public sector will be the subject of discussion with you by your line manager and may lead to disciplinary proceedings.

**9.4** Confidential information regarding the Council's business must not be disclosed to anybody either during or after the termination of your employment.

**9.5** All lawful and reasonable instructions from your line-manager and the Town Clerk are to be carried out.

**9.6** Any incidence of harassment, abuse, victimisation or intimidation will be investigated and sanctions imposed on the perpetrator(s) through the proceedings open to the Town Council by its internal processes or in law.

### **9.7 Standards**

Local government employees are expected to give the highest possible standard of service to the public, and where it is part of their duties, to provide appropriate advice to Councillors and fellow employees with impartiality. Employees are expected, through agreed procedures and without fear of recrimination, to bring to the attention of the appropriate level of management any deficiency in the provision of service. Employees must report to the appropriate manager any impropriety or breach of procedure.

### **9.8 Dress and Appearance**

It is important that you present a professional image with regards to appearance and standards of dress. Everyone should wear clothes appropriate to their job responsibilities and should be clean and tidy at all times.

### **9.9 Smoking, Alcohol and Drugs**

You should not at any time bring onto the Town Council's premises any alcohol or drugs (other than those prescribed by your doctor).

An employee who is under the influence of alcohol or non-medicinal drugs during working hours will be escorted from the premises immediately. Intoxication at work either as a result of alcohol or drugs will normally be treated as gross misconduct and result in disciplinary action.

In order to provide a working environment which is pleasant, healthy and accords with legal requirements, smoking is not permitted inside any Council premises or vehicles.

### **9.10 Safety and Risk Management**

Work areas must be kept clean and tidy at all times. Documents should not be kept on desks and should be filed and locked away as appropriate.

You should report any health and safety concerns immediately to the Town Clerk.

### **9.11 Disclosure of Information and Confidentiality**

It is generally accepted that open government is best. Legislation requires that certain types of information must be available to members, auditors, government department, service users and the public. Generally the Council will only restrict discussion about Confidential Personal and Commercial matters (Data Protection Act 1998 & the Freedom Of Information Act 2000) and be open about all other matters in the course of conducting its business.

Any information which:

- is or has been acquired by you during or in the course of your employment, or has otherwise been acquired by you in confidence ;
- has not been made public by the Council or
- you have been authorised to disclose

shall be confidential and, unless required by law, you shall not, either before or after the termination of your employment disclose such information to any person without the prior written consent of the Council.

You shall exercise reasonable care to keep safe all documents or other material containing confidential information, and on the termination of your employment, or at any other time, upon demand return to us any such material in your possession.

#### **9.12 Statements to the Press/Media**

The only Officer authorised to speak to the press and media is the Town Clerk;

#### **9.13 Political Neutrality**

Employees serve the Town Council as a whole. It follows they must serve all Councillors equally, and must ensure that the individual rights of all Councillors are respected.

Employees, whether or not politically restricted, must follow every lawful expressed policy of the Town Council and must not allow their own personal or political opinions to interfere with their work.

#### **9.14 Relationships - Councillors**

Mutual respect between employees and Councillors is essential to good local government. Close personal familiarity between employees and individual councillors can damage the relationship and prove embarrassing to other employees and councillors and should therefore be avoided.

#### **9.15 Relationships - Employees**

If a close, personal relationship between two employees develops within the working environment, the onus is on the senior employee concerned to bring the relationship to the attention of the Town Clerk to confirm that there is no conflict or potential conflict of interest. The Town Council reserves the right to relocate one of the employees if it deems it necessary to do so.

#### **9.16 Relationships - The Local Community and Service Users**

Employees should always remember their responsibilities to the community they serve and ensure courteous, efficient and impartial service delivery to all groups and individuals within that community as defined by the policies of the Council.

#### **9.17 Relationships - Contractors**

All relationships of a business or private nature with external contractors, or potential contractors, should be made known to the Town Clerk. Orders and contracts must be awarded on merit, by fair competition against other tenders, and no special favour should be shown to businesses run by, for example, friends, partners or relatives in the tendering process. No part of the local community should be discriminated against.

Employees who engage or supervise contractors or have any other official relationship with contractors and have previously had or currently have a

relationship in a private or domestic capacity with contractors, should declare that relationship to the Town Clerk

### **9.18 Appointment and Other Employment Matters**

Ilminster Town Council employees involved in making staffing appointments should ensure that these are made on the basis of merit. It would be unlawful for an employee to make an appointment which was based on anything other than the ability of the candidate to undertake the duties of the post. In order to avoid any possible accusation of bias, employees should not be involved in an appointment where they are related to an applicant, or have a close personal relationship with them either within or outside of the workplace.

Similarly, employees should not be involved in decisions relating to discipline, promotion or pay adjustments of any employee who is a relative or partner.

NB In this context

- “relative” means a spouse, partner, parent-in-law, son, daughter, step son, step daughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece or the spouse or partner of any of the preceding persons.
- “partner” means a member of a couple who live together

### **9.19 Intellectual Property**

Intellectual property is a generic legal term which refers to the rights and obligations received and granted (including copyright) in relation to, for example, inventions, patents creative writings.

All intellectual property created by an Ilminster Town Council employee during the course of their employment belongs to the Town Council.

### **9.20 Trade Union Membership**

You are under no obligation to join a Trade Union.

You are free to join or not join any Trade Union of your choice.

An employee who is an official of an independent Trade Union recognised by the Town Council must be granted time off to attend to duties

An employee who a learning representative of a Trade Union recognised by the Town Council must be granted time off under TULRCA 1992 s.168A, as inserted by s. 43 of the Employment Act 2002 for the purpose of analysis of learning and training needs, the provision of information and advice on learning and training matters, the promotion of the values of learning and training. The employers obligation to allow time off is subject to a reasonable test.

### **9.21 Personal Interests**

Employees must inform the Town Clerk of any financial or personal interests which could conflict with the Council's interests.

Employees should inform the Town Clerk of any non-financial interests that they consider could bring about a conflict with the Council's interests.

Employees should also declare (to the Town Clerk) membership of any organisation not open to the public without formal membership and commitment of allegiance and which has secrecy about rules or membership or conduct.

### **9.22 Discrimination and Equality Issues**

All Town Council employees should ensure that policies relating to equality issues as agreed by the Town Council are complied with in the spirit as well as the letter of the law. All members of the local community, customers and other employees have a right to be treated with fairness and equity.

### **9.23 Separation of Roles - Tendering**

Employees involved with tendering processes must exercise fairness and impartiality when dealing with all customers, suppliers, other contractors and sub-contractors.

Employees who are privy to confidential information on tenders or costs for either internal or external contractors should not knowingly disclose that information to any unauthorised party or organisation.

Employees should ensure that no special favour is shown to current or recent former employees or their partners, close relatives or associates in awarding contracts to businesses run by them or employing them in a senior or relevant managerial capacity.

### **9.24 Corruption**

It is a serious criminal offence for Ilminster Town Council employees in their official capacity to corruptly receive or give any gift, loan, fee, reward or advantage for doing or not doing anything or showing favour or disfavour to any person. If an allegation is made, it is for the employee(s) to demonstrate that any such rewards have not been corruptly obtained; such allegations, if proven, will be treated as instances of gross misconduct.

### **9.25 Use of Financial Resources**

Ilminster Town Council employees must ensure any public funds entrusted to or handled by them are dealt with in a responsible and lawful manner. They should strive to ensure value for money to the local community and ensure that matters are conducted in accordance with the Council's Financial Regulations and Standing Orders.

Ilminster Town Council employees must not make personal use of property or facilities of the Council unless authorised by the Town Clerk to do so.

### **9.26 Hospitality**

Employees should only accept offers of hospitality if there is a genuine need to impart information or represent the Council in the community. Offers to attend purely social or sporting functions should be accepted only when these are part of the life of the community or where the authority should be seen to be represented. They should be reported to the Town Clerk with a request for authorisations and recording.

When hospitality has to be declined those making the offer should be courteously but firmly informed of the procedures and standards operating within the Town Council.

Employees should not accept significant personal gifts from contractors and outside suppliers, although you may keep insignificant items of token value such as pens, diaries, etc.



Acceptance by employees of hospitality through attendance at relevant conferences and courses is acceptable where it is clear the hospitality is corporate rather than personal, where the Town Council gives consent to attendance in advance and where purchasing decisions are not compromised. Where visits to inspect equipment, etc. are required, employees should ensure that the Town Council meets the cost of such visits to avoid jeopardising the integrity of subsequent purchasing decisions.

**All** offers of gifts and hospitality, whether accepted or not must be reported to the Town Clerk who will keep a record of the details including name and contact details of the person offering the gift / hospitality, the name and job role of the offer recipient, the date the offer was made, the nature of the offer / gift and whether or not the gift / hospitality was accepted.

### **9.27 Sponsorship - Giving and Receiving**

Where an outside organisation wishes to sponsor or is seeking to sponsor a Town Council activity, whether by invitation, tender, negotiation or voluntarily, the basic conventions concerning acceptance of gifts or hospitality apply. Particular care must be taken when dealing with contractors or potential contractors.

Where the Town Council sponsor an event or service neither an employee nor any partner, spouse or relative must benefit from such sponsorship in a direct way without there being full disclosure to the Town Clerk of any such interest. Similarly, where the Town Council through sponsorship, grants, aid, or by other means, gives support in the community, employees should ensure that impartial advice is given and that there is no conflict of interest involved.

## **10 Harassment, Bullying, Abuse & Intimidation Policy & Procedure**

- 10.1** The Town Council recognises that personal harassment, abuse, bullying & intimidation can exist in the workplace as well as outside and that this can seriously affect employees' working lives by interfering with their job performance or by creating a stressful, intimidating and unpleasant working environment.
- 10.2** The Town Council deplors all forms of personal harassment, abuse, bullying & intimidation deriving from whatever source and seek to ensure that the working environment is sympathetic to all the Council's employees.
- 10.3** The Town Council has a policy and written procedures to emphasise to employees the type of behaviour that is unacceptable and provide victims of personal harassment with a means of redress.
- 10.4** The Town Council recognises that it has a duty to implement this policy and all employees and Councillors are expected to comply with it. Failure to comply by whomsoever will result in the most vigorous action, including reporting the person to the appropriate agency, or taking legal action against the offender(s).

## **11 Grievance and Discipline**

**11.1** The Town Council has discipline and grievance policies, copies of which are provided to each employee when they take up appointment and may from time to time be revised and updated.

**11.2** Before resorting to formal procedures from either the employee or from the Town Council it is the policy of the Town Council that discussions between both parties should be entered into with the express purpose of resolving the matter through a process of mediation seeking conciliation. Where necessary the Town Council will seek (at its expense) the services of an external expert to forward this process to reach a conclusion satisfactory to both parties in the dispute.

**11.3** The following are some examples of conduct that are considered to amount to gross misconduct.

- Failure to maintain the accounting standards required by Audit Commission Regulations;
- Deliberate falsification of any records, including time sheets, absence records etc, in respect of yourself or a fellow employee;
- Serious breaches of the health and safety rules which endanger the lives of any other person;
- Intoxication, either caused by alcohol or drugs, dangerous behaviour, fighting or physical assault;
- The theft of money or property, whether this belongs to us, a fellow employee, or any third party;
- Gross insubordination and/or the refusal to carry out legitimate instructions given by your line manager or the Town Clerk
- Any breach of legislation which directly affects your ability to carry out your duties and/or the expected standards of a person working in the public service;
- Any act of dishonesty;

## **12 Town Council Property, Tools and Equipment**

**12.1** The Town Council undertakes to make available the tools and equipment it believes are necessary for jobs to be undertaken in a safe and effective manner. Use of personal tools and / or equipment is not permitted for undertaking Town Council business except with the express agreement of the Town Clerk.

**12.2** Employees may make personal use of the Town Council's phone, photocopy and internet facilities provided that it is not excessive and does not interfere with the completion of day to day duties. The cost of phone calls and photocopies must be reimbursed to the Town Council.

**12.3** Use of Town Council property, other than that mentioned in 12.2 above, for a purpose other than normal duties is not permitted.

**12.4** No property is to be taken away from Town Council premises without the prior explicit permission of the Town Clerk.

12.5 You must notify the Town Clerk of any damage to Town Council property (tools & equipment) or premises immediately.

## **13 Health and Safety**

### **13.1 Policy Statement**

The Town Council recognises and accepts its responsibility as an employer for providing a safe and healthy working and operating environment and for taking all due care to protect the safety of its employees and members of the public who use its facilities. Accordingly it will, so far as is reasonable and practicable, take steps to meet this responsibility paying particular attention to the provision and maintenance of:-

- a) Plant, equipment and systems of work that are safe.
- b) Safe arrangements for the use, handling, storage and transport of articles and substances.
- c) Sufficient information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees.
- d) Safe places of work and safe access to them. Safe public areas where these are under Town Council control.
- e) A safe and healthy working and operating environment.
- f) Adequate facilities for welfare at work.

Copies of the Council's Health and Safety policy are held by the Town Clerk

### **13.2 Employee's Duty**

All employees have a duty to take reasonable care for the safety of themselves and others who may be affected by their acts or omissions and to co-operate with other Town Council employees to secure compliance with statutory duties placed upon them. This is in addition to the responsibility of the Town Council and its line managers for ensuring generally safe conditions of work. You must not do anything that could threaten the health or safety of yourself, fellow employees, councillors, or members of the public. (Health & Safety Act 1974 and the Management of Health and Safety at Work Regulations 1999.

### **13.3 Reporting Accidents, Unsafe Equipment or Working Practices**

Employees shall at all times make full use of appropriate safety equipment, devices and protective clothing and report any accidents, unsafe practices, systems of work and damage to plant to their line manager or to the Town Clerk.

### **13.4 Smoking**

In order to provide a working environment which is pleasant, healthy and accords with legal requirements smoking is not permitted inside any Town Council premises or vehicles.

### **13.5 Alcohol and Drugs**

No alcohol or drugs are allowed on the Council's premises (other than those drugs prescribed by a Doctor)

### **13.6 Personal Protective Equipment (PPE)**

Personal Protective Equipment includes clothing such as weatherproof or insulated clothing which is worn to protect you against a specific risk to your health and safety, it does not include workwear such as overalls or a uniform provided for the purpose of presenting a corporate image.

Personal Protective Equipment and other items issued by the Town Council for your protection, because of the nature of your job, must be worn / used on any and all relevant occasions. Failure to do so may contravene the Health and Safety at Work Act and lead to disciplinary action being taken by the Town Council.

### **13.7 Risk Assessments**

Periodically, Health and Safety reviews will take place in each area of the Council's business. Risk Assessment forms will be completed and copies held by the person with responsibility for that area and the Town Clerk. The person responsible for overseeing health and safety in a particular area will implement improvements to minimise significant risks.

### **13.8 Safety Instruction**

Safety instruction will primarily be provided "on the job" but will be supplemented by more formal tuition when required.

### **13.9 Accident Reporting**

An Accident Report Book is kept by the Town Clerk. All accidents should be reported to the Town Clerk within 24 hours of their occurrence. Where the accident is fortifiable (as defined in the local council health and safety guide (part 2 section 8)) the Town Clerk will notify the appropriate authorities and take any appropriate action.

### **13.10 First Aid**

First aid kits are maintained in each work location operated by the Town Council; your line manager will have told you the specific location as part of your induction.

### **13.11 Fire**

Fire procedures will be displayed at each building used as a base for Town Council employees.

## **14 ICT Virus Protection Procedures**

In order to prevent the introduction of virus contamination into the Council's software and hardware the following procedures must be observed:

- Unauthorised software must not be used.
- All software must be virus checked using standard testing procedures before being used.

## **15. General Matters**

### **15.1 Changes in Personal Details**

You must notify us of any change of address, next-of-kin etc, so the Town Council can maintain accurate information on its records and make contact with you in an emergency. Such changes should be advised to the Town Clerk.

#### **15.2 Payment of Salaries and Wages**

You will receive a pay slip showing how the total amount of your salary/wages has been calculated. This will show all the deductions made and the reasons for them, e.g. Income Tax, National Insurance Contributions etc. Any queries that you may have should be raised initially with the Town Clerk.

**15.3** You will be paid into your bank account by the 21<sup>st</sup> day in each month.

#### **15.4 Indemnity**

The Town Council undertakes to indemnify you from any acts of omission or commission that are carried out by you while acting in good faith on the Town Council's business.



## **Iminster Town Council Employee Code of Conduct**

This Code of Conduct is applicable to all employees of Iminster Town Council .

### **1 Introduction**

- 1.1 This Code of Conduct sets out, in general terms, the standards that are expected of Iminster Town Council employees; it is complemented by legislation and other Town Council policies such as financial regulations, sickness reporting and health and safety.
- 1.2 Iminster Town Council employees are expected to give the highest possible standard of service to the public, and where it is part of their duties, to provide appropriate advice to Members and fellow officers with impartiality.
- 1.3 An Iminster Town Council employee must perform their duties with honesty, integrity, impartiality and must at all times act in accordance with the trust that the public is entitled to place in them.
- 1.4 An Iminster Town Council employee is accountable to the Council for his / her actions
- 1.5 Iminster Town Council employees are expected, through agreed procedures and without fear of recrimination, to bring to the attention of the Town Clerk any deficiency in the provision of service.

### **2 Openness and Disclosure of Information**

- 2.1 Iminster Town Council believes that open administration is best and it will be as open as possible about all the decisions and actions that it takes. The Council welcomes opportunities to share information with the community that it serves.
- 2.2 The law requires that certain types of information must be available to Members, auditors, government departments, service users and the public. Iminster Town Council employees will not prevent another person from gaining access to information to which that person is entitled by law.
- 2.3 Iminster Town Council employees should not use any information obtained in the course of their employment for personal gain or benefit, nor should they knowingly pass it on to others who might use it in such a way.
- 2.4 Information concerning an Officer's or Member's private affairs shall not be supplied to any person except where such disclosure is required or sanctioned by law.
- 2.5 Iminster Town Council employees will not knowingly disclose information given to them in confidence by anyone, or information which they believe to be of a confidential nature, without the consent of a person authorised to give it, unless required by the law to do so.
- 2.6 No Iminster Town Council employee may take part in any broadcast (sound or vision) or publish an article or otherwise disclose information to the media which relates to the Council without first obtaining the permission of the Town Clerk.

### **3 Political Neutrality**

- 3.1 Iminster Town Council employees serve the Council as whole and must ensure that the individual rights of Members are respected.

- 3.2 Where Ilminster Town Council employees are required to provide advice to Members (either individuals or groups) the advice must be given in such a way that the political neutrality of the advice giver is not compromised.
- 3.3 Ilminster Town Council employees must follow every lawful expressed policy of the Council and must not allow their personal or political opinions to interfere with their work.

#### **4 Relationships and Respect For Others**

- 4.1 Ilminster Town Council is committed to promoting equality of opportunity for all local people and communities, irrespective of gender, ethnic origin, disability, religious belief, sexual orientation, age, or any other protected characteristic or relevant factor.
- 4.2 An Ilminster Town Council employee must treat others with respect and not knowingly discriminate unlawfully against any person.
- 4.3 All Ilminster Town Council employees should ensure that policies relating to equality and diversity issues as agreed by the Council are complied with, in addition to the requirement of the law. All members of the community Members and Officers of the Council have a right to be treated with fairness and equity.
- 4.4 Ilminster Town Council employees should always remember their responsibilities to the community they serve and ensure courteous, efficient and impartial service delivery to individuals and any groups.
- 4.5 Mutual respect between Officers and Members is essential. Close personal familiarity between Ilminster Town Council employees with individual Members or other Officers can damage other working relationships and be embarrassing to other employees and Councillors and should therefore be avoided.
- 4.6 All relationships of a business or private nature with external contractors or potential contractors should be made known to the Town Clerk. Orders and contracts should be awarded on merit, by fair competition against other tenders, and no special favour should be shown to businesses run by, for example, friends, partners or relatives during the tendering process.
- 4.7 Ilminster Town Council employees who engage or supervise contractors or have any other official relationship in a private or domestic capacity with contractors should declare that relationship to the Town Clerk.

#### **5. Appointment and other Employment Matters**

- 5.1 Ilminster Town Council employees involved in making staffing appointments should ensure that these are made on the basis of merit. It would be unlawful for an employee to make an appointment which was based on anything other than the ability of the candidate to undertake the duties of the post. In order to avoid any possible accusation of bias, employees should not be involved in an appointment where they are related to an applicant, or have a close personal relationship with them either within or outside of the workplace.
- 5.2 Similarly to 5.1 above, employees should not be involved in decisions relating to discipline, promotion or pay adjustments of any employee who is a relative or partner.

NB In this context

- “relative” means a spouse, partner, parent-in-law, son, daughter, step son, step daughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece or the spouse or partner of any of the preceding persons.



- “partner” means a member of a couple who live together

## **6. Outside Commitments**

- 6.1 Whilst the Council would prefer that its employees are exclusively employed by the Council, it does realise that such an exclusive contract may not be possible. The Council does however, reserve the right to require that any other employment that is undertaken by its employees does not conflict with either the role or the standards required by the Town Council.
- 6.2 An Ilminster Town Council employee must not have any secondary employment without first obtaining the permission of the Town Clerk.

## **7. Personal Interests (including gifts and hospitality)**

- 7.1 An Ilminster Town Council employee will not use their position improperly to confer advantage or disadvantage on any person.
- 7.2 Ilminster Town Council employees should inform the Town Clerk of any non-financial interests that they consider could bring about a conflict with the Council's interests.
- 7.3 Ilminster Town Council employees must inform the Town Clerk of any financial interests which could conflict with the Council's interests.
- 7.4 Ilminster Town Council employees shall not accept any payment, fee, reward or benefit either direct indirect, of any kind, in connection with their employment, from any person or body other than the Council itself except as provided for in 7.5 and 7.6 below.
- 7.5 Acceptance of any gift and /or hospitality must be approved by the Town Clerk or, if the recipient is to be the Town Clerk the approval of the Finance and Policy Committee must be obtained
- 7.6 Offers to attend purely social or sporting functions should be accepted only when these are part of the life of the community or where the Council should be seen to be represented.
- 7.7 All offers of gifts and hospitality, whether accepted or declined, must be recorded by the Town Clerk.
- 7.8 Ilminster Town Council employees should declare to the Town Clerk membership of any organisation not open to the public without formal membership and commitment of allegiance, and which has secrecy about rule, membership or conduct.

## **8 Tender and Contract Processes**

- 8.1 Ilminster Town Council employees must exercise fairness and impartiality when dealing with contractors and suppliers
- 8.2 Ilminster Town Council employees who are privy to confidential information on tenders or costs for either internal or external contractors should not knowingly disclose that information to any unauthorised party or organisation.
- 8.3 Ilminster Town Council employees should ensure that no special favour is shown to current or recent former employees or their partners, close relatives or associates in awarding contracts to businesses run by them or employing them in a senior or relevant managerial capacity.

## **9. Corruption**

- 9.1 It is a serious criminal offence for Ilminster Town Council employees in their official capacity to corruptly receive or give any gift, loan, fee, reward or

advantage for doing or not doing anything or showing favour or disfavour to any person.

## **10. Resources**

- 10.1 Ilminster Town Council employees must ensure any public funds entrusted to or handled by them are dealt with in a responsible and lawful manner. They should strive to ensure value for money to the local community and ensure that matters are conducted in accordance with the Council's Financial Regulations and Standing Orders .
- 10.2 Ilminster Town Council employees must not make personal use of property of facilities of the Council unless authorised by the Town Clerk to do so.

## **11. Standards of Dress and Appearance**

- 11.1 Ilminster Town Council expects employees to observe a standard of personal appearance which is appropriate to the nature of the work undertaken and which portrays a professional approach in which the public can have confidence.

## **12 Alcohol, Drugs and Other Substance Misuse**

- 12.1 Ilminster Town Council employees are expected to attend work without being under the influence of alcohol, drugs or other substance or have their work performance adversely impaired by such substances.
- 12.2 Ilminster Town Council employees whose performance or behaviour falls below the acceptable standard or who cause danger or inconvenience as a result of alcohol, drugs or other substance misuse may be the subject of the Council's disciplinary and / or capability procedures.
- 12.3 Ilminster Town Council employees taking prescribed drugs which may have an impact upon their performance or ability to undertake their duties are required to inform the Town Clerk.

## **13 Criminal Charges**

- 13.1 An Ilminster Town Council employee must inform the Town Clerk if they are charged or convicted of a criminal offence (other than minor driving infringements)

## **14 Intellectual Property**

- 14.1 Intellectual property is a generic legal term which refers to the rights and obligations received and granted (including copyright) in relation to, for example, inventions, patents creative writings.
- 14.2 All intellectual property created by an Ilminster Town Council employee during the course of their employment belongs to the Town Council.

## **15. Breach of the Code**

- 15.1 Breach of this Code of Conduct will be regarded as a disciplinary matter and will be dealt with in accordance with the Council's disciplinary procedure.

## Protocol on Member / Officer Relations

### Introduction

This protocol is intended as a guide for Members and Officers in their dealings with one another and as a supplement to the Members' and Officers' Codes of Conduct. To a large extent the protocol is a statement of practice and convention which is intended to provide clarity.

The reputation and integrity of the Council is significantly influenced by the effectiveness of the Councillor, the Clerk and other staff working together to support each other's roles. The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy.

In this document Council refers to Ilminster Town Council and Councillor refers to Councillors of Ilminster Town Council.

### 1 General Principles

- 1.1 The ideal relationship is best defined as a partnership of Councillors and Officers working together to achieve the overall aims of the Council.
- 1.2 Members and Officers should avoid any close personal familiarity that could give rise to the suspicion of bias or undue influence.
- 1.3 Every person must be treated fairly with dignity and respect. Harassment and bullying is not acceptable.
- 1.4 In general, Councillors make policy and Officers implement the Council's policy. In most cases Councillors should avoid becoming involved in the operational and administrative aspects of service delivery.
- 1.5 Members and Officers share a responsibility to work together to achieve and implement decisions in the interests of the Council and the area it serves.
- 1.6 All dealings between Members and Officers should be conducted courteously and neither party should seek to take advantage of their position.
- 1.7 To ensure high standards of conduct Councillors are required to abide by the Councillors Code of Conduct and Officers the Employees Code of Conduct.
- 1.8 If an Officer is concerned about the behaviour of a Councillor, or if a Councillor is concerned about the behaviour of an Officer the nature of the concern should be brought to the attention of the Town Clerk.

### 2 Councillors

- 2.1 Councillors have 4 main areas of responsibility
  - To determine council policy and provide community leadership
  - To monitor and review council performance in delivering services
  - To represent the council externally
  - To act as advocates for their constituents
- 2.2 Councillors make decisions in Committee and Council meetings (when the topics discussed will be in accordance with the Committee Terms of Reference)
- 2.3 A Councillor acting as an individual cannot give instructions to a Council employee
- 2.4 Councillors should not involve themselves in the day to day running of the Council. This is the Clerk's responsibility and the Clerk will be acting on instructions from the Council or its Committees, within an agreed job description. Progress on actions will be reported to the relevant committee

- 2.5 Any Councillor may inspect and make a copy of any document in the possession or under the control of the Council and which the Councillor may require in the course of their duties as a Member of the Council – subject to 2.6 below
- 2.6 A Councillor may not knowingly inspect or call for a copy of any document relating to a matter in which they have a professional, personal pecuniary interest.
- 2.7 Any document provided for a Councillor and marked as “Confidential” or “Not For Publication” shall be exclusively for the use of that Councillor and shall not be disclosed to any other person.
- 2.8 Council equipment and supplies e.g., stationery provided to Councillors must only be used to assist them in their role as members of the Council.
- 2.9 Members must not seek to influence the appointment of Council staff other than where they are properly appointed to a selection panel.

### **3 Officers**

- 3.1 The role of Officers is to give advice and information to Councillors and to implement the policies determined by the Council. In giving such advice to Councillors, and in preparing and presenting reports, it is the responsibility of the Officer to express their own professional views and recommendations. An Officer may report the views of individual Councillors on an issue, but any recommendation should be the Officer's own. If a Councillor wishes to express a contrary view they should not pressurise the Officer to make a recommendation contrary to the Officer's professional view, nor victimise an Officer for discharging their responsibility.
- 3.2 Officers are required to discharge their responsibilities in a professional manner and without political bias or favour.
- 3.3 Officers are expected to declare any prejudicial interests relating to their work to the Town Clerk.
- 3.4 Officers must not normally lobby Councillors e.g. about personal employment matters or budgetary matters; such issues should be taken through agreed procedures.
- 3.5 Council equipment and supplies e.g., stationery provided to Officers must only be used to assist them in their role as employees of the Council.

### **4 Expectations**

- 4.1 All Councillors can expect:
  - A commitment from Officers to the Council as a whole, and not to any individual Councillor, group of Councillors, political group or pressure group
  - An effective and co-operative working partnership with Officers
  - Officers to understand and support respective roles, workloads and pressures
  - A timely response from Officers to enquiries and complaints
  - Officer's professional advice, not influenced by political views or personal preferences
  - Regular up to date information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold

- Officers to be aware of and sensitive to the public and political environment locally
  - Respect, courtesy, integrity and appropriate confidentiality from Officers
  - Training and development opportunities to help them carry out their role effectively (records of any such training will be kept by the Town Council)
  - Not to have personal issues raised with them by Councillors outside the Council's agreed procedures
  - That Officers will not use their contact with Councillors to advance their personal interests or to influence decisions improperly
  - That Officers will at all times comply with the relevant code of conduct
- 4.2 Officers can expect from Councillors:
- An effective and co-operative working partnership
  - An understanding of, and support for, respective roles, workloads and pressures
  - Leadership and direction
  - Respect, courtesy, integrity and appropriate confidentiality
  - Not to be bullied or put under undue pressure
  - That Councillors will not use their position or relationship with Officers to advance their personal interests or those of others or to influence decisions improperly
  - That Councillors will at all times comply with the Council's adopted Members Code of Conduct.

Background Papers:

Ilminster Town Council Code of Conduct for Members (31 July 2012)  
 Governance Toolkit for Parish & Town Councils (version 3 April 2009)  
 The Good Councillors Guide (3<sup>rd</sup> edition 2010)  
 Doing It Right (South Somerset District Council Undated)



**Website  
Report of the Town Clerk  
Finance and Policy Committee on 20 November 2012**

**Recommended**

- (i) That approval in principle be given to procuring a new website with a maximum budget of £2,000**
- (ii) That discussions continue with Somerset Webservices as the preferred supplier to establish that they can offer a product that meets the Council's requirements**

1. The Council's current website was developed approximately 18 months ago. It provides basic information about contacting the Council, Councillors and Officers. It is also possible to give details of forthcoming meetings and be able to upload documents such as minutes.
2. Work is currently being undertaken by Officers to ensure that the current site contains accurate and relevant information.
3. The technology used to create the existing website means that it is difficult to refresh the site by adding sub sections and some of the administrative functions are cumbersome. A new version is available which provides additional functionality but our current supplier would require a payment in excess of £500.00 to make the new version available to us.
4. In mid 2012 a small working group of Members and Officers from this Town Council met with representative of Chard Town Council to look at the possibilities of working together to procure a new website for each Council (both currently use the same supplier). As part of this work several suppliers were contacted and invited to give a presentation about their product.
5. As a result of the presentations, a preferred product was identified but was thought to be unsuitable due to the cost, (there were also a small number of other requirements to be investigated and addressed).
6. The Ilminster Town Clerk has met with the supplier – Somerset Webservices and negotiated a substantial discount (for both Councils) which mean it would be possible for this Council to obtain a fully functioning website, within the current financial year for a budget of £2,000.
7. The technology used by Somerset Webservices for developing the website is Wordpress – which is widely used and means that at any time in the future should there be a problem with the supplier it would be possible to go to another supplier without great difficulty.
8. Chard Town Council have already given delegated authority to their Town Clerk to procure a website with a budget not exceeding £2,000.

Date report prepared: 13 November 2012