

Public Document Pack

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 23rd September 2025 at 6.30 pm

PRESENT: Councillors: A Ashburn, R Bickford, J Brady, R Bullock, S Gillies, G McCaw, S Miller, P Nowlan, J Peggs, B Samuels, P Samuels (Chairman), B Stoyel and J Suter (Vice-Chairman).

ALSO PRESENT: 1 Members of the Public, S Burrows (Town Clerk / RFO), W Peters (Finance Officer) and D Joyce (Office Manager / Assistant to the Town Clerk)

APOLOGIES: M Johns, S Martin and L Mortimore.

197/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

The Chairman informed those present of the actions required in the event of a fire or emergency.

198/25/26 DECLARATIONS OF INTEREST:

- a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason	Left Meeting
B Samuels	22b	Non-Pecuniary	Member of Saltash Chamber	Yes
B Samuels	23	Non-Pecuniary	Members of Saltash Chamber	Yes
P Samuels	22b	Non-Pecuniary	Member of Saltash Chamber	Yes
P Samuels	23	Non-Pecuniary	Members of Saltash Chamber	Yes
Brady	29	Non-Pecuniary	Personal Matter	Yes
Bullock	22b	Pecuniary	Husband operates business supplying to event	Yes

Bullock	23	Pecuniary	Husband operates business supplying to event	Yes
---------	----	-----------	--	-----

b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None received.

199/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

200/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 10 JUNE 2025 AS A TRUE AND CORRECT RECORD.

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Policy and Finance Committee held on 10 June 2025 were confirmed as a true and correct record.

201/25/26 TO RECEIVE A RECOMMENDATION FROM TOWN VISION AND CONSIDER ANY ACTIONS.

Members agreed to take Town Visions recommendations together with agenda item 7.

202/25/26 TO REVIEW THE POLICY AND FINANCE BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE;

Members considered the Town Vision recommendations, as outlined in the circulated reports pack, and received and reviewed the Committee's Business Plan Deliverables for quarter one and two.

It was proposed by Councillor P Samuels, seconded by Councillor Brady and **RESOLVED** to:

1. To approve the Town Clerk's scores for Quarter One 2025/26;
2. To approve the Town Visions recommendation under Quarter Two for the year 2025/26;
3. To delegate to the Town Clerk to score Quarter Two reporting back to a future Policy and Finance meeting.

203/25/26 TO NOTE THAT ALL ACCOUNTS AND BANK ACCOUNTS ARE RECONCILED UP TO AUGUST 2025.

It was **RESOLVED** to note.

204/25/26 TO NOTE THAT PETTY CASH IS RECONCILED UP TO AUGUST 2025.

It was **RESOLVED** to note.

205/25/26 TO RECEIVE AND NOTE A REPORT ON VAT.

It was **RESOLVED** to note.

206/25/26 TO RECEIVE THE TOWN COUNCIL VAT PARTIAL EXEMPTION CALCULATION FOR THE FINANCIAL YEAR 2024-25 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman informed Members that, as the Town Council is still awaiting further advice from the VAT consultant, no report was available to be received at this evening's meeting.

It was proposed by Councillor P Samuels, seconded by Councillor Suter and **RESOLVED** to defer the item to a future Policy and Finance meeting.

207/25/26 TO APPROVE THE THREE-YEAR APPOINTMENT OF THE VAT CONSULTANT.

The Town Clerk provided a brief verbal summary of the report included in the circulated reports pack and confirmed support for the officer's recommendation.

Members were informed that Parkinson Partnership is a qualified Clerk with extensive sector experience and is widely engaged by Town and Parish Councils across the country.

It was noted that the cost represents a slight increase compared to the previous year, however, this was considered acceptable given that the fee is fixed for the duration of the three-year appointment.

It was proposed by Councillor P Samuels, seconded by Councillor Brady and **RESOLVED**:

1. To reappoint Parkinson Partnership to provide VAT consultancy services under a three-year contract covering the financial years 2025-26, 2026-27, and 2027-28, at a fixed annual fee of £625 plus VAT, to be allocated to budget code 6224 PF Professional Fees;
2. To approve a virement of £1,000 from budget code 6202 PF Civic Occasions to 6224 PF Professional Fees, to ensure sufficient budget provision for the appointed VAT consultancy service.

208/25/26 TO RECEIVE AND NOTE A REPORT ON INVESTMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and reviewed the Finance Officer's report on investments, as contained in the circulated reports pack.

The Finance Officer provided a verbal summary of the report and outlined the available options. It was noted that, as the Town Council is not a registered company, identifying valid and suitable investment opportunities has proven challenging during the search process.

It was proposed by Councillor Brady, seconded by Councillor Peggs and **RESOLVED** to note the report and delegate to the Finance Officer to invest £400,000 of the final precept instalment for the year 2025-26 in the existing Town Council Nationwide 95 days' Notice account, subject to this option remaining the most competitive in September 2025.

209/25/26 TO NOTE THAT AN AUDIT ON RECENT SUPPLIER PAYMENTS WAS CONDUCTED BY THE CHAIRMAN OF POLICY & FINANCE IN LINE WITH THE COUNCILS FINANCIAL REGULATIONS. THERE ARE NO DISCREPANCIES TO REPORT.

It was **RESOLVED** to note.

210/25/26 TO RECEIVE THE CURRENT STC COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED**:

1. To note the budget statements;
2. To approve a virement of £1,500 from budget code 6271 PF EMF Election to 6213 PF Councillor Training & Expenses to avoid an overspend;
3. To approve a virement of £1,500 from budget code 6202 PF Civic Occasions (including road closures) to budget code 6224 PF Professional Costs to avoid an overspend.

211/25/26 TO RECEIVE A REPORT FROM THE FINANCE OFFICER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

212/25/26 TO RECEIVE THE TOWN COUNCIL MAIN INSURANCE POLICY RENEWAL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman informed members that the necessary quotations or sufficient information required to progress this matter had not yet been received. It was noted that the main insurance policy is due to expire on 8 October 2025, and therefore all relevant documentation must be obtained prior to this date.

It was proposed by Councillor P Samuels, seconded by Councillor Nowlan and **RESOLVED** to defer to Full Council to be held on 2 October 2025.

213/25/26 TO RECEIVE AND NOTE A PARTIAL REFUND FOR THE HIRE OF ISAMBARD HOUSE.

It was **RESOLVED** to note that the Town Clerk, having consulted with the Chair and Vice Chair of Policy and Finance, authorised a partial refund of the commission charge for the hire of Isambard House, in accordance with the Town Council's Hire of Town Council Premises and Events Policy. This resulted in a loss of income of £144.85.

214/25/26 TO RECEIVE A REPORT ON PHOTOGRAPHY COSTS FOR MAYORAL EVENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members reviewed the report included in the circulated reports pack, which outlined an administrative oversight regarding the approach to covering mayoral photography costs for civic occasions.

During discussions, Members noted that certain elements of the existing policy wording could cause confusion and recommended that the policy be reviewed at the earliest opportunity.

It was proposed by Councillor Brady, seconded by Councillor B Samuels and **RESOLVED**:

1. That the income previously charged for mayoral photographs at civic occasions, or costs not previously recovered from Mayor Making, resulting from an administrative error, be written on / off as appropriate;
2. To delegate to the Office Manager / Assistant to the Town Clerk to review the relevant policy and report back to a future meeting of the Policy and Finance Committee with suggested amendments to support improved policy delivery.

215/25/26 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

The Chairman announced the next item of business to be received is Agenda Item 23.

Councillors Bullock, B Samuels, and P Samuels declared an interest in the following item and left the meeting.

The Vice Chair chaired the meeting in the Chair's absence.

**216/25/26 TO RECEIVE A REPORT ON TOWN COUNCIL GRANT FUNDING
AND CONSIDER ANY ACTIONS AND ASSOCIATED
EXPENDITURE.**

Hilary Frank, Chair of the Christmas Festival and Member of Chamber of Commerce, was invited to speak on the report included in the circulated reports pack.

Hilary provided clarification regarding the funding received from the Festival Fund in 2024 for Saltash Christmas Festival. She explained that, due to the impact of Storm Darragh, the event had to be scaled back, and operational adjustments were made to ensure it could proceed safely.

Although the original funding application approved by Members in 2024 specified particular items and services to be covered, the unforeseen weather conditions necessitated a reallocation of funds. The submitted report outlines how the funding was repurposed in response to these circumstances.

It was proposed by Councillor Gillies, seconded by Councillor Ashburn, and **RESOLVED** to approve the revised expenditure of the grant awarded for the 2024/25 Christmas Festival, in light of the exceptional weather conditions.

Councillors Bullock, B Samuels and P Samuels were invited and returned to the meeting. The Chair returned to the chair.

217/25/26 TO CONSIDER A COMMUNITY CHEST APPLICATION:

a. CC285 Oaklands Community Centre;

Members received and considered the application circulated in the reports pack.

Concerns were raised regarding the application's compliance with the Town Council's Grants Policy. While Members expressed general support for the initiative, it was noted that the application was not deemed urgent and required more information, specifically financial reports and statements explaining missing information such as bank statements.

Members referred to previous applications that had been declined due to non-compliance, highlighting that those applications had not been permitted to reapply.

In the interest of fairness and consistency with the Council's policy, Members agreed that the application should be returned to the applicant with a request for additional information to ensure full compliance prior to further consideration.

Members noted that confirmation had been received indicating that three volunteers had undertaken safeguarding training. However, Members also emphasised the importance of robust safeguarding measures and agreed that formal confirmation of compliance with appropriate safeguarding practices must be provided.

It was proposed by Councillor Brady, seconded by Councillor Miller and **RESOLVED** to defer to a future meeting of the Policy and Finance Committee allowing the applicant time to provide additional information to ensure compliance with the Grants Policy.

b. CC287 Pillmere Association

Members received and considered the application circulated in the reports pack.

Members expressed disappointment, as they were keen to support this valued community event. However, concerns were again raised regarding application's non-compliance with the Town Council's Grants Policy.

While Members reaffirmed the Council's commitment to supporting local initiatives, they emphasised the importance of adhering to the established Town Council policy framework. It was noted that alternative funding opportunities may be available within the town that could potentially support the application.

As the current request does not meet the criteria outlined in the Grants Policy, Members agreed that it could not be progressed further at this time.

It was proposed by Councillor Brady, seconded by Councillor B Samuels and **RESOLVED** to refuse the application on the grounds of non-compliance with the Grants Policy, and to sign post Pillmere Association to other potential sources of funding.

218/25/26 TO CONSIDER A FESTIVAL FUND APPLICATION:

a. FF130 Music, Speech and Drama Festival;

Members received and considered the application circulated in the reports pack.

Councillor Bickford reminded Members that the application does not fall under the Festival Fund, but rather aligns with the Community Chest, and should be considered accordingly.

Members expressed disappointment at the limited engagement from Saltash schools and the wider community in the event. It was felt that insufficient local promotion, with many residents seemingly unaware of the event, may have contributed to low attendance at previous festivals.

It was recommended that future publicity efforts be enhanced within Saltash, with a particular focus on targeted outreach to schools and community groups to encourage broader participation.

It was suggested that the Mayor and Deputy Mayor support efforts to strengthen links between the Music, Speech and Drama Festival and local schools, with the aim of fostering greater involvement from Saltash residents in future events.

Members also emphasised the importance of safeguarding, and agreed that confirmation of compliance with appropriate safeguarding practices must be received as part of the grant conditions.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED** to award £1,000.00 subject to receipt of valid and up-to-date insurance certificates, and confirmation of compliance with appropriate safeguarding practices.

Councillors Bullock, B Samuels and P Samuels declared an interest in the next agenda item and left the meeting.

The Vice Chair chaired the meeting in the Chair's absence.

b. FF131 Saltash Christmas Festival.

Members received and considered the application circulated in the reports pack.

It was acknowledged that although the required banking documentation had not yet been submitted, the applicant has historically provided all paperwork and demonstrated consistent compliance with the Town Council's Grant Policy. There was no evidence to suggest that this would not be the case again.

Members expressed confidence that the event would continue to meet the criteria outlined in the Grants policy.

Hilary Frank, representing Saltash Chamber of Commerce, confirmed that the insurance certificate would be provided upon purchase, closer to the event date.

It was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED** to award £2,500 subject to receipt of valid bank/accounting statements and insurance certificate.

Councillors Bullock, B Samuels and P Samuels were invited and returned to the meeting. The Chair returned to the chair.

Members acknowledged the valuable work carried out by all the volunteers that apply for Community Chest and Festival Fund Grants and expressed their sincere thanks to the volunteers for their ongoing dedication and contribution to the community.

219/25/26 TO RECEIVE REPORTS ON FUNDING AWARDED AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

Members agreed to receive the following items en-bloc.

- a. CC276 Girlguiding Saltash District;
- b. CC281 Saltash Floral Art Club;
- c. CC284 Tamar Trotters;
- d. FF128 Saltash May Fair;
- e. CC282 Saltash United Juniors Football Club.

It was **RESOLVED** to note.

220/25/26 TO RECEIVE AMENDMENTS TO THE FOLLOWING POLICIES AND CONSIDER ANY ACTIONS:

Members agreed to receive the following items en-bloc.

- a. Grants Policy;
- b. Code of Conduct;
- c. Health and Safety Manual;
- d. Standing Orders;
- e. Scheme of Delegation
- f. Civic Handbook.

It was proposed by Councillor P Samuels, seconded by Councillor Suter and resolved to **RECOMMEND** approval of the proposed amendments A-F to Full Council to be held on 2 October 2025.

221/25/26 TO RECEIVE THE HEALTH AND SAFETY AUDIT 2025-26 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and reviewed the report on the annual Health and safety Audit for the year 2025/26 as contained within the circulated reports pack.

It was proposed by Councillor P Samuels, seconded by Councillor Suter and **RESOLVED** to note the external Health & Safety Audit report for the year 2025/26, delegating to the Assistant Service Delivery Manager to ensure that all necessary actions are implemented immediately to ensure the Town Council is compliant, working within budget where applicable.

222/25/26 TO RECEIVE AND NOTE QUARTERLY REPORTS FOR THE COMMISSIONING OF PROFESSIONAL YOUTH WORK IN SALTASH:

- a. Livewire;

No report.

- b. The Core.

It was **RESOLVED** to note.

223/25/26 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:

a. Neighbourhood Plan Steering Group

Nothing to report.

b. Saltash Team for Youth

Nothing to report.

c. Section 106 Panel

The Chairman provided a brief verbal update on the S106 funding application considered at the meeting held on 24 June, relating to the Town Council's CCTV initiative.

The application was initially challenged by the panel, who requested further evidence of community support for the project. This information was subsequently provided, and the funding was approved.

It was confirmed that installation of the CCTV system is scheduled to commence on 26 September, with the system to be fully operational by 1 October 2025.

Members expressed their thanks the Office Manager / Assistant to the Town Clerk for her dedication and efforts in successfully progressing the project.

It was **RESOLVED** to note.

Councillor Brady declared an interest in the next agenda item and left the room.

224/25/26 TO RECEIVE A REPORT ON THE RETIRED SALTASH MAYORESS CHAIN AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.

Members received and considered the report circulated in the reports pack.

It was proposed by Councillor Bullock, seconded by Councillor Peggs and **RESOLVED:**

1. That the Saltash Mayoress Chain be reinstated for use with immediate effect, without any gender specification;
2. To grant authority to the incumbent Mayor to determine which ceremonial chain, either the historic Mayoress Chain or the newer Consort Chain, that their Consort will wear during their term of office;
3. To approve the amendment of all policies in accordance with the decision of the Town Council;
4. That the ceremonial chain not in use by the Consort be placed on display in the Council Chamber whilst not in use.

Councillor Brady was invited and returned to the meeting.

225/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

It was proposed by Councillor Nowlan, seconded by Councillor P Samuels and **RESOLVED** that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

The Chairman confirmed that the meeting is now in Part Two and reminded Members that the items discussed are of the **strictest confidence** and must **not** be discussed or shared with others.

Members are to refrain from taking notes in Part Two confidential session. Engaging in such conduct may bring the Town Council into disrepute.

Members noted the Chairman's comments.

226/25/26 TO RESOLVE TO APPOINT AN EXTERNAL CONSULTANT TO CONDUCT A REVIEW OF MULTIPLE COMPLAINTS.

It was proposed by Councillor Brady, seconded by Councillor Peggs and following a recorded vote of 13 for,

Ashburn	For
Bickford	For
Brady	For
Bullock	For
Gillies	For
Johns	Absent
Martin	Absent
McCaw	For
Miller	For
Mortimore	Absent
Nowlan	For
Peggs	For
B Samuels	For
P Samuels	For
Stoyel	For
Suter	For

It was **RESOLVED** to appoint Local Council Consultancy (LCC) to act on behalf of Saltash Town Council working within budget code 6202 Civic Occasions.

227/25/26 TO RESOLVE TO DELEGATE AUTHORITY TO A GROUP OF COUNCILLORS TO OVERSEE AND MANAGE THE PROCESS IN CONJUNCTION WITH THE APPOINTED CONSULTANT.

It was proposed by Councillor P Samuels, seconded by Councillor B Samuels and following a recorded vote of 13 for,

Ashburn	For
Bickford	For
Brady	For
Bullock	For
Gillies	For
Johns	Absent
Martin	Absent
McCaw	For
Miller	For
Mortimore	Absent
Nowlan	For
Peggs	For
B Samuels	For
P Samuels	For
Stoyel	For
Suter	For

It was **RESOLVED** to delegate authority to Councillors Ashburn, Brady, Mortimore, Nowlan, P Samuels, Stoyel and Suter to oversee and manage the process in conjunction with LCC reporting back at a future Policy and Finance Meeting.

228/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

229/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

It was proposed by Councillor P Samuels, seconded by Councillor Suter and **RESOLVED** that the public and press be re-admitted to the meeting.

230/25/26 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE
OF THE MEETING.**

It was proposed by Councillor P Samuels, seconded by Councillor Gillies and **RESOLVED** to issue the following Press and Social Media Releases:

1. Festival Fund Grant Awards;
2. The Saltash Mayoress Chain.

DATE OF NEXT MEETING

Tuesday 11 November 2025 at 6.30 pm

Rising at: 8.47 pm

Signed: _____
Chairman

Dated: _____

Policy Group: General

Grants Policy

RESPONSIBLE COMMITTEE: P&F

This is a policy/procedure document of Saltash Town Council to be followed by both Councillors and Employees.

Current Document Status			
Version	V1	Approved by	P&F
Date		Responsible Officer	LM
Minute no.		Next review date	Annual or as required

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
01/2019	1	AJT	FTC 07.02.2019	497/18/19d(i)	New policy – review one year.
04/2021	1	AJT	ATM 20.05.2021	46/21/22c(vi)	Review for reapproval – new Town Council.
05/2022	1/2022	AJT	ATM 05.05.2021	54/22/23b(ix)	Reapproved.
08/2022	2/2022	AJT	FTC 06.10.2022	217/22/23c	Updated following review (P&F 09/2022).
05/2023	2023	AJT	ATM 04.05.2023	65/23/24c(viii)	Readopted.
02/2024	2024	AJT	FTC 01.02.2024	339/23/24	Uplift to FF funding limit.
02/2024	2/2024 DRAFT	AJT	P&F 27.02.2024	156/23/24c(10)	Reference to support for external grant applications. Recommendation to FTC 03.2024

03.2024	2024	AJT	FTC 07.03.2024	367/23/24c	Recommendation from P&F. Approved
05.2024	2024	AJT	ATM 02.05.2024	64/24/25c(7)	Readopted
06.2024	2024.1 DRAFT	AJT	P&F 09.07.2024	47/24/25e	Minor text amendments pages 8, 27 Recommendation to FTC.
07.2024	2024.1	AJT	FTC 01.08.2024	143/24/25a	Rec from P&F. Approved.
01.2025	2025 DRAFT	AJT	P&F 14.01.2025	134/24/25	Amendments section 8 and application form; Safeguarding policy requirement
02.2025	2025	AJT	FTC 06.02.2025	335/24/25	Recommendation from P&F. Approved
03.2025	2025	AJT	P&F 11.03.2025	164/24/25c(9)	Reviewed
23.09.20- 25	V1	LM	P&F		

Document Retention Period

Until superseded

Contents

Grants Policy	5
1. Policy/Procedure Background	5
2. Policy Statement	5
3. Application principles	5
4. Application process	7
5. Types of grant and funding limits	10
6. Normal Eligibility Criteria	11
7. Applications that will not be eligible	12
8. Guidelines for Grant Applications and Further Information	13
9. Banking Arrangements.....	15
10. Chairman Refusal	15
11. Automatic Refusal	16
12. Appeals Procedure.....	16
13. Requests for References to support external grant applications	17
Appendix 1	18
Appendix 2	30
Appendix 3	32

Grants Policy

1. Policy/Procedure Background

This document sets out a clear and structured procedure for grant applications being submitted to Saltash Town Council.

This procedure is prepared in accordance with the Town Council's policy on grants in paragraph 2.

Saltash Town Council is committed to support a range of causes each year within a limited budget. It is therefore imperative that the Town Council has in place an established method of scrutinising grant applications to ensure it uses its budget to the best possible effect.

Applications will be considered providing sufficient funds remain in the budget and the criteria in the policy are met in full.

2. Policy Statement

A grant or subsidy is any payment made by Saltash Town Council to be used by an organisation in the furtherance of the well-being of the community **or the town's environment**, either generally, or for a specific purpose and which is not directly controlled or administered by Saltash Town Council. The purpose of any grant or subsidy given by Saltash Town Council is to support initiatives in the local community and to help create opportunities for the residents of Saltash that are not, as a matter of course, funded by Saltash Town Council or Cornwall Council.

Commented [LM1]: Included for the benefit of the town's environment to encompass such projects

3. Application principles

3.1. Applications must be fully completed and assessed against a set of criteria laid down by members of Saltash Town Council.

3.2. If an application is refused by the Committee, then an appeal procedure can be implemented under certain circumstances and within a set deadline.

3.3. If an application is:

3.3.1. not called in by a relevant number of Town Councillors;

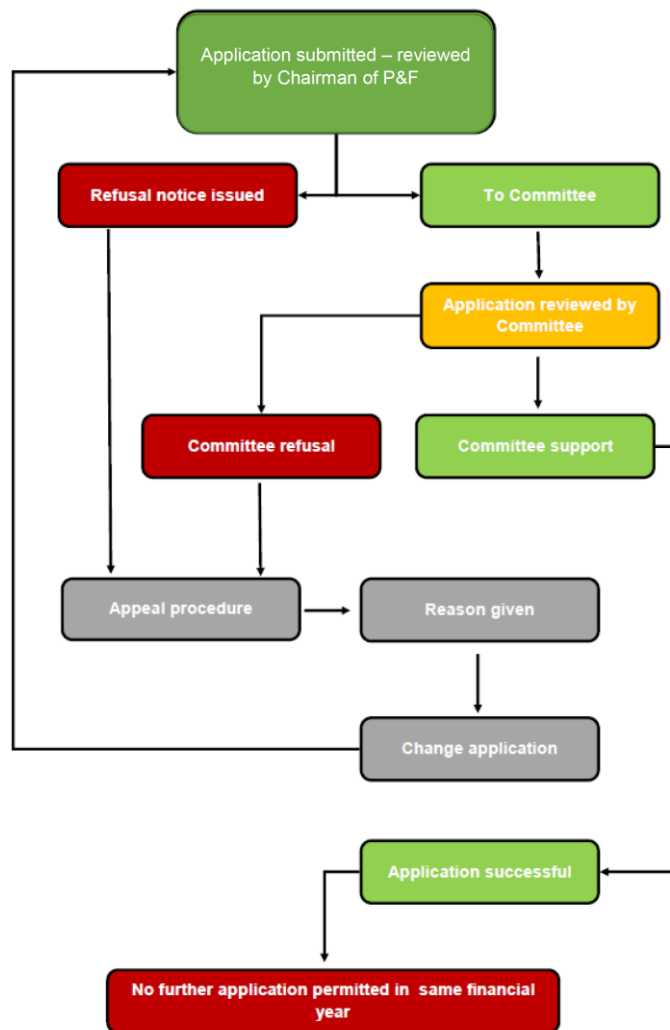
3.3.2. is refused on appeal;

3.3.3. is not appealed within the deadline set or

3.3.4. has been turned down by members at a previous Committee meeting;

3.3.4.1. then a new request/re-application or a request of a similar nature will automatically be turned down for a period of not less than 12 months' time from the date the previous application was turned down without the ability to appeal.

4. Application process



Application Submitted

Applications should be made using the Grant application form (Appendix 1). Applicants should ensure that all relevant documents are included or there may be a delay to the application being considered. It is the responsibility of the applicant to ensure that the application is submitted a minimum of six weeks before the meeting of the Policy and Finance Committee. (The calendar of meetings can be found on the Town Council website.)

Acknowledgement of the Grant

All successful applicants must, on all publicity material for the relevant festival or project, (including posters, banners, programmes, press releases or on social media) fully acknowledge the support of the Town Council, using the following wording:

'Funded by Saltash Town Council's Festival Fund'

Or

'Funded by Saltash Town Council's Community Chest'

as appropriate.

The modern version of the Town Council logo should be used alongside the above wording, this will be given to you by a staff member of the admin team. The size and prominence of the logo and wording should reflect the relative value of the grant given against other funders, donors or sponsors. Press releases must use the wording, but the logo can be omitted.

Additional conditions may be required as deemed appropriate by the Policy and Finance Committee.

Application reviewed by Chairman of Policy and Finance Committee¹

The application will be reviewed by the Chairman of Policy and Finance Committee against the eligibility criteria (listed in this document) and will either notify the applicant of refusal with details of the appeal procedure or submit it to the next available meeting of the Policy and Finance Committee.

¹ If the Chairman is unavailable, the Vice Chairman will undertake all roles outlined in this document

Chairman of Policy and Finance Committee Refusal

When an application is refused by the Chairman of Policy and Finance Committee the applicant will be notified immediately and given 30 days to appeal. Members of the Policy and Finance Committee will also be notified who may choose to call in the application themselves.

Appeal procedure

Following notification of refusal, applicants have 30 days to appeal in writing. Within this period a member of the Policy and Finance Committee may request that the application is called in.

No appeal or appeal refused

Appeals will be considered by the Chairman of the Policy and Finance Committee. Where no appeal is received this will be noted on the application form.

Successful appeal or call in

Where an appeal is successful, or a member of the committee has called the application in, it will be submitted to the next available meeting of the Policy and Finance Committee.

Restrictions on re-applications

Applications that have been refused by the Chairman of the Policy and Finance Committee, the Policy and Finance Committee or that have not been appealed after 30 days will be closed. Applicants may not apply for a grant for the same or similar scheme until 12 months from the date of closure.

Chairman of the Policy and Finance Committee Support

Where the Committee Chairman considers the application is valid and meets required criteria the application will be placed on the agenda for the next Policy and Finance meeting.

Application submitted to committee

The Policy and Finance Committee will consider applications at the next available meeting. The applicants will be invited to attend the meeting to answer questions and will be given at least five working days' notice. If an applicant is unable to attend the Committee Chairman may defer the application to a future meeting.

Application successful

Successful applicants will be advised in writing and given two months to apply for funding to be released. Any conditions placed on the funding will have to be met before funds are released. If the applicant wishes to extend this period, the request should be put in writing and this will be passed to the Committee Chairman for a decision.

Application refused

If an application has been heard by the Policy and Finance Committee and been refused, the applicant cannot reapply or submit a further grant request for the same or a similar project for a period of 12 months. Any application received will be automatically rejected without appeal or the option for a member to call in the application.

5. Types of grant and funding limits

Saltash Town Council has two separate funds available to the local community. To enable as many organisations as possible to benefit from the grants, there will only be one grant per organisation permitted in any financial year.

The Community Chest supports small scale community projects intended to improve the town environment, to strengthen the community or the common economy of the town.

The Festivals Fund supports larger events that are free, 6 to 7-hour long events likely to attract several thousand people. Other festivals may be considered

Both funds have a cap on the amount which can be awarded:

The Community Chest grant will not exceed £1000.

The Festivals Fund grant will not exceed £2500 per day up to a maximum of two days per event.

6. Normal Eligibility Criteria

This section outlines the criteria which organisations are required to fulfil to qualify for grants.

6.1. Mandatory requirements All of the following requirements must normally be met by applicants. Where they are not met a clear reason should be given in writing with the application.

6.1.2. Copies of the most recent bank statements must be provided.

6.1.3. Public Liability Insurance Certificates are required for any events or projects.

6.1.4. If staff will be involved Employee Liability Insurance Certificates are required.

6.1.5. Buildings Insurance will be required if an application relates to funding towards this purpose.

6.1.6. Full contact details for the applicant as well as any registered address for the organisation should be supplied.

6.1.7. A copy of the constitution for the organisation should be included.

6.1.8. Applicants may be required to attend a meeting to answer questions on the application or make a presentation.

6.1.9. Match funding is extremely important and the applicant needs to demonstrate that this is in the process of being sought or is already committed.

6.1.10. All successful applicants will be required to provide receipts and supporting documents after the event and return to the Town Council any unused grant awarded.

6.2. Key Priority Areas

6.2.1. Grants may be given for projects that fit into one or more of the following areas:

6.3. The promotion of tourism and leisure for both residents and visitors to the area with a community focus.

6.4. Supporting local safety campaigns.

- 6.5. Benefit health and wellbeing.
- 6.6. Promote pride in the community.
- 6.7. Highlight important local issues/history/culture to local residents and students.
- 6.8. Promote a sports-related initiative or event.
- 6.9. Increases visitors to Saltash and improves the local economy.
- 6.10. Promotes environmental issues which improve the local area.
- 6.11. Takes into account local residents when organising events.
- 6.12. Takes the environment and waste management into consideration.

7. Applications that will not be eligible

The Town Council will not consider applications for or from the following except in exceptional circumstances:

- 7.1. Statutory services.
- 7.2. Expeditions or trips.
- 7.3. Replacement for statutory funding.
- 7.4. Bursaries or scholarships.
- 7.5. Projects outside of Saltash.
- 7.6. Individuals.
- 7.7. Hospitality.
- 7.8. National Charities.
- 7.9. Salaries or routine administration costs.
- 7.10. "Upward funders"- local groups who send fundraising to central headquarters for redistribution.
- 7.11. Private organisations operating as a business to generate a profit or surplus.
- 7.12. Projects with party political links.
- 7.13. Organisations intending to support or oppose any particular political party or to discriminate on any grounds.
- 7.14. Projects which discriminate on any grounds.
- 7.15. Projects which do not benefit the Saltash community at large.
- 7.16. "Branches" that could be funded by the main organisation.
- 7.17. Buildings that are uninsured.

- 7.18. A project that competes or conflicts with any service, project or event being supported, organised or funded by the Town Council.
- 7.19. Applications from organisations with substantial and allocated resources will not be considered a priority for funding and will usually be unsuccessful.
- 7.20. Applications will not normally be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.

8. Guidelines for Grant Applications and Further Information

- 8.1. If an organisation (or a subgroup of the same organisation) is successful in obtaining a grant in one financial year, it is unlikely it will receive another grant in the same financial year.
- 8.2. It is a condition of any grant application that the group or project must bring direct benefit to the residents of Saltash. All applications must clearly demonstrate how this will be achieved.
- 8.3. Local suppliers should be used where possible.
- 8.4. Application forms are available from the Guildhall or from the Town Council website. Application forms must be submitted along with the latest set of the group's accounts. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided at the time of submission.
- 8.5. Applications cannot be made retrospectively. Please allow three months before funds are required.
- 8.6. The scheme provides start-up funding for new community groups as well as grants for existing organisations. Applications will not be considered for day-to-day running expenses.
- 8.7. Schools will only be grant aided for environmental purposes or if, in the opinion of Saltash Town Council, their application is for the benefit of the wider community. The project must also be in addition to statutory services.
- 8.8. Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider

community within the parish. The project must also be in addition to statutory services.

- 8.9. Grants will not be available for buildings owned by Cornwall Council.
- 8.10. Grant applications will be considered against the following criteria:
 - 8.10.1. meeting the priorities as set out above
 - 8.10.2. meeting an identified need
 - 8.10.3. viability of the project
 - 8.10.4. the majority of those benefiting our residents of the town
- 8.11. A grant must only be used for the purpose for which it was awarded. Written approval must be obtained from the Town Council in advance for a change in use of grant money.
- 8.12. Saltash Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
- 8.13. **Grants will not be awarded retrospectively.**
- 8.14. Any underspent portion of the grant must be returned to Saltash Town Council within six months of the award or the completion of the project, whichever is sooner.
- 8.15. Where equipment has been purchased using grant funding and is going to be disposed of the Town Council should be given the opportunity to have the items returned to them so that they may be offered to other eligible organisations.
- 8.16. Administration of and accounting for the grant is the responsibility of the recipient.
- 8.17. The Town Council reserves the right to request any further information that it deems necessary to assist the decision-making process. Account will be taken of the amount and frequency of previous awards and of the extent to which funding has been sought or secured from other sources or own fundraising activities.
- 8.18. In the case of the grant awarded for projects for which additional grant funding is to be sought to enable the project to proceed, the funds approved will only be available to the organisation when all other funding is in place/secured subject to a time limit of 12 months from date of approval. After this 12-month period the applicant should submit in writing a full update,

reasons for the delay and a request to extend the period of the grant.

Requests will be considered by the Policy and Finance Committee following a review by the Chairman.

8.19. Organisations seeking funds for buildings must demonstrate a reasonable security of tenure in the relevant property.

8.20. The amount of any grant awarded is at the discretion of the Policy and Finance Committee.

8.21. All awards are made subject to any additional conditions and requirements as deemed appropriate by the Policy and Finance Committee.

8.22. The Town Council reserves the right to refuse any application considered inappropriate or not meeting the objectives of the Town Council.

8.23. ~~The organisation awarded a grant must publicise the support of the Town Council.~~ All marketing, publicity or promotional material must clearly display the Town Council's modern logo and name, along with appropriate recognition of the grant awarded. The modern logo is available upon request from enquiries@saltash.gov.uk. In addition, Town Council banners acknowledging the grant must be displayed wherever appropriate. These banners are available for collection from the Guildhall.

Commented [LM2]: Expanded for clarification.

8.24. All successful projects will be used as evidence by the Town Council when promoting the Community Chest and Festival Fund award schemes.

9. Banking Arrangements

Organisations should have a bank account in the name of the organisation. If your organisation does not have a bank account, please contact the Administration team for advice before applying.

10. Chairman Refusal

This section provides details of possible reasons for the Chairman of the Policy and Finance Committee refusing an application. It is not an exhaustive list and attempts to provide clarity over some of the topics which are considered:

10.1. Application does not meet the eligibility criteria.

10.2. Application is not complete.

- 10.3. Further information requested on an application has not been received in good time and no-communication has been achieved with the applicant.
- 10.4. Standard mandatory requirements are not in place/being met.
- 10.5. Does not fit in with the Key Priorities of the Town Council.
- 10.6. Similar applications have been rejected.
- 10.7. Following an established precedent.
- 10.8. Such an application would set an unfair or unsustainable precedent for future applications of a similar nature.
- 10.9. The project is considered too high risk for public funds to be contributed to it.
- 10.10. The business case is considered flawed or unsustainable (if appropriate).
- 10.11. The Town Council does not hold any more funding for grants and there are no suitable reserves that could be utilised.
- 10.12. Any other relevant reason(s) which are considered important enough to warrant refusal to safeguard the Town Council and the local public funds.
- 10.13. If an application has been submitted in the last 12 months it will be refused.

11. Automatic Refusal

An application will automatically be refused with no appeal rights if it is an application for the same or is similar to a previously refused application.

12. Appeals Procedure

- 12.1. The Appeals Procedure is only available to applicants at the initial stages of the process whereby an Officer has issued an "Chairman Refusal Notice".
The applicant has 30 days from the date of the "Chairman Refusal Notice" to apply for an appeal to the decision, irrespective of when the applicant receives the Notice (which may be via email or in the post).
- 12.2. To appeal, the applicant needs to do any of the following:
- 12.3. answer and justify any observations made to the satisfaction of the Chairman;
- 12.4. provide information which is required by the Chairman ;

- 12.5. put forward a strong case for an Chairman to re-view the decision taken;
- 12.6. give further clarification on how the application meets the normal qualifying criteria.
- 12.7. An Officer will take any appeal requests deemed valid to the Committee Chairman/Vice Chairman to obtain approval to progress the application to committee or to refuse the appeal.
- 12.8. Applicants, who are appealing under 12b, must make sure they correctly justify why their project does meet the normal criteria and does not conflict with any of the Town Council's strategies.

Commented [LM3]: Removed as no longer have a 12b

13. Requests for References to support external grant applications

The Town Council understands that local organisations will seek funding from many different sources to fund their events. Organisations that require a reference from the Town Council to support their application should contact the Town Council in writing. The request will be considered by the Town Clerk. If eligible, a basic reference will be sent to the requestor on Town Council headed paper. It is the responsibility of the organisation to ensure the request is received within sufficient time for a reference to be issued.

The Town Council does not wish to provide references for commercial businesses.

Appendix 1: Sample Grant Application Form (separate document provided to applicants)

Appendix 2: Definition of a Voluntary Community Organisation

Appendix 3: Application scoring matrix

Appendix 4: Grant Reporting Form

Commented [LM4]: Appendix 4 added to include reporting form

Appendix 1

Saltash Town Council – Grant Application Form (sample)

APPLYING FOR: Community Chest Grant ☐

(Tick one box)

Festival Fund Grant ☐

DATE APPLICATION SUBMITTED:

Contact Name:		
Position:		
Organisation:		
Contact Address:		
Telephone Number:		
E-mail:		
Status of Organisation:		
Charity/Company number (if applicable)	Charity No: Company No:	
What geographical area does your organisation cover?		

How long has your organisation been in existence?	
--	--

Please note that you may be asked to attend a meeting of the Policy and Finance Committee to answer questions on your application.

1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
Have you applied for a grant from Saltash Town Council within the last <u>5 Years</u>? (Please list – continue on a separate sheet if necessary)				
Please list the aims and objectives of your organisation				

What are the main activities of your organisation?	
---	--

	Yes / No or N/A
If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	
If application is from an education, health or social service establishment – do you work in partnership with other groups?	
If application is from an education, health or social service establishment – is project in addition to statutory services?	

2. Your project

Project	Start Date	/ /
	Finish Date	/ /
	Total Cost	£
	Grant Applied For	£

Project title:	
-----------------------	--

Description of project (please continue on a separate sheet if necessary):	
Where will the project/activity take place?	

Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)	
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	

<p>What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation Consultation with Community)</p>	
<p>How will the project be managed and how will you measure its success?</p>	
<p>Please give the timescale and key milestones for your project, including a start date and finish date.</p>	
<p>What arrangements do you have in place to ensure safeguarding of children and /or young people and/or vulnerable people? (Mandatory if your project involves working with this client group.)</p>	

How will your project minimise its impact to the environment and how will this be monitored?	

Commented [LM5]: Included to encourage applicants to consider their impact

	Yes / No or N/A
Where possible, will you use local suppliers and purchase items that can be reused year after year? For example, purchasing material table cloths instead of single use ones	
Will you ask suppliers about their environmental policies? For example, ensuring caterers consider where their ingredients are purchased from and how they will recycle their packaging	
Can you pledge to not use single use plastic at your event, including suppliers used?	
Will waste be kept to a minimum and recycling bins be provided?	
Where paperwork is issued for your event, such as tickets or orders of service, will you encourage attendees to not print these but display them on their devices?	

Commented [LM6]: All questions included to encourage applicants to consider their impact and make environmentally positive choices

3. How you will pay for your project.

What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)	
--	--

How will you promote the contribution to your project from STC?	
---	--

Saltash Town Council considers Match Funding is extremely important.
Please list any applications you have made for funding from other organisations in the table below:

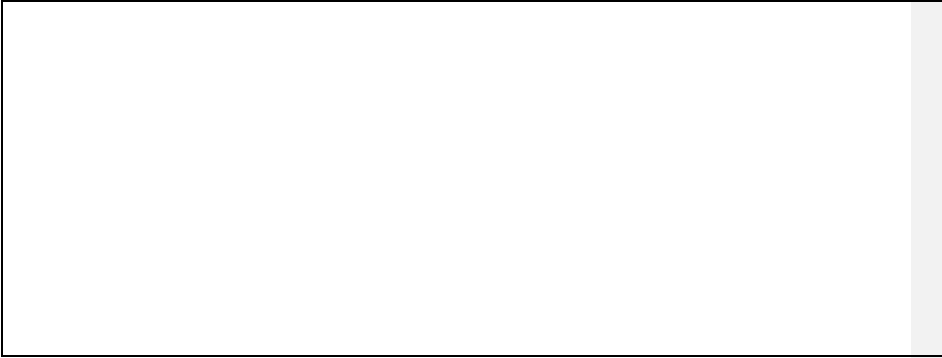
Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)

Please confirm the bank account your project is using is in the project's name/organisation name	
--	--

4. Further information enclosed Checklist.

		Enclosed (please tick)
A copy of your organisation's most recent bank statements (mandatory).		
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory).		
A letter head showing the organisation's address and contact details.		
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organisation's status).		
A copy of your organisation's latest set of accounting statements (if any exist).		
Copies of any letters of support for your project.		
If your organisation has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Town Council.		
A copy of your organisations Safeguarding Policy (if relevant).		
Other (please list)		

If any of the above documents have not been enclosed, please give reasons why in the box below:



5. Declaration by the applicant

I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

I/we declare that, I/we have read the Town Council's Grants Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

I/we confirm that a risk assessment will be completed prior to an event granted funding by the Town Council.

I/we accept the following:

1. that any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered;
2. that any grant offered will be used only for the purposes set out in this application;
3. that we will provide reports on progress at the request of the Town Council;
4. it is a condition of the grant that the support of the Town Council is clearly publicised.
5. that should any grant offered, not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to the Town Council on demand.
6. Saltash Town Council will use successful grant applications to publicise the Community Chest and Festival Fund.

I/we confirm that on completion of the project the following will be provided within one calendar month:

- a report including photographs to the Town Council demonstrating how the grant was used;
- evidence showing how the support of the Town Council was promoted;
- copies of all receipts.

NOTE: You will be notified whether your application has been successful shortly after the relevant Town Council meeting.

Signed:				
Print Name(s):				
Position(s):				
Date:				

Applicants should refer to the Privacy Notice on the Town Council Website
www.saltash.gov.uk for details on how we use your data.

COMPLETED FORMS SHOULD BE RETURNED TO:

The Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street,
 Saltash PL12 6JX Email: enquiries@saltash.gov.uk

OFFICE USE ONLY:	
Date received	
Received by:	
Application Reference:	
Date to P&F Chairman/Vice Chairman	
Approved to go to Committee	
Committee Date	
Decision/Minute number	

Amount awarded	
Application refused by P&F Chairman or refused by Committee	
Appeal notice issued	
Appeal received	
Approved for Committee	
Decision/Minute number	

Appendix 2

Definition of Voluntary / Community Organisation

For the purposes of Saltash Town Council's Community Grants Scheme, a voluntary or community organisation is:

1. **Formal.** It has a formally-constituted character (excludes informal groups, households, families and friends) and may be a company limited by guarantee, a housing association, an unincorporated association, a friendly society, etc.
2. **Private.** It is not a part of government, established by statute or royal charter, or under a substantial degree of executive control by government (excludes universities and non-department public bodies); it may include consortia composed of local authorities and others (e.g. local regeneration and development bodies), if the consortium is formally constituted and, at the very least, given a name
3. **Self-governing.** It has its own decision-making system and usually a formal constitution with procedures for accountability to independent trustees or its own members or constituents (e.g., excludes any so-called "self-help groups" which are in fact directly run by clinicians)
4. **Non-profit-making and distributing.** It does not distribute any surpluses to owners or members but spends them on serving its basic purpose (excludes commercial concerns but includes organisations which charge users or the public for services, undertake contracts for statutory bodies or operate commercial subsidiaries which trade and transfer profits to parent organisations)
5. **Non-political** It is not engaged in supporting candidates for political office (excludes political parties but includes campaigning and pressure groups, even though they are not eligible for charitable status e.g. Greenpeace, Child Poverty Action Group)
6. **Voluntary.** It has an element of involvement of volunteers (some voluntary and community organisations appear to be entirely reliant on paid staff; however, their trustees or committee members are, in fact, their only volunteers).

While this definition applies to formal organisations (those with constitutions or rules and which probably are registered with the Charity Commission, local authority or

intermediary bodies, etc.), less-formal groups based in neighbourhoods or local communities are not necessarily excluded.

Appendix 3 Application scoring matrix

Key Priority Areas

Grants may be given for projects that fit into one or more of the following areas:

1	The promotion of tourism and leisure for both residents and visitors to the area with a community focus	
2	Supporting local safety campaigns	
3	Benefit health and wellbeing	
4	Promote pride in the community	
5	Highlight important local issues/history/culture to local residents and students	
6	Promote a sport - related initiative or event	
7	Increases visitors to Saltash and improves the local economy	
8	Promotes environmental issues which improve the local area	
9	Financial management and attempts to generate matched funding	
Total		

Scoring:

- 0 Does not meet criteria
- 1 Partially meets criteria
- 2 Meets criteria

Applications must score a minimum of SIX to be eligible to receive grant funding.

APPENDIX 4

Saltash Town Council Grant Reporting Form

Name of Organisation	
Amount Award	Community Chest / Festival Fund (Delete as appropriate)
How has the award contributed to the success of your project/club/organisation? Please include photographs where possible.	

Commented [LM7]: Template form to be used when recipients report on their grant and provide examples of promotion of STC's grant. This will standardise the report received at Committee and provide a guide for recipients.

<p>How has the grant from Saltash Town Council been promoted?</p> <p>Please provide examples where possible such as screenshots of social media posts or banners.</p>	
Signed	Dated

CODE OF CONDUCT

RESPONSIBLE COMMITTEE: P&F

This is a policy/procedure document of
Saltash Town Council to be followed by both
Council Members and Employees.

Current Document Status			
Version	2025	Approved by	P&F
Date	11.03.2025	Responsible Officer	AJT
Minute no.	164/24/25f(2)	Next review date	Annual or as required

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
05.2022	2/2022	AJT	ATM 05.05.2023	54/22/23d(iii)	Readopted
05.2023	2023	AJT	ATM 04.05.2023	65/23/24f(iii)	Readopted
02.2024	2024 DRAFT	AJT	P&F 27.02.2024	156/23/24f(3)	Reviewed for rec to FTC 03.2024
03.2024	2024	AJT	FTC 07.03.2024	367/23/24c	Recommended from P&F. Approved
05.2024	2024	AJT	ATM 02.05.2024	64/24/25f(2)	Readopted
03.2025	2025	CC doc	P&F 11.03.2025	164/24/25f(2)	Reviewed
09.2025	2025	LM	P&F 23.09.2025		Appendix A added

Document Retention Period
Until superseded

Cornwall Council

Code of Conduct for Members and Co-opted Members of Local Councils

General principles of public life

The Localism Act 2011 requires the Council to adopt a Code of Conduct for Members that is consistent with the following principles:

Selflessness – Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

Honesty and integrity – Members should not place themselves in situations where their honesty and integrity may be questioned. The public nature of a Member's role means the distinction between acting in your official capacity and your private life may become blurred and a Member's honesty and integrity may therefore be questioned.

As a result, a Member must ensure that, as far as possible, there is clear separation between what they do in their private life and in their capacity as a Member. This is especially the case when a Member's activity in their private life relates to the functions of the Council and/or their corporate responsibilities as a Member such that a reasonable member of the public may perceive that the conduct comes within the scope of this Code of Conduct.

Objectivity – Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability – Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Openness – Members should be as open as possible about their actions and those of their authority and should be prepared to give reasons for those actions.

Leadership – Members should promote and support these principles by leadership and, by example, and should act in a way that secures or preserves public confidence.

Cornwall Council also expects its Members to observe the following principles:

Duty to uphold the law – Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

Personal judgement – Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

Respect for others – Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers and its other employees.

Stewardship – Members should do whatever they are able to do to ensure that their authorities use their resources prudently, and in accordance with the law.

Whilst these overriding principles are not formally part of the Code of Conduct, they underpin the purpose and provisions of the Code of Conduct and are principles in accordance with which Members should conduct themselves.

Introduction and Interpretation

1. This Code of Conduct has been adopted by Cornwall Council to support its duty to promote and maintain high standards of conduct by Members of the Council as required by the Localism Act 2011. The Standards Committee assumes ownership of the Code on behalf of the Council and also monitors the operation of the Code in conjunction with the Monitoring Officer.

2. In this Code:
“**disclosable pecuniary interest**” means an interest described in Part 5A of this Code and which is an interest of a Member or an interest of (i) that Member’s spouse or civil partner; (ii) a person with whom that Member is living as husband or wife; or (iii) a person with whom that Member is living as if they were civil partners, and that Member is aware that that other person has the interest as found on page 11 of this Code

“**dispensation**” means a dispensation granted by the Standards Committee of the Council or other appropriate person or body which relieves a Member from one or more of the restrictions set out in subparagraphs 3(5)(i), 3(5)(ii) and 3(5)(iii) of Part 3 of this Code to the extent specified in the dispensation

“**interest**” means any disclosable pecuniary interest or any disclosable non-registerable interest where the context permits

“**meeting**” means any meeting of the Council, the Cabinet and any of the Council’s or the Cabinet’s committees, sub-committees, joint committees, joint sub-committees, area committees or working groups

“**Member**” includes an Elected Member and a Co-opted Member

“**non-registerable interest**” mean an interest as defined in Part 5B of this Code as found on page 13 of this Code

“**register**” means the register of disclosable pecuniary interests maintained by the Monitoring Officer of the Council

“**sensitive interest**” means an interest that a Member has (whether or not a disclosable pecuniary interest) in relation to which the Member and the Monitoring Officer consider that disclosure of the details of that interest could lead to the Member, or a person connected with the Member, being subject to violence or intimidation

“**trade union**” means a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992

3. This Code is arranged as follows:

Part 1	Application of the Code of Conduct
Part 2	General obligations
Part 3	Registering and declaring interests
Part 4	Sensitive interests
Part 5A	Pecuniary interests
Part 5B	Non-registerable interests.

Part 1 – Application of the Code of Conduct

1.1 This Code applies to you as a Member of the Council.

1.2. This Code should be read together with the preceding general principles of public life.

1.3. It is your responsibility to comply with the provisions of this Code.

1.4 Subject to paragraphs 1.5 and 1.6 of this Code, you must comply with this Code whenever you:

- (a) conduct the business of the Council, which in this Code includes the business of the office to which you have been elected or appointed; or
- (b) act, hold yourself out as acting or conduct yourself in such a way that a third party could reasonably conclude that you are acting as a representative of the Council or use knowledge you could only have obtained in your role as a representative of the Council

and references to your official capacity are construed accordingly.

1.5 Where you act as a representative of the Council:

- (a) on another authority which has a Code of Conduct, you must, when acting for that other authority, comply with that other authority's Code of Conduct; or
- (b) on any other body, you must, when acting for that other body, comply with this Code of Conduct, except and insofar as it conflicts with any lawful obligations to which that other body may be subject.

1.6 Where you are also a member of an authority other than the Council you must make sure that you comply with the relevant Code of Conduct depending on which role you are acting in. Your conduct may be subject to more than one Code of Conduct depending on the circumstances. Advice can be sought from the Monitoring Officer or one of his team.

Part 2 – General obligations

- 2.1 You must treat others with respect.
- 2.2 You must not treat others in a way that amounts to or which may reasonably be construed as unlawfully discriminating against them.
- 2.3 You must not bully or harass any person.
- 2.4 You must not intimidate or attempt to intimidate others.
- 2.5 You must not conduct yourself in a manner which is contrary to the Council's duty to promote and maintain high standards of conduct by Members.
- 2.6 You must not accept any gifts or hospitality that could be seen by the public as likely to influence your judgement and you are responsible for declaring all gifts and hospitality received over the value of £50 from a single source in one year, either in the form of a single gift or as a cumulative total. You also must register any gifts or gifts or hospitality over £50 within 28 days of receiving either the gift or hospitality. [Please refer to Appendix A for the procedure on registering a gift or hospitality.](#)
- 2.7 You must not do anything which compromises or is likely to compromise the impartiality of those who work for or on behalf of the Council.
- 2.8 You must not disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where –
 - (i) you have the consent of a person authorised to give it;
 - (ii) you are required by law to do so;
 - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees in writing not to disclose the information to any other person before the information is provided to them; or
 - (iv) the disclosure is –
 - (a) reasonable and in the public interest; and
 - (b) made in good faith; and
 - (c) in compliance with the reasonable requirements of the authority, which requirements must be demonstrable by reference to an adopted policy, procedure or similar document of the Council or evidenced by advice provided by the Monitoring Officer or his nominee.
- 2.9 You must not prevent or attempt to prevent another person from gaining access to information to which that person is entitled by law.
- 2.10 You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or the Council into disrepute.

Commented [DJ1]: Approved at P&F 23.09.25

- 2.11 You must not use or attempt to use your position as a Member of the Council improperly to confer on or to secure for yourself or any other person an advantage or disadvantage.
- 2.12 You must when using or authorising the use by others of the resources of the Council:
- (i) have the prior formal permission of the Council;
 - (ii) act in accordance with the reasonable requirements of the Council;
 - (iii) ensure that such resources are not used improperly for political purposes (including party political purposes); and
 - (iv) have regard to any statutory or other requirements relating to local authority publicity.
- 2.13 You must not authorise the use of the Council's resources by yourself or any other person other than by your participation in a formal decision made at a meeting and in accordance with the Council's standing orders or other procedural rules.
- 2.14 You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by the Council.
- 2.15 When reaching decisions on any matter you must have regard to any relevant advice provided to you by the Council's Proper Officer, RFO or Monitoring Officer.
- 2.16 You must comply with the requirements of the Monitoring Officer in assisting with any assessment or investigation relating to an alleged breach of the Code of Conduct and comply with any sanction that is imposed upon you for breaching the Code of Conduct.
- 2.17 You must complete Code of Conduct training within 6 months of taking office and then must attend refresher training every 2 years if practicable or as required by the Monitoring Officer. This training can be held virtually.

Part 3 – Registering and declaring interests and withdrawal from meetings

- 3.1 The provisions of this Part of this Code are subject to the provisions of Part 4 of this Code relating to sensitive interests.
- 3.2 Within 28 days of becoming a Member you must notify the Council's Monitoring Officer of any disclosable pecuniary interest that you have and your membership of any trade union(s) at the time of giving the notification.

- 3.3 Where you become a Member as a result of re-election or your co-option being renewed you need only comply with paragraph 3.2 of this Code to the extent that your disclosable pecuniary interests and your trade union membership(s) are not already entered on the register at the time the notification is given.
- 3.4 You are not required to notify non-registerable interests to the Monitoring Officer for inclusion in the register.
- 3.5 If you are present at a meeting and you are aware that you have a non-registerable interest, a disclosable pecuniary interest or an interest by virtue of any trade union membership in any matter being considered or to be considered at the meeting you must disclose that interest to the meeting if that interest is not already entered in the register and, unless you have the benefit of a current and relevant dispensation in relation to that matter, you must:
- (i) not participate, or participate further, in any discussions of the matter at the meeting;
 - (ii) not participate in any vote, or further vote, taken on the matter at the meeting; and
 - (iii) remove yourself from the meeting while any discussion or vote takes place on the matter, to the extent that you are required to absent yourself in accordance with the Council's standing orders or other relevant procedural rules.
- 3.5A Where a Member has a non-registerable interest in a matter to which paragraph 3.5 relates that does not benefit from a valid dispensation and that interest arises only from the Member's participation in or membership of a body whose objects or purposes are charitable, philanthropic or otherwise for the benefit of the community or a section of the community the Member may with the permission of the Chairman of the meeting or until such time as the Chairman directs the Member to stop, address the meeting to provide such information as they reasonably consider might inform the debate and decision to be made before complying with paragraphs 3.5(i), (ii) and (iii).
- 3.6 If a disclosable pecuniary interest or any membership of a trade union to which paragraph 3.5 relates is not entered in the register and has not already been notified to the Monitoring Officer at the time of the disclosure you must notify the Monitoring Officer of that interest within 28 days of the disclosure being made at the meeting.
- 3.7 Where you are able to discharge a function of the Council acting alone and you are aware that you have a non-registerable interest, a disclosable pecuniary interest or an interest by virtue of any trade union membership(s) in a matter being dealt with, or to be dealt with, by you in the course of discharging that function you must :
- (i) not take any steps, or any further steps, in relation to the matter (except for the purpose of enabling the matter to be dealt with otherwise than by you); and

- (ii) if the interest is a disclosable pecuniary interest or membership of a trade union, notify the Monitoring Officer of that interest within 28 days of becoming aware of the interest if the interest is not entered in the register and has not already been notified to the Monitoring Officer.
- 3.8 Within 28 days of becoming aware of any new disclosable pecuniary interest or trade union membership, or change to any disclosable pecuniary interest or trade union membership already registered or notified to the Monitoring Officer, you must notify that new interest or the change in the interest to the Monitoring Officer.
- 3.9 All notifications of disclosable pecuniary interests and trade union membership to the Monitoring Officer, excepting those made verbally at meetings, must be made in writing.
- 3.10 You must notify the proper officer of your Council in writing of the detail of all disclosable pecuniary interests that are notified or confirmed to the Monitoring Officer.

Part 4 – Sensitive interests

- 4.1 Members must notify the Monitoring Officer of the details of sensitive interests but the details of such interests shall not be included in any published version of the register.
- 4.2 The requirement in paragraph 3(5) of Part 3 of this Code to disclose interests to meetings shall in relation to sensitive interests be limited to declaring the existence of an interest and the detail of the interest need not be declared.

Part 5A – Disclosable Pecuniary Interests

In this Part of the Code the expressions in the middle column have the meanings attributed to them in the right hand column

(a)(i)	"body in which the relevant person has a beneficial interest"	means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director or in the securities of which the relevant person has a beneficial interest
(a)(ii)	"director"	includes a member of the committee of management of an industrial and provident society
(a)(iii)	"land"	includes an easement, servitude, interest, or right over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income
(a)(iv)	"relevant authority"	means the authority of which you are a member
(a)(v)	"relevant person"	means you, your spouse or civil partner, a person with whom you are living with as husband and wife or a person with whom you are living with as if you are civil partners
(a)(vi)	"securities"	means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society

The following table sets out the disclosable pecuniary interests that have been prescribed by the Secretary of State for the purposes of the Code of Conduct and the Localism Act, 2011.

Interest		Description
(b)(i)	Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain
(b)(ii)	Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out your duties as a member, or towards the election expenses of you. This includes any payment or financial benefit from a trade union(as defined above)

(b)(iii)	Contracts	Any contract which is made between the relevant person (or a body which in which the relevant person has a beneficial interest) and the relevant authority under which goods and services are to be provided or works are to be executed and which has not been fully discharged
(b)(iv)	Land	Any beneficial interest in land which is within the area of the relevant authority
(b)(v)	Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer
(b)(vi)	Corporate tenancies	Any tenancy where, to your knowledge, the landlord is the relevant authority and the tenant is a body in which the relevant person has a beneficial interest
(b)(vii)	Securities	Any beneficial interest in securities of any body where that body, to your knowledge, has a place of business or land in the area of the relevant authority and either the total nominal value of the securities exceeds £25,000 or one hundredth of the total of the issued share capital of that body, or if the share capital of that body is of more than one class the total nominal value of the shares in any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class

Part 5B – Non-registerable interests

You have a non-registerable interest where a decision in relation to a matter being determined or to be determined:

- (i) might reasonably be regarded as affecting the financial position or wellbeing of you; a member of your family or any person with whom you have a close association; or anybody or group which you are a member of more than it might affect the majority of council tax payers, rate payers or inhabitants in your electoral division or area; and
- (ii) the interest is such that a reasonable person with knowledge of all the relevant facts would consider your interest so significant that it is likely to prejudice your judgement of the public interest;

save that business relating to the following functions will not give rise to non-registerable interests:

- (iii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
- (iv) statutory sick pay under, where you are in receipt of, or are entitled to the receipt of, such pay;
- (v) an allowance, payment or indemnity given to Members;
- (vi) any ceremonial honour given to Members; and
- (vii) setting of the council tax

and for the avoidance of doubt the above exceptions to the definition of non-registerable interests do not negate the requirements arising from having a disclosable pecuniary interest.

Registering Gifts and Hospitality

If a member has any doubt over whether or not to accept a gift or hospitality they should err on the side of caution and politely but firmly decline the offer if an immediate response is needed, or alternatively seek the advice of the Town Clerk.

Appropriate Gifts and Hospitality Guidance

There are circumstances during the normal course as a councillor where gifts and hospitality may be accepted:

- Civic hospitality provided by another public authority.
- Normal and modest refreshment in connection with any meeting in the course of your work as a councillor (e.g. tea, coffee, biscuits etc).
- Modest meals provided as a matter of courtesy in the office or meeting place of a person.
- Invitations to local community clubs or groups hospitality events.

Principles for Accepting Gifts and Hospitality

In deciding whether it is appropriate to accept any gift or hospitality, the councillor must consider the following:

- Do not accept a gift or hospitality as an inducement or reward for anything you do as a Councillor. If you have any suspicion that the motive behind the gift or hospitality is an inducement or reward you must decline it.
- Avoid accepting any gift or hospitality that is of high monetary value or could reasonably be considered excessive given the context.
- Do not accept a gift or hospitality if acceptance might be open to misinterpretation. Such circumstances will include gifts and hospitality:
 - From parties involved with in a competitive tendering or other procurement process.
 - From applicants for planning permission and other applications for licences, consents and approvals.
- From applications for grants, including voluntary bodies and other organisations applying for public funding from the Town Council or other public bodies.
- From parties in legal proceedings with the Town Council.
- Do not accept a gift or hospitality if you believe it will put you under any obligation to the provider as a consequence.
- Do not solicit any gift or hospitality and avoid giving any perception of doing so.

All such refusals should be notified in writing as soon as is reasonably possible to the Assistant to the Town Clerk/ Office Manager.

Registration of Gifts and Hospitality

Councillors offered a gift or hospitality over the value of £50 which falls outside of the appropriate gifts and hospitality guidance, must declare it by providing the full details in writing to the Assistant to the Town Clerk/ Office Manager, who will enter it on to the Town Council's Register of Gifts and Hospitality.

The Mayor and Deputy Mayor must register all gifts regardless of value that fall outside of the appropriate gifts and hospitality guidance by providing the full details in writing to the Assistant to the Town Clerk/ Office Manager, who will enter it on to the Town Council's Register of Gifts and Hospitality.

The register for the Mayor and Deputy Mayor will be published on the Mayoral page on the Town Council website at the end of each Mayoral year.

This notification should include:

- A full description of the gift and/or hospitality offered;
- The best estimate of its market value or cost;
- Who provided it;
- Where and when it was received;
- Whether it was accepted or declined;

The register will be kept in line with the Town Council's retention policy.

It is important for Councillors to exercise care when receiving gifts or hospitality to uphold public trust, avoid conflicts of interest, and ensure full compliance with the Code of Conduct.

Health & Safety

RESPONSIBLE COMMITTEE: P&F/FTC

This is a policy/procedure document of Saltash
Town Council to be followed by both Council
Members and Employees.

Current Document Status			
Version	2025	Approved by	P&F
Date	11.03.2025	Responsible Officer	SDM
Minute no.	164/24/25d(1)	Next review date	Annual or as required

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
03.2020	1	Moorepay	FTC 06.08.2020	94/20/21	New
05.2021	1/2021	AJT	ATM 20.05.2021	46/21/22d(i)	For reapproval – new council. No changes – current document.
05.2022	1/2022	AJT	ATM 05.05.2022	54/22/23b(x)	Readopted
05.2023	2023	AJT	ATM 04.05.2023	65/23/24d(i)	Readopted
02.2024	2024 DRAFT	AJT	P&F 27.02.2024	156/23/24d(1)	Reviewed for rec. to FTC 03.2024
03.2024	2024	AJT	FTC 07.03.2024	367/23/24c	Recommendation from P&F. Approved
05.2024	2024	AJT	ATM 02.05.2024	64/24/25d(1)	Readopted
03.2025	2025	AJT	P&F 11.03.2025	164/24/25d(1)	Reviewed.

Document Retention Period

Until superseded

HEALTH AND SAFETY GENERAL POLICY

OFFICE AND OTHER LOW RISK AREAS

OVERVIEW

Our health and safety general policy provides us with the means to manage health and safety in an efficient and effective way and includes:

General Policy and Implementation of Policy

In this section we state our objectives for, and commitment to, managing health, safety and welfare. We also describe how the policy will be implemented.

Organisation and Responsibilities

To ensure that we are all aware all our responsibilities this section outlines our organisational structure for managing health and safety. Responsibilities are assigned to all levels of management and the individual responsibilities of all employees are described therein.

Procedures

In this section we outline the procedures that we will use to implement statutory requirements and to achieve the objectives of our policies.

Monitoring, Checking and Recording

Checklists for monitoring and carrying out workplace inspections are located in Section E of our policy.

Other records and forms are located in Sections G and H. These forms once completed are our proof that we have been diligent in carrying out our policy and procedures further ensuring compliance with current health and safety legislation good practice.

Document Control

The issue status of pages in our documents is identified in the bottom left hand corner of each page. When updates or changes are required, only the pages requiring amendment will be changed. Each change is recorded in the Amendment Record found at the front of our Health and Safety General Policy.

The date on the Policy Statement reflects the date the policy was last reviewed.

HEALTH AND SAFETY GENERAL POLICY

OVERVIEW	4
AMENDMENT RECORD	8
SECTION A: GENERAL POLICY AND IMPLEMENTATION	10
GENERAL POLICY STATEMENT	11
ENVIRONMENTAL POLICY STATEMENT	12
IMPLEMENTATION OF POLICY	14
SECTION B: ORGANISATION AND RESPONSIBILITIES	18
HEALTH AND SAFETY MANAGEMENT STRUCTURE	19
INDIVIDUAL RESPONSIBILITIES	20
SPECIFIC RESPONSIBILITIES	21
SPECIFIC RESPONSIBILITIES	22
SPECIFIC RESPONSIBILITIES	23
SUMMARY OF RESPONSIBILITIES	24
RESPONSIBILITIES OF CONTRACTORS	26
RULES FOR VISITORS	27
SECTION C: PROCEDURES	30
ACCIDENT/INCIDENT REPORTING PROCEDURE	31
ASBESTOS MANAGEMENT	32
COMMUNICATING HEALTH AND SAFETY TO NON-ENGLISH SPEAKING EMPLOYEES	33
CONSULTATION WITH EMPLOYEES	34
DISPLAY SCREEN EQUIPMENT (DSE)	37
DRIVING COMPANY VEHICLES	38
ELECTRICAL SAFETY	40
FIRE AND EMERGENCY EVACUATION PROCEDURE	43
FIRE INSPECTION AND MAINTENANCE PROCEDURES	45
FIRST AID	48
GAS SAFETY	50
HAZARDOUS SUBSTANCES	51
HEALTH SURVEILLANCE	53
LIFTING OPERATIONS	54
LONE WORKING	55
MANUAL HANDLING	56
PERSONAL PROTECTIVE EQUIPMENT (PPE)	57
RISK ASSESSMENT	58
STRESS	59
SUBSTANCE ABUSE	60
TRAINING	62
WORKING AT HEIGHT	63
WORK EQUIPMENT	64
WORK RELATED VIOLENCE	66
SECTION D: FURTHER GUIDANCE	68
GUIDANCE NOTES	69
SECTION E: MONITORING	70
MONITORING PROCEDURES	71
MONITORING CHECKLIST	72
MONITORING CHECKLIST	74

HS/01/20

Contents

Page: 6

SECTION F: RULES COVERING HEALTH AND SAFETY AT WORK	78
EMPLOYEE RULES	79
SECTION G: EMPLOYEE RECOGNITION	84
EMPLOYEE RECOGNITION	85
SECTION H: FORMS	86
ACCIDENT/INCIDENT REPORT	87
COMPANY VEHICLE CHECKLIST	90
CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS	91
EMPLOYEE TRAINING RECORD	92
FIRE LOG	93
PERSONAL PROTECTIVE EQUIPMENT ISSUE RECORD	94
VIOLENT INCIDENT REPORT FORM	95
VISITORS' RECORDS	96

AMENDMENT RECORD

Amendment Reference	Section	Page No	Amendment Details	Amendment Date	Requested By
HS/0/____					

AMENDMENT RECORD

Amendment Reference	Section	Page No	Amendment Details	Amendment Date	Requested By

SECTION A:

GENERAL POLICY AND IMPLEMENTATION

GENERAL POLICY STATEMENT

At Saltash Town Council our policy is to ensure, so far as is reasonably practicable, the health and safety of our employees and anyone else who may be affected by our work activities. The minimum standard we will adopt will be compliance with legal requirements and appropriate codes of practice. However, our aim will be to fulfil the spirit of the law and not just comply with technical requirements. We will assess the risks from our work activities and will operate according to the procedures that best promote health and safety at work.

We accept our responsibilities for health and safety and are committed to giving health and safety equal importance with other business matters. We will ensure that the resources necessary to achieve the objectives of this policy are made available. Our employee's cooperation is critical to enable us to fulfil our statutory duties and the objectives of this policy. To promote co-operation, procedures for consulting with employees on matters of health, safety and welfare are part of the general policy of the company.

Work equipment will be provided and maintained to ensure its safe operation. If employees are required to operate any work equipment they will be provided with appropriate training. Where exposure to hazards cannot be prevented by any other means, appropriate personal protective equipment (PPE) will be provided as a last resort and instruction in its use and maintenance given.

All materials and work equipment will be stored in a safe manner. Safe access to and egress from our premises will be maintained, in order to protect employees and others.

Suitable facilities for welfare at work will be provided and maintained, as will arrangements to enable employees and others affected by our undertaking to obtain first aid.

The signatory below has ultimate responsibility for health and safety within Saltash Town Council and will nominate a competent person for health and safety. Other responsibilities for health and safety matters have been assigned as appropriate and are described in the relevant organisation and procedures sections of the policy.

The Policy Holder will oversee an annual review of this policy and associated procedures to ensure their continued effectiveness. Where necessary to ensure legal compliance and promote continuous improvement, the policy and procedures will be amended. Any amendments will be brought to the attention of all employees and other interested parties.

Policy Holder:

Signed Name:

Signed Title:

Date:

Review Date

ENVIRONMENTAL POLICY STATEMENT

We believe that we are responsible for achieving good environmental practice and operating in a sustainable manner.

We are therefore committed to reducing our environmental impact and continually improving our environmental performance as an integral and fundamental part of our business strategy and operating methods.

It is our priority to encourage our customers, suppliers and all business associates to do the same. Not only is this sound commercial sense for all; it is also a matter of delivering on our duty of care towards future generations.

Our policy is to: -

- wholly support and comply with the requirements of current environmental legislation;
- minimise our waste and then reuse or recycle as much of it as possible;
- minimise energy and water usage in our premises, vehicles and processes in order to conserve supplies, and minimise our consumption of natural resources, especially where they are non-renewable;
- operate and maintain company vehicles with due regard to environmental issues as far as reasonably practical and encourage the use of alternative means of transport and car sharing as appropriate;
- apply the principles of continuous improvement in respect of air, water, noise and light pollution from our premises and reduce any impacts from our operations on the environment and local community;
- as far as possible purchase products and services that do the least damage to the environment and encourage others to do the same;
- assess the environmental impact of any new processes or products we intend to introduce in advance;
- ensure that employees understand our environmental policy and conform to the standards it requires;
- address complaints about any breach of our Environmental Policy promptly and to the satisfaction of all concerned;
- update our Environmental Policy annually in consultation with employees and other interested parties affected by our undertaking.

IMPLEMENTATION OF POLICY

Our policies will be implemented by:

- taking health and safety into account when planning all our business activities;
- providing and maintaining work equipment and systems of work that are carefully designed and monitored;
- ensuring that health and safety standards are complied with when using, handling, storing and transporting articles and/or substances;
- ensuring that employees are provided with adequate and sufficient information, instruction, training and, where necessary, supervision to enable them to work safely;
- ensuring that high standards of housekeeping are maintained within the workplace and in other premises or sites where we are working and that a safe means of access and egress are maintained at all times;
- ensuring that, where its use is identified as a last resort by risk assessment, personal protective equipment (PPE) is provided and used;
- ensuring that specific arrangements are entered into when engaging contractors so that our policies and procedures can be adhered to by them;
- ensuring that adequate arrangements and facilities for welfare and first aid are provided;
- ensuring that employees and our contractors comply with relevant legislation and co-operate with those responsible for enforcing it;
- maintaining a system for the recording and investigation of all accidents/incidents;
- ensuring that the responsibilities of employees and contractors with regard to health and safety are specified clearly and documented.

Saltash Town Council adopted the principles of the 'Deming four-step management PDCA method' used throughout business for the control and continuous improvement of all our processes and services.

We ensure that every improvement within Saltash Town Council's own internal management system(s) follow the internationally agreed steps of the cycle, namely:

PLAN – We establish the objectives and processes necessary to deliver results in accordance with the expected output – be that a deliverable, target or goal.

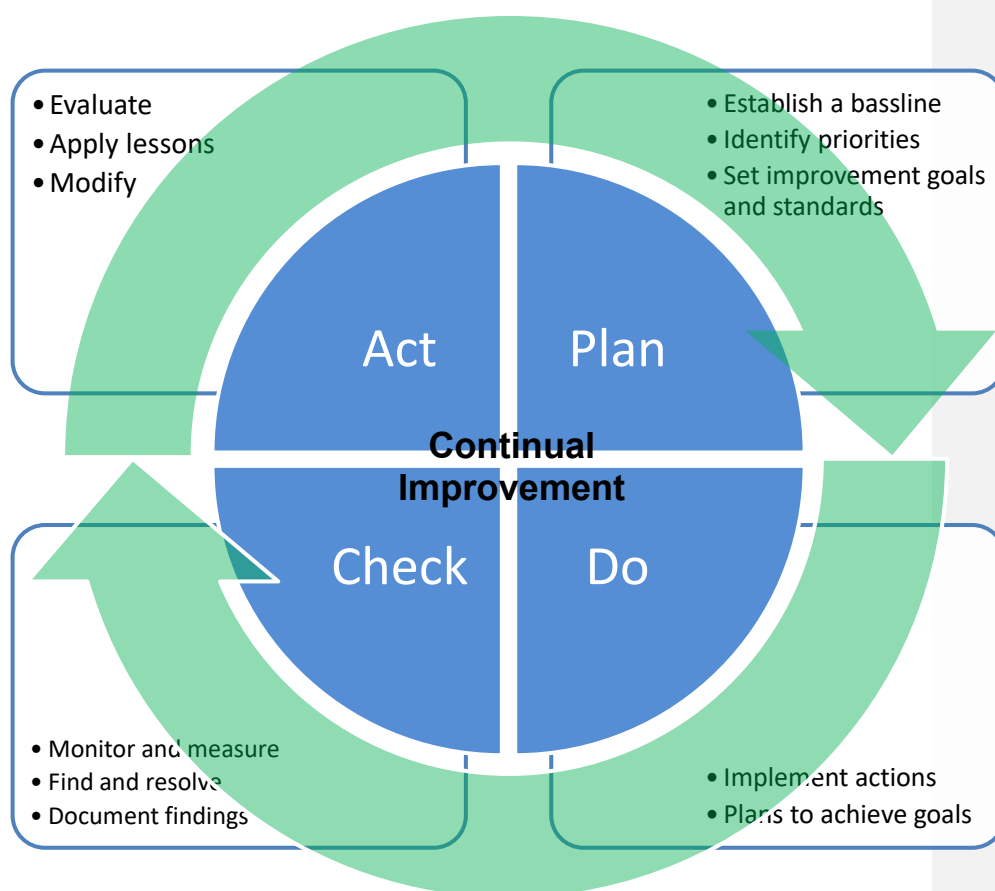
DO – Having planned our objectives, we then implement them and follow the agreed processes and procedures in order to produce a quality product.

CHECK – Throughout the planning and finalisation of the product, we carefully analyse the ongoing results (measured and collected in 'DO' above) and compare these against the expected results (targets or goals from the 'PLAN') to see if there are any differences. We look for any deviations and improvements that might have been made during the implementation of the 'PLAN'.

ACT – The results of the 'CHECK' stage are then carefully analysed to see if any further steps can be taken to refine and improve the 'PLAN'.

We also use the results of this PDCA cycle to further improve future products, processes and deliverables.

Demonstration of the continued success of our Health and Safety Management System is then achieved via regular audits and reviews.



The system adopted by Saltash Town Council to achieve quality in performance with accountability is based on the following four main items or activities:

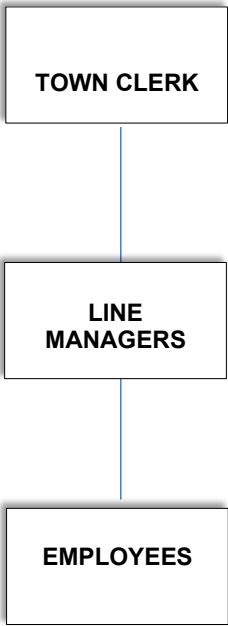
1. **Health and Safety Policy** – the Policy (as the primary control document) which defines the policy, processes, responsibilities, procedures etc. that are to be used;
2. **Appointed Person** – the appointment of an Individual within a defined organisational structure, who is responsible for operating the system and ensuring that the Health and Safety and its associated documentation is fully and effectively implemented;

3. **Documented Processes and Procedures** – the use of documented processes and procedures to define all activities which could lead to variability of execution with consequent loss of performance or safety if not rigorously controlled;
4. **Management System reviews** – regular reviews of the Health and Safety Policy (and its supporting documentation) together with auditing its effective implementation to ensure that the most suitable and effective methods and procedures are still prescribed and used.

SECTION B:

ORGANISATION AND RESPONSIBILITIES

HEALTH AND SAFETY MANAGEMENT STRUCTURE



INDIVIDUAL RESPONSIBILITIES

GENERAL RESPONSIBILITIES OF ALL EMPLOYEES

At Saltash Town Council we take seriously your health, safety and welfare and that of any others affected by our undertaking. We have set high standards which are described in our policies, procedures and safe systems of work. We will strive to achieve the standards set by providing the resources necessary to do so. Achieving our safety culture also requires the co-operation of all of our employees.

The Line Manager who authorises work to be carried out will ensure that those that will be carrying out the work are adequately trained, instructed and informed to enable them to do so safely and to avoid risks to their health. Where necessary, we will provide supervision, particularly in the case of young persons and inexperienced employees. Monitoring responsibilities are described in Section E. In addition to any specific responsibilities we will also carry out safety inspections of the working environment under our control in order to maintain our standards.

All employees must follow the arrangements described in our policies, procedures and safe systems of work. You should only operate work equipment that you are trained and authorised to use, ensuring that all guards and safety devices are in place and use any personal protective equipment (PPE) issued to you as a control measure. If you have any concerns about health and safety matters, you should tell us immediately or follow the consultation procedure described in Section C.

We may want you to be involved in our risk assessment process. If so, we would ask you to co-operate with those leading the process.

We would remind you that all employees have duties under Sections 7 and 8 of the Health and Safety at Work Act to: -

- take reasonable care of their own health and safety and that of anyone affected by what they do;
- co-operate with their employer to enable them to comply with their statutory duties;
- refrain from intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety and welfare.

Failure to comply with your legal duties may result in the enforcing authority taking action against you.

SPECIFIC RESPONSIBILITIES

TOWN CLERK

Responsibilities include:

- administering the Safety Policy, or appointing a senior member of staff to do so;
- carrying out an annual review of the Policy;
- ensuring that any inspection, testing and certification is carried out to comply with relevant Regulations applicable to our operation;
- carry out risk assessments in areas of specific responsibility;
- bringing to the attention in writing of those concerned, the significant risks identified as a result of any such assessments;
- ensure Line Managers carry out risk assessments within areas of specific responsibility;
- ensuring that risk assessments are reviewed regularly;
- ensuring that risk assessments are undertaken on any new or proposed activities or processes;
- ensuring that employees are adequately trained in proper and safe working methods and are aware of any hazards;
- reprimanding any member of staff failing to discharge satisfactorily, the responsibilities allocated to them;
- instituting appropriate reporting, investigation and costing of injury, damage and loss; promoting action to preclude recurrence and initiate analysis to discover accident trends;
- ensuring that all employees are aware of the fire procedures and first aid facilities;
- setting a personal example.

SPECIFIC RESPONSIBILITIES

LINE MANAGERS

Responsibilities include:

- carry out risk assessments in areas of specific responsibility;
- bringing to the attention in writing of those concerned, the significant risks identified as a result of any such assessments;
- ensuring that risk assessments are reviewed regularly;
- ensuring that risk assessments are undertaken on any new or proposed activities or processes;
- identifying training requirements of individuals;
- ensuring that employees are adequately trained in proper and safe working methods and are aware of any hazards;
- reprimanding any member of staff failing to discharge satisfactorily, the responsibilities allocated to them;
- carrying out safety inspections in those areas under their control;
- ensuring that suitable written records are kept and maintained of such inspections;
- completing accident reports for all accidents involving injury, damage or lost time. Reports to be completed as soon as possible after the incident;
- ensuring that all employees are aware of the fire procedures and first aid facilities;
- setting a personal example.

SPECIFIC RESPONSIBILITIES

EMPLOYEES

Responsibilities include:

- being familiar with the Safety Policy and implementing it at all times;
- complying with any risk assessments which have been undertaken;
- operating only items and equipment for which you have been trained, deemed competent and authorised to use;
- reporting any industrial injury, industrial disease, or any incidents which could result in personal injury or property damage, to the Line Manager;
- using the correct tools and equipment for the job. Using the safety equipment and protective clothing (P.P.E.) which is made available and issued when required;
- developing a concern for safety personally and for others, particularly new employees;
- avoiding improvisation;
- suggesting ways of eliminating hazards;
- co-operating with us in maintaining a safe working environment and making your contribution to reducing accidents;
- taking care of property entrusted to you, refraining from horseplay, the abuse of welfare facilities and the misuse of equipment;
- keeping tools and equipment in good condition;
- reporting to your line manager any defects in equipment. Ensuring that equipment is in a safe and secure state when unattended;
- obeying our safety rules;
- setting a personal example.

SUMMARY OF RESPONSIBILITIES

OVERALL RESPONSIBILITY

The Policy Holder has overall and final responsibility for health and safety within our operations and will ensure we have effective policies for health and safety and will delegate specific responsibilities to ensure that all requirements of current legislation are satisfied.

SPECIFIC RESPONSIBILITIES

Responsibility	Name
<u>Policy Implementation</u>	
Review:	
Health and Safety Budget/Funding:	Town Clerk
Insurance Provision:	Town Clerk
Instruction in Safe Working Practices:	Town Clerk
Training:	LINE MANAGER
Office Safety Inspections:	LINE MANAGER
Person responsible for Disciplinary Procedures:	LINE MANAGER
Person responsible for issue of PPE:	SERVICE DELIVERY MANAGER
<u>Equipment Maintenance and Inspection</u>	
Contractors and other Services:	
Lifting Equipment:	SERVICE DELIVERY MANAGER
First Aid Provision:	LINE MANAGERS
<u>Fire</u>	
Equipment:	SERVICE DELIVERY MANAGER
Evacuations:	
Computer Equipment:	
Housekeeping:	SERVICE DELIVERY MANAGER
Accident Recording:	ALL EMPLOYEES
Accident Investigation and Reporting:	SERVICE DELIVERY MANAGER
Visitors (Inc. Contractors):	SERVICE DELIVERY MANAGER
<u>Risk Assessments</u>	
General:	SERVICE DELIVERY MANAGER
Fire:	
Hazardous Substances (COSHH):	SERVICE DELIVERY MANAGER
Manual Handling:	SERVICE DELIVERY MANAGER
PPE:	SERVICE DELIVERY MANAGER
DSE:	SERVICE DELIVERY MANAGER
Working at Heights:	SERVICE DELIVERY MANAGER
Lone Working:	SERVICE DELIVERY MANAGER
Pregnant Employees:	SERVICE DELIVERY MANAGER
Young Persons:	SERVICE DELIVERY MANAGER

Responsibility	Name
<u>Services</u>	
Gas and Gas Appliances:	SERVICE DELIVERY MANAGER
Electricity and Electrical Equipment:	SERVICE DELIVERY MANAGER
Water Supply (Legionellosis):	SERVICE DELIVERY MANAGER
Waste:	SERVICE DELIVERY MANAGER

RESPONSIBILITIES OF CONTRACTORS

We are responsible to engage competent contractors, manage and control them whilst they are on our premises. The responsibilities described below apply to all contractors engaged to work on our premises.

Contractors are responsible for ensuring that all persons under their control are aware of the following: -

- fire procedures;
- first aid arrangements;
- welfare arrangements;
- the requirements of any risk assessments and method statements they are required to comply with;
- areas where personal protective equipment (PPE) must be used;
- any permit to work systems.

It is our responsibility to inform contractors of any known hazards to which persons under their control may be exposed while working on our premises. The Line Manager engaging contractors is responsible for providing this information.

It is the responsibility of a contractor to provide us with risk assessments and method statements, which should describe how the work will be carried out without exposing any person to risks to their health or safety. The requirements of these documents must be adhered to.

We reserve the right to submit contractors' risk assessments and method statements to external health and safety consultants for evaluation.

A contractor must ensure that any equipment brought on to our premises is fit for the purpose and in a good state of repair.

All portable electrical appliances used by contractors on our premises must be battery operated or operate at 110 volts supplied through a centre-tapped transformer. Where appliances are not available in battery or 110 volts versions the use of 240 volts equipment will be permitted, so long as such equipment is used with a residual current device operating at 30 mA/30ms.

Contractors will be required to provide evidence that any portable electrical appliances will be inspected and tested at a frequency (decided by risk assessment principles) and as stipulated by current HSE guidelines.

We reserve the right to order off our premises any contractor not complying with our Health and Safety General Policy or procedures.

RULES FOR VISITORS

INTRODUCTION

The following rules are designed to control all visitors to our premises, including contractors engaged to work on the premises. For health, safety and security reasons it is important that visitors should not be permitted to wander freely around the premises. In the event of a fire it is imperative that we know who is in the building at the time and that all persons can be accounted for. We will do this by maintaining a record of the name, time of arrival and departure and whereabouts of all visitors. Our procedures for the control of visitors are outlined below.

Any employee receiving a visitor should ensure that: -

- the visitor enters their details in the 'Visitors' Record Book' on arrival and signs out on departure;
- the visitor remains in the reception area until they are collected by their host;
- any incident involving a visitor must be reported without delay. Injuries should be recorded in the Accident Book;
- the visitor reads and complies with the Fire Procedures.

VISITOR RULES

PARKING

You must ensure that your vehicle is left in an approved parking area. Vehicles must not obstruct fire escape routes, private or public access and other vehicles.

RECEPTION AREA

Please remain in the reception area until you are collected by your host.

You will be accompanied while you are on the premises, unless we authorise you to enter the premises unaccompanied.

SECURITY

You must not remove anything from the premises without permission.

HEALTH AND SAFETY

Do not enter any area of the premises until you have received the permission from your host.

You must report any accident, injury or dangerous occurrence to your host immediately. You will be required to enter the details of any injury in our Accident Book

FIRE

Please follow the Fire Procedure and Instructions.

If you are working unaccompanied, please familiarise yourself with the locations of the fire exits and manual call points.

SMOKING

To comply with current legislation and company policy, you are not allowed to smoke inside any of our premises.

SECTION C:

PROCEDURES

ACCIDENT/INCIDENT REPORTING PROCEDURE

We accept our duty under the current edition of the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)** to report certain injuries and incidents to the enforcing authority. The purpose of this procedure is to ensure that this duty is fulfilled and that all accidents are investigated.

ACCIDENT/INCIDENT RECORDING

Any employee injured during the course of their work or any other person affected by our undertaking must report it and it will be recorded into our Accident Book, which is kept in the reception area. The completed page of the book will then be removed and given to the Line Manager who is responsible for ensuring that completed reports are kept secure. We will also record any accidents where an employee has been incapacitated for more than three consecutive days. 'Near Miss's' incidents will also be recorded, and we will use the information to assist us in risk and safety management. The injured employee or person can request a copy of the page from the Accident Book for their records.

ACCIDENT INVESTIGATION

The Line Manager will investigate accidents/incidents and if appropriate complete a copy of our Accident/Incident Report Form. If deemed appropriate control measures necessary to prevent recurrence will be identified and actioned.

REPORTING UNDER RIDDOR

The Line Manager is responsible for reporting to the Incident Contact Centre (ICC) any injury, disease or dangerous occurrence covered by RIDDOR.

INCIDENT CONTACT CENTRE (ICC)

All accidents/incidents will be reported online using one of seven reporting forms provided or the ICC telephone service which is available for reporting **fatalities and specified injuries only**.

Online reporting accessed via:
www.hse.gov.uk/riddor/report.htm

Telephone: **0345 300 9923**

Please note the telephone service is available Monday to Friday, 08:30 am to 17:30 pm. For out of hours reporting information visit the above web address.

It is our policy that verbal or other communication regarding accidents/incidents to any third party will be at the discretion of the Town Clerk. Any request for information by pertinent and relevant parties must be addressed to him in writing and he will make our official response. This statement relates to both reportable and non-reportable accidents/incidents.

ASBESTOS MANAGEMENT

For our properties constructed prior to 2000, we will ensure a risk assessment of the possible existence of asbestos containing materials is undertaken by a competent person and in accordance with the current version of the Control of Asbestos Regulations. We will ensure that the findings of such risk assessments are acted upon as necessary

A survey of our premises has been carried out. Please refer to the asbestos survey or other relevant information for advice on areas that contain Asbestos Containing Materials (ACM).

There are no health risks to employees, contractors and/or others working in or visiting our premises, so long as these presumed ACM remain in good condition and are not disturbed. However, if the ACM are abraded, drilled or worked on with power tools the dust generated may contain asbestos fibres and then there will be risks to employees or any others exposed. To ensure that risks from work on presumed ACM are reduced to the lowest reasonably practicable level we will adopt the following procedures:-

- Where Asbestos Containing Materials are known to be present we will ensure a suitable Asbestos Management Plan is prepared- including condition monitoring at periods not exceeding 6 months.
- an Asbestos Register listing the locations and conditions of all known and presumed ACMs will be maintained;
- the Asbestos Register will be brought to the attention of any employee, contractor or others who need to disturb, work on or near to a known or presumed ACM;
- Where there is a need to repair / remove any Asbestos Containing Material we will take advice and where necessary employ the services of a HSE Licenced Asbestos Contractor.
- before any work on or near to a known or presumed ACM can commence a risk assessment will be carried out and a method statement written. The risk assessment and method statement will identify how the work will be carried out without exposing any person to risks from asbestos fibres. Where necessary, arrangements will be made for a sample of the ACM to be taken and analysed;
- we will not allow work on an ACM to start until the controls described in the risk assessment and method statement have been implemented;
- the employee or contractor who will be carrying out the work MUST receive suitable training. They will be informed about the hazards and the precautions they need to take to ensure their health and safety;

Any employee observing damage to any ACMs should report this to the Line Manager immediately.

COMMUNICATING HEALTH AND SAFETY TO NON-ENGLISH-SPEAKING EMPLOYEES

We recognise that there may be occasions when we employ employees who do not have English as their first language and that this may adversely affect the Health, Safety and Welfare of the employee, contractor and or others affected by their actions.

Where we employ a non-English speaking employee an assessment will be completed to determine their level of understanding of the English language and their ability to follow written and/or verbal instructions.

In many cases the level of understanding will be no different from other employees and no further action will be required.

In cases where there is a limited level of understanding of the English language, we will ensure that suitable additional controls are in place to ensure that the employee can undertake their duties without exposing themselves and/or others to undue risk.

CONSULTATION WITH EMPLOYEES

We accept our duty under the current edition of the Health and Safety (Consultation with Employees) Regulations to consult employees on health and safety matters, particularly with regard to:

- any measures that may substantially affect employee's health and safety;
- our arrangements for obtaining the assistance of a competent person to assist us manage health and safety effectively;
- information about risks to your health and safety and any preventative measures in place;
- the planning and organisation of any health and safety training that you will need to ensure you work safely;
- any health and safety consequences of the introduction of new technologies into the workplace.

We have elected to consult with employees directly.

You will be provided with such information to enable you to participate fully and effectively in the consultation process. Such information will be provided by the means most appropriate to the matters and circumstances concerned. These may include, but will not be limited to, the following: -

- conversations with individuals;
- staff meetings/team meetings;
- information displayed on notice boards;
- letters attached to payslips, e-mails, memos etc.

We will be consulting you through Representatives of Employee Safety (RES). The names of your RES can be found on the following page and will be displayed on the notice board.

The RES will be provided with: -

- any training they need in order to understand and fulfil their duties as described in the regulations;
- time off, with pay, to fulfil their duties as described in the regulations;
- any information they need in order to fulfil their duties under the regulations;
- copies of correspondence from enforcing authorities and copies of any records that we are required to keep by the current edition of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

We encourage all employees to take an active interest in health and safety matters and welcome positive suggestions for improvement. If you would like to raise a matter for discussion you should bring this to the attention of the Line Manager/ Supervisor or RES.

DISPLAY SCREEN EQUIPMENT (DSE)

The term 'display screen equipment' (DSE) is used to describe not only the visual display unit (VDU) of a computer but also the other computer equipment and the workstation where it is used i.e. the desk, work surface, chair, input devices, software, printer and document holder. This also includes laptops, tablets and smart phones.

We accept our duty under the current edition of Display Screen Equipment Regulations, as amended, to assess the risks to the health and safety of our employees from the use of DSE. We have chosen to fulfil this duty by requiring all persons who use DSE, for however short a period, to complete a DSE Self-Assessment Questionnaire. The Manager will evaluate the DSE Self-Assessment Questionnaires and if appropriate remedial action will be taken.

We will provide without charge a DSE eyesight test when requested by an employee deemed a DSE User and/or a full eyesight test if deemed necessary by a competent health professional.

Where an eyesight test identifies that a "DSE User" requires special corrective appliances to work with DSE, we will meet the costs associated with providing a basic frame and the prescribed lenses or contribute to the cost of providing the DSE User with their own preferred special corrective appliances. If this applies to you, you should advise the person responsible for DSE of your requirements.

We recommend that if you use DSE for long periods, you break up the time spent working with DSE by working away from the screen for 10 minutes after 60 minutes of continuous use.

If you experience visual difficulties, headaches or pains in the upper limbs or shoulders when working with DSE you should bring this to the attention of the Manager immediately.

DRIVING COMPANY VEHICLES

To ensure the safety of the driver of our company vehicles and any other person/s that could be affected by the use of the vehicle we will operate the following procedures:

- we will ensure that all company vehicles will be suitable for their intended purpose;
- all company vehicles will be serviced according to manufacturers' recommendations and service log books will be maintained. where required, vehicles will hold a current MOT test certificate and will be presented for testing as legally required;
- the driver of the company vehicle is responsible for the completion of a Weekly Vehicle Check sheet for that vehicle;
- we will ensure that our company vehicles are driven by employees holding a current, full licence for the type of vehicle that they are authorised to use;
- before being allowed to drive a company vehicle. Driving licences will be Checked, via the DVLA web site. Ongoing checks will be carried out as required.
- we do not expect employees to take risks whilst driving. Journeys should be planned in advance, allowing sufficient time to drive within speed limits and according to traffic and weather conditions;
- some prescription drugs and medicines may carry a warning that they should not be taken when driving vehicles. Any driver prescribed such medication must inform the Line Manager immediately and must not drive until they have stopped taking the medication;
- drivers are instructed to obey the Highway Code at all times;
- drivers must comply with any controls in appropriate risk assessment/s or safe working systems and are instructed specifically that they must "not" use a mobile phone whilst driving, unless it is a hands-free device;
- drivers are responsible for paying any fines for driving or parking offences committed while they are in charge of a company vehicle;
- the driver of a company vehicle must inform the Line Manager about any prosecution for any driving offence;
- drivers are advised and reminded that drinking alcohol during the working week may take blood alcohol levels above the legal limit. If this is the case drivers must not drive the vehicle until they consider that their blood alcohol level is within the legal limit.

Use of Electric Vehicles (EVs)

Staff operating electric vehicles must follow all manufacturer guidelines and workplace safety procedures. Charging should only be carried out using approved equipment and at designated charging points, ensuring cables are placed to avoid trip hazards.

Before driving, employees must conduct a pre-use check, including battery charge level, tyre condition, and any dashboard alerts. In the event of an accident or breakdown, staff must follow emergency procedures and avoid attempting any high-voltage repairs themselves. Only trained and authorised personnel may perform maintenance on EV components.

In the event of a vehicle fire move away a safe distance from the vehicle, do not attempt to extinguish the fire and call 999

Driving a company vehicle without authorisation or whilst under the influence of alcohol or illegal drugs are serious breaches of our health and safety rules. They will be considered as gross misconduct, which could lead to summary dismissal.

Commented [DJ1]: Additional section required to cover the use of EV Vehicles

ELECTRICAL SAFETY

Electricity has the potential to kill. The danger is increased because you cannot see or smell it. Electrocution can also cause burns and the shorting of conductors which can cause fire and/or explosion.

We acknowledge our duties under the current edition of the Electricity at Work Regulations to take precautions against the risk of death or personal injury from electricity in our work activities. Our objectives are to eliminate the risk or reduce it to an acceptable level by adopting the following:

Fixed (Permanent Installation)

Any modifications or extensions to the fixed electrical installations within our premises will be designed by a professionally qualified competent person/s. All designs will comply with the current edition of the Institution of Engineering and Technology Regulations for Electrical Installation (IET Regulations). We will ensure that we obtain from the manufacturer or supplier details of power requirements and bring this to the attention of employees and any other interested party.

Any maintenance work will be carried out by a competent person/s to the standard recommended by the current edition of the IET Regulations.

LIVE WORK, EXCEPT WHERE IT IS UNAVOIDABLE FOR THE PURPOSES OF TESTING AND CERTIFICATION, IS PROHIBITED.

Any competent person/s that carries out electrical maintenance work will be required to provide a risk assessment/s and method statement for the work involved.

Electrical switchgear and control equipment will be kept clean and free from obstruction at all times.

The fixed electrical installation will be periodically inspected and tested at least every five years by a contractor approved by the National Inspection Council for Electrical Installation Contracting (NICEIC) or the Electrical Contractors Association (ECA).

Portable Electrical Appliances

For the purpose of this procedure a portable electrical appliance is defined as any item powered electrically and supplied via an electrical lead and plug.

Employees who use electrical portable appliances are responsible for visually inspecting the work equipment, plugs and lead prior and during use.

Any employee finding any damage to the portable electrical appliance must bring this to the attention of the Line Manager.

Our portable electrical appliances will be inspected and tested at a frequency (decided by risk assessment principles) and as stipulated by current HSE guidelines.

FIRE SAFETY

We recognise that a fire in our premises is a significant risk to the health and safety of anyone using the premises and to fire fighters, our neighbours and others outside. We are committed to doing all that is deemed reasonably practicable to prevent fire within our undertaking. Suitable fire precautions will be adopted, and employees will be instructed in fire prevention and the safe evacuation of the premises.

We will: -

- assess the risks from fire at our premises and implement appropriate control measures;
- ensure that where we have a visitor's book, all visitors sign the book on arrival, and again on departure;
- ensure good housekeeping to minimise the risk of fire;
- provide a means of detection and giving warning in case of fire;
- inspect and/or test fire safety equipment at appropriate intervals;
- provide and maintain safe means of escape in the event of a fire;
- maintain all fire detection, firefighting equipment and installations;
- implement a procedure for the action to be taken in the event of a fire;
- train employees in fire safety, including the carrying out of practice fire evacuation;
- keep records of all fire safety matters;
- ensure that all visitors are made aware of the fire precautions and emergency arrangements;
- comply with the requirements of The Regulatory Reform (Fire Safety) Order 2005;
- identify people with any disability or impairment who may require assistance in the event of a fire;
- where applicable, consult with other occupiers of the premises on fire safety matters;
- identify and control high fire risk activities;
- appoint and train fire marshals;
- train employees in assisting clients/visitors/customers to a safe place during emergency evacuation;

- assess any functions or special events for increased fire risk;
- display the fire procedures in prominent positions;
- designate a fire assembly point.

FIRE AND EMERGENCY EVACUATION PROCEDURE

ON DISCOVERING A FIRE

1. Any person discovering a fire should sound the alarm or shout **"FIRE: Get Out"**.
2. The person discovering the fire must telephone the emergency services by dialling 999.
3. When the exchange operator answers, ask for FIRE SERVICE and give the telephone number:
4. When connected to the Fire Service state: -

This is: SALTASH TOWN COUNCIL

Address: (SUPPLY THE ADDRESS YOU ARE CALLING FROM)

THE GUILDHALL, 12 Lower Fore Street, Saltash PL12 6JX
LIBRARY – Callington Road, Saltash PL12 6DX
LONGSTONE DEPOT – Longstone Park, Saltash PL12 6DX
WATERFRONT OFFICE: Jubilee Green, Saltash PL12 6JD
CHURCHTOWN CEMETERY – Farm Lane, Saltash PL12 4AP
ISAMBARD HOUSE (SALTASH STATION) – south side of Albert Road, Saltash
PL12 6PE
MAURICE HUGGINS ROOM – Victoria Gardens, Saltash PL12 6LA

Repeat the Telephone Number: and state **"We have a fire"**.

5. Do not replace the receiver until this information has been correctly acknowledged.

ON HEARING THE ALARM

6. Evacuate the building by the nearest available exit and proceed to the evacuation assembly point as indicated on the Fire Action Notice.
7. If safe to do so, close doors and windows behind you as you leave.
8. On arrival at the assembly point, give your name to the person taking the roll call.
9. If applicable, the Line Manager will collect the Visitors Book on the way out if it is safe to do so, and hand it to the person taking the roll call.
10. **DO NOT** re-enter the premises until told it is safe to do so by the Senior Fire Officer or another Responsible Person.

**END ALL TELEPHONE CALLS IMMEDIATELY
DO NOT STOP TO COLLECT PERSONAL BELONGINGS
WALK - DO NOT RUN**

DO NOT TAKE RISKS

FIRE INSPECTION AND MAINTENANCE PROCEDURES

We recognise if our fire detection or other warning systems were to fail then lives and property could be put at risk. The following inspections and tests will be carried out to ensure that the fire detection and warning system function when required:

ON INDUCTION

Ensure that all employees have been made aware of the fire evacuation procedure, including how to raise the alarm in a fire emergency.

DAILY

Check that the "Power On" indicator on the Fire Alarm Control Panel is showing.

Check that the fault indicator is not showing or warning sounder operating.

Immediately report any faults to the Line Manager who will arrange for a competent person/s to inspect and make good any fault.

WEEKLY

Each week test in sequence the manual call point/s within the premises by using the key provided to sound the alarm.

Ensure that the alarm operates and that the appropriate zone is indicated on the Control Panel. This will usually require two persons.

Immediately report any faults to the Manager who will arrange for a competent person/s to inspect and make good any fault.

MONTHLY

Test the emergency lighting by using the key provided or by isolating the trip switch (labelled 'Emergency Lighting' or by switching off the electrical supply. All emergency lights should come on.

Check that all fire exit doors open easily without the use of a key.

Check that fire escape routes are not obstructed.

Check that fire extinguishers are present, mounted appropriately and not obstructed.

QUARTERLY

Remove mains supply to the Fire Alarm Control Panel and check that the battery can supply the alarm sounders.

Immediately report any faults to the Line Manager who will arrange for a competent person/s to inspect and make good any fault.

TWICE YEARLY

Servicing and preventative maintenance will be carried out by a competent person with specialised knowledge of fire warning and automatic detection systems.

Conduct an unannounced practice Fire Evacuation by setting off the alarm.

Record the time taken for all persons present to reach the fire assembly point (this should usually take around 2 minutes).

After the practice evacuation, hold a briefing session with employees and management to discuss any problems encountered or lessons learned.

ANNUALLY

We will arrange for competent persons to: -

- clean the smoke detectors to ensure correct operation and freedom from false alarms. (N.B. special equipment is required for cleaning smoke detectors);
- service all fire extinguishers;
- carry out emergency lighting and fire alarm battery discharge tests;
- we will record all inspections and tests into the Fire Log.

FIRE INSPECTION AND MAINTENANCE PROCEDURES MANUAL SYSTEM

We recognise that if warning systems were to fail then lives could be put at risk. The following inspections and tests will be carried out to ensure that the warning system and equipment will function when required to.

ON INDUCTION

Ensure that all employees have been made aware of the fire procedure, including how to raise the alarm verbally.

MONTHLY

Test the emergency lighting by using the key provided or by isolating the trip switch (labelled 'Emergency Lighting' or by switching off the electrical supply. All emergency lights should come on.

Check that all fire exits open easily without the use of a key.

Check that the fire escape routes are not obstructed.

Check that fire extinguishers are present, mounted appropriately and not obstructed.

TWICE YEARLY

Conduct an unannounced practice fire evacuation by the Line Manager/Supervisor raising the alarm verbally by shouting 'Fire'.

Record the time taken for all persons present to reach the fire assembly point (this should usually take around 2 minutes).

After the practice evacuation, hold a briefing session with employees and management to discuss any problems encountered or lessons learned.

ANNUALLY

We will arrange for competent persons to: -

- clean the smoke detectors to ensure correct operation and freedom from false alarms. (N.B. special equipment is required for cleaning smoke detectors);
- service all fire extinguishers;
- carry out emergency lighting battery discharge tests;

We will record all inspections and tests into the Fire Log

FIRST AID

We accept our duty under the current edition of the First Aid at Work Regulations to provide suitable arrangements to enable injured employees to obtain first aid. We recognise that prompt action can save lives or prevent the condition of an injured person from deteriorating.

We are responsible for assessing our first aid requirements and for ensuring that we employ enough trained First Aiders and/or Appointed Persons.

Signs stating the names of the First Aiders/ Appointed Persons and the locations of the first aid boxes will be displayed. The First Aiders/ Appointed Persons are responsible for ensuring that the contents of first aid boxes are checked regularly and replenished as required.

OBTAINING FIRST AID

WORKPLACE FIRST AIDERS as nominated and trained below:

All employees of Saltash Town Council are trained first aiders.

FIRST AID BOXES Locations as indicated below:

All sites have First Aid boxes.

In the event of an injury always obtain first aid.

**All injuries, however minor, should be recorded in the
Accident Book**

First aid

GAS SAFETY

Gas leaks have a high potential for fire and/or explosion and gas accumulating in a confined space can cause asphyxiation. Also, poorly maintained gas appliances can produce carbon monoxide, which is toxic.

We accept our duties under the current edition of the Gas Safety (Installation and Use) Regulations to ensure the health and safety of our employees and others when gas is used. In order to fulfil these duties, we will follow, so far as it is reasonably practicable to do so, the Approved Code of Practice (ACoP) and Guidance to the regulations.

In particular, we will ensure that: -

- any competent person/s engaged to work on our gas installation or gas appliances is registered with the Gas Safe Register™ and qualified to the appropriate part of the ACoP;
- rooms where gas appliances are used will be provided with adequate ventilation;
- a Register of all gas appliances on our premises will be maintained;
- all gas appliances on our premises will be serviced and tested annually by a Gas Safe Register™ registered gas fitter.

Any person engaging a contractor to work on our gas installation and/or appliances should carry out checks to ensure that the contractor is Gas Safe Register™ registered and that individual gas fitters are carrying a Gas Safe Register™ identification card or working under the direct supervision of a person carrying the appropriate card.

ACTION IN THE EVENT OF AN EMERGENCY

If you think you smell gas:

DON'T turn electric appliances or switches on or off.

DON'T smoke.

DON'T use naked flames.

DO turn off the gas supply to the meter.

DO open doors and windows to get rid of the gas.

CALL the emergency number 0800 111 999.

IF IN DOUBT, EVACUATE

HAZARDOUS SUBSTANCES

A hazardous substance is any substance, natural or man-made, in solid, liquid, powder, dust, gas, fume or vapour form that can cause injury or ill health.

We accept that we have a duty under the current edition of the **Control of Substances Hazardous to Health Regulations (COSHH)** to eliminate or, so far as is reasonably practicable, control the risks to health of any person from hazardous substances used in or arising from our work activities.

We will;

- identify work activities that produce hazardous substances;
- maintain an up-to-date inventory of all substances used within the undertaking;
- obtain and maintain a library of suppliers' material safety data sheets (MSDS) for all substances listed in the inventory;
- carry out and record COSHH Assessments, communicate the risks and control measures along with appropriate information to employees and others that may be exposed to the substances;

We will: -

- review our COSHH assessments every 2 years, or sooner if substances or activities they are used or exposed to significantly change;
- ensure employees are trained how to use hazardous substances safely;
- eliminate or substitute with safer substances to reduce the risks to exposed employees and others;
- provide employees with suitable personal protective equipment (PPE) and train them in its use, where risks from exposure to hazardous substances cannot be reduced to acceptable levels by other means;
- ensure that local exhaust ventilation (LEV) provided to control exposure to hazardous substances is examined every 14 months by a competent person, with records kept;
- identify when atmospheric monitoring and/or health surveillance are needed and ensure that, when needed, such monitoring and surveillance are carried out, with records kept (see below);

Responsibilities for undertaking COSHH assessments are identified in the organisation and responsibilities section of this Policy.

Persons engaging contractors to work on our premises are responsible for obtaining from them MSDS and COSHH assessments for any substances to be used.

Where atmospheric monitoring is carried out, either in order to complete a satisfactory assessment, or to monitor the effectiveness of controls, or as a legal requirement, records will be kept as follows: -

- general area monitoring results will be kept for five years;
- personal monitoring results will be kept for forty years.

Infection control

To control the spreading of a virus we use distancing within the work place and good hygiene, where practicable.

We advise employees to report any symptoms they might have with relation to COVID-19 such as:

1. High temperature (we will be measuring temperatures);
2. New continuous cough (if you usually have a cough, it may be worse than normal);
3. Loss or change to your sense of smell or taste (you may not be able to taste or smell anything or things smell or taste different to normal).

Where possible we have replaced hand dryers and roller towels with disposable paper towels. We have signs and posters to remind employees of the need for good personal hygiene and the need for frequent hand washing.

Employees are responsible for using the controls identified in the COSHH assessments to which they are exposed. If you consider that the controls identified in a COSHH assessment are not sufficient to reduce the risks to your health, you should inform the Line Manager immediately.

HEALTH SURVEILLANCE

We acknowledge that some of our work activities may have the potential to cause work-related illnesses. Therefore, we will take all reasonably practicable steps to monitor our employees' health. The aim will be to detect early signs of the onset of work-related illnesses so that suitable actions can be taken to prevent illnesses developing.

Possible work-related conditions arising from our activities may include: -

- contact or allergic dermatitis resulting from exposure to some substances;
- repetitive strain injuries (RSI) and work-related upper limb disorders (WRULD) resulting from the use of computing equipment or other work activities and processes.

INFORMATION AND TRAINING

We will give sufficient information, instruction and training to ensure employees understand the hazards to health posed by any identified work activities and the importance of the control measures provided. Information will also be given on how to report to the Line Manager/Supervisor any health problems that may be attributed to work activities. This may be reported verbally by the employee or when (if deemed appropriate) any specific health questionnaires we initiate.

OCCUPATIONAL HEALTH SERVICES

When necessary we will engage the services of a competent occupational health service provider to give advice and guidance in the area of any specific health surveillance. The service provider may if deemed appropriate carry out initial and/or regular health examinations to employee/s and give guidance upon symptoms to be observed so that any work-related illness can be identified at an early stage and steps taken to cure the condition or prevent it getting worse. Guidance will also be given on suitable control measures.

LIFTING OPERATIONS

We acknowledge our duties under the current edition of the Lifting Operations and Lifting Equipment Regulations to ensure that our lifting equipment is safe and that lifting operations are planned to prevent injuries to employees and others. To achieve these objectives, the following arrangements will be followed: -

- the choice of any new lifting equipment will be a decision of the Line Manager/Supervisor;
- before purchasing any lifting equipment, the intended purpose will be identified, and a specification drawn up;
- all new lifting equipment will be purchased with the appropriate EC declaration of conformity;
- if second hand lifting equipment is purchased this will be subject to a thorough examination for defects before being put into operation;
- all lifting equipment will be marked with its safe working load (SWL);
- all lifting equipment will be examined annually and lifting accessories every six months by a competent person. The Line Manager will keep records of examinations;
- employees will be provided with instruction on the use of the lifting equipment;
- young persons will not be allowed to operate lifting equipment, except as part of their training and then only under direct supervision.

LONE WORKING

Lone working may expose employees and others affected by our undertaking to certain risks. Our intention is either to entirely remove the risks or, where complete elimination is not possible, to reduce them to an acceptable level.

We will ensure, so far as is reasonably practicable, that if employees are required to work alone or unsupervised for significant periods of time that they are protected from risks to their health and safety. Measures will also be taken to protect other persons affected by our undertaking if affected by lone working.

Assessments of the risks of working alone will confirm whether the work can be done safely by one unaccompanied employee. This will include the identification of risks from, means of access and/or egress, work equipment, substances, environment and atmosphere, etc.

We will give particular consideration to: -

- the remoteness or isolation of workplace/s;
- any problems of communication;
- the possibility of interference, such as violence or criminal activity from other persons;
- the nature of injury or damage to health and anticipated "worst case" scenario.

Employees and others affected by our undertaking will be given all necessary information, instruction, adequate and sufficient training and supervision to enable them to recognise the risks whilst working alone. Employees will be required to follow our safe working procedures.

Employees are required to co-operate with instructions given by a Line Manager and report any concerns they may have to them.

MANUAL HANDLING

Manual handling is the name given to activities involving lifting, putting down, carrying, pulling, pushing or moving that rely on bodily force. We recognise that such activities have the potential to cause injuries and ill health. Therefore, wherever possible we will eliminate manual handling tasks by arranging for loads to be lifted and moved by mechanical means.

Where it is not reasonably practicable to lift or move loads by mechanical means, activities will be assessed, work equipment will be provided as required to reduce risks. Employees will be provided with training in manual handling techniques.

We will carry out manual handling assessments as required. From these risk assessments, safe systems of work will, where appropriate, be developed and brought to the attention of employees and others exposed to those risks.

Employees are responsible for using work equipment provided to reduce risks from manual handling activities and must not carry out any manual handling activities they consider to be beyond their capability.

Any employee who considers that a manual handling activity is beyond their capability should bring this to the attention of the Line Manager.

We will ensure that risk assessments and method statements are obtained from any contractor/s who works on our premises.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal protective equipment (PPE) is the generic name given to items of protective clothing and equipment.

We will determine where, when and what PPE needs to be used when we conduct risk assessments.

Where it is not reasonably practicable to control exposure to hazards to our employees by any other means we will provide suitable PPE as a last resort without charge.

If employees are required to use PPE we will ensure that they are instructed in its use; are given information on how to obtain replacements, maintain and store it safely (this may be in writing). Note: PPE damaged through natural wear and tear will be replaced without charge. However, if PPE is damaged through negligence or loss then disciplinary action may be taken against the employee. Employees will be required to sign to acknowledge receipt for any PPE supplied to them.

PPE will be selected to be compatible and, wherever possible, employees will be consulted during the selection process.

Failure to wear PPE as identified in risk assessments or as instructed by us is a serious breach of our health and safety rules. It will be considered as gross misconduct, which could lead to summary dismissal.

If problems are experienced using any PPE supplied, then this must be reported to the Line Managers immediately.

If there are area/s within the workplace where PPE must be used these area/s will be identified with an appropriate mandatory sign.

The Line Manager is responsible for enforcing the use of PPE in areas under their control.

All PPE remains the property of Saltash Town Council and must be returned when leaving the Town Council.

When working on our premises any contractor is responsible for identifying the need for PPE, providing their employees with PPE and enforcing its use.

We reserve the right to exclude from our premises any contractor/s not using PPE.

RISK ASSESSMENT

We accept our duty under the current edition of the Management of Health and Safety at Work Regulations to carry out risk assessments for all work-related activities. We recognise that the purpose of risk assessment is to identify significant risks in order to ensure that they are eliminated or reduced to the lowest reasonably practicable level.

Our objectives are to: -

- identify significant risks to the health and safety of our employees and others affected by our undertaking;
- ensure that controls are sufficient to reduce risks to the lowest levels practicable;
- review risk assessments every 12 months or sooner if there is any reason to suspect that an assessment is no longer valid;
- carry and record an individual risk assessment for each young person, (16-18 years of age) we employ;
- carry out and record an individual risk assessment for an employee that informs us she is pregnant. An initial assessment will be recorded and reviewed monthly throughout the pregnancy and any period whilst she is breast feeding after return to work.

Responsibility for carrying out risk assessments are identified in the organisation and responsibilities section of this Policy. From these risk assessments, safe systems of work will, where appropriate, be developed. The competent person/s that carry out the assessments are responsible for bringing the significant findings and controls to the attention of employees and others exposed the risks.

Employees are responsible for using the controls described in the risk assessments.

STRESS

We recognise that, whilst a degree of stress can be a positive force at work, excessive pressures can have a negative effect on health and performance.

We acknowledge that stress in the workplace can be caused by any combination of a number of quite diverse factors, such as: -

- job design and lack of control of workload;
- working environment;
- relationships with others at work;
- communication arrangements.

We also recognise that there may be problems outside the workplace that will cause an individual employee to suffer from the negative effects of stress, and that these may affect an individual's health and performance within work. In this situation, undue negative stress may occur as a result of work-related and non-work-related factors.

We aim to: -

- ensure, so far as is reasonably practicable, that excessive stress is eliminated from the work environment, and that the necessary risk assessments are completed and acted upon in the case of workplace stressors;
- provide suitable support mechanisms for employees from the negative effects of stress;
- encourage a working environment where employees who feel they are suffering from the negative effects of stress can approach management in confidence, in order that necessary support mechanisms can be put in place;
- encourage a culture where stress is not seen as a sign of weakness or incompetence;
- ensure adequate rehabilitation of employees returning to work after periods of absence;
- provide information and adequate and sufficient training for employees in general on the effects of stress at work, effective communication, handling difficult situations, time management and employee relations.

SUBSTANCE ABUSE

We acknowledge that we have a legal responsibility to safeguard the health, safety and welfare of all our employees and others affected by our undertaking this includes those who may be exposed or affected by alcohol and drug abuse in the workplace.

We reserve the right to initiate drug and alcohol screening/testing on all or part of the work force routinely, occasionally or on a random basis.

Drinking and drug problems will be treated as a health problem rather than an immediate cause for dismissal or disciplinary action if assistance/advice is sought. If employees seek assistance/advice in relation to a drinking or drug problem, they will not be discriminated against in any way.

Therefore, if employees have a drink or drug problem, we will advise them to seek help at an early stage. The Line Manager can be contacted during working hours and any discussions will be treated in the strictest confidence, subject to the provisions of the law.

OUR COMPANY RULES

We require employees to attend work in a fit and appropriate state with no impairment from the effects of alcohol.

Alcohol consumption during working hours is strictly prohibited and may result in summary termination of employment.

We reserve the right to initiate disciplinary action and arrange for alcohol testing on an employee in the following circumstances:

- after an accident or incident, where there is suspicion that the employee has been drinking alcohol;
- an employee suspected of reporting for work or working with alcohol in their bloodstream (e.g. from the previous day or evening's drinking);
- if we witness evidence of erratic behaviour from an employee which may put the health and safety of other employees or other persons affected by our undertaking at increased risk.

OUR COMPANY RULES

We require employees to attend work in a fit and appropriate state with no impairment from the effects of drug misuse. Being unfit for work due to drug misuse or using drugs at work is prohibited and grounds for summary termination of employment.

We reserve the right to initiate disciplinary action and refer employees for drug testing in the following specific circumstances:

- if help is refused and/or impaired performance continues;
- after an accident/incident, where there is suspicion of drug misuse;
- if we witness evidence of erratic behaviour from an employee which may put the health and safety of other employees or other persons affected by our undertaking at increased risk.

N.B. Possession/dealing in drugs will be reported immediately to the Police.

TRAINING

We recognise that as well as being a legal requirement, the provision of adequate and sufficient training is an essential part of ensuring that our employees know how to work safely and avoid risks to their health. We will operate in the true spirit of legislation by ensuring:

All new employees receive a health and safety induction when they start work for us (this will usually be on the first day). This will cover, but will not be limited to, the following: -

- fire and emergency procedures;
- first aid arrangements;
- welfare arrangements;
- procedure for consulting employees on health and safety;
- procedure for raising health and safety concerns;
- procedure for accident and incident reporting;
- our Health and Safety Rules.

Following Induction, employees will receive instruction about the activities that they will be required to perform. At this stage training needs will be identified by the Line Manager. Where training needs are identified a training programme will be agreed with the employee.

The Line Manager is responsible for ensuring that suitable training records are kept.

WORKING AT HEIGHT

We will take reasonable steps to provide a safe working environment for employees required to carry out work activities at height (even changing light bulbs or retrieving articles from raised storage areas etc.).

We will provide any reasonably practicable, preventative and/or protective measures to prevent employees from falling whilst working at height or any articles and/or materials falling within the workplace. We will also liaise with any other interested party involved in or who could be affected by the work at height activity.

Employees and any other interested party involved in the work activity must co-operate in the implementation of this procedure.

We will, in consultation with employees: -

- carry out an assessment of the risks involved in work at height and take steps to eliminate or control them;
- provide all the necessary work equipment to allow safe access to and egress from the place of work;
- provide suitable work equipment (when appropriate) to enable the materials and/or articles used in the course of the work activity to be safely lifted to, and stored at, the workplace;
- arrange for the regular inspection of all work equipment required for working at height, particularly where there is a statutory requirement to do so.

We will provide any information, instruction and training that an employee may require to carry out work at height.

WORK EQUIPMENT

For the purpose of this procedure work equipment includes all machines, equipment and tools used by employees in the course of their work, whether owned by us or obtained on loan or hire.

We accept our duties under the current edition of the Provision and Use of Work Equipment Regulations (PUWER) and will take all reasonably practicable steps to ensure that the work equipment used by employees is suitable for its intended purpose and will not put their health and safety at risk.

We will select work equipment considering the conditions under which it will be used and the risks to which it may expose the employee. The selection of work equipment will take account of the following: -

- the purpose for which it is to be used;
- its suitability for the intended purpose;
- any statutory requirements for the type of equipment;
- the location where it is to be used;
- the employees that will be required to operate it;
- maintenance requirements;
- risks associated with its use and maintenance.

Where specific risks are identified, use of the work equipment will be restricted to those employees given the task of using it. Employees will be provided with any information, instruction and training that they need to use work equipment safely.

We are responsible for ensuring that work equipment is inspected at suitable intervals and maintained and that suitable records are kept. This includes ensuring that any statutory examinations are completed on time. Where the need for maintenance is identified, the work will be subcontracted to an approved competent contractor.

We are responsible for ensuring that work equipment is operated only by employees who have been authorised to do so and who are adequately and sufficiently trained and competent in the use of the work equipment. We are also responsible for withdrawing damaged work equipment from use until it has been repaired or replaced.

If any work equipment is obtained on hire, the Line Manager hiring it is responsible for obtaining operating instructions from the hire company and for ensuring that the equipment is presented for maintenance as directed by the hire company.

Employees are responsible for using work equipment in accordance with the training they have received.

Any machine fitted with a guard to prevent contact with moving parts must not be operated with the guard removed or disabled. Machines must not be adjusted when they are running, unless the manufacturer has made specific provision for such adjustment and employees are adequately and sufficiently trained to carry out the adjustment.

Employees must not use damaged work equipment. If found damaged work equipment must be removed from service and must be reported to the Line Manager immediately.

Specific requirements regarding the use of portable electrical appliances can be found in the procedure for "Electrical Safety".

WORK RELATED VIOLENCE

We accept the Health and Safety Executive's definition of work-related violence i.e. a violent incident is:

"any incident in which a person is abused, threatened or assaulted in circumstances relating to work."

We consider that work-related violence is unacceptable, and our aim is to reduce to the lowest reasonably practicable level, the likelihood of employees being exposed to violence and aggression while at work.

We will identify work activities where there is the potential for work-related violence and will ensure that risk assessments consider the hazards of violence and aggression. This will include work activities involving direct contact with members of the public or involving the handling of expensive work equipment and/or desirable materials.

Where employees may be exposed to risks of work-related violence, we will inform them of the findings of our risk assessments, and we will seek to reduce these risks to the lowest reasonably practicable levels by implementing engineered and procedural control measures. Where we identify that training and instruction will help to reduce risks, employees will be provided with adequate and sufficient training. This will include, but will not be limited to: -

- how to identify potential incidents of violence before they happen;
- how to prevent incidents from developing;
- appropriate behaviour for providing non-confrontational services to public;
- actions to take in the event of a violent incident.

If employees feel that they are losing control of a situation or that the other person is becoming aggressive, they should try to withdraw and obtain assistance. The type of assistance provided will depend on the situation.

If the Line Manager considers that it is the best way to calm a situation, an aggressive person will be asked to leave our premises.

If it is believed that an aggressor is in possession of an offensive weapon, then the police will be called immediately (preferably unknown to the aggressor). Employees should not attempt to disarm an assailant unless personal injury is imminent. Employees should not pick up an object to use as a weapon except in self-defence.

Employee's safety and that of members of the public are paramount and entirely outweigh the value of any money or property that could be stolen. Employees are not expected to foil a raid or to try to prevent theft, if doing so would put any person's life in danger.

All incidents involving work-related violence or aggression must be recorded on a "Violent Incident Report Form". This applies to incidents where there are no injuries as well as to those where injuries occur.

Where injuries occur as a result of work-related violence, these must also be recorded as described in the Accident/Incident Reporting Procedure, which will include the reporting of any injuries covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Where work related violence involves physical assault, the police will be informed. However, it is acknowledged that there may be circumstances in which an injured person does not wish to press charges or make a statement against another person.

All incidents of work-related violence or aggression will be investigated by the Manager and a report produced. As part of the investigation procedure, appropriate risk assessments will be reviewed.

If a review identifies that changes to existing controls and/or additional controls are needed to prevent recurrence, these will be implemented with any changes will be brought to the attention of all interested parties.

We appreciate that being abused or assaulted can be very distressing and we will support our employees as much as possible. As soon as an employee feels able to, we will discuss the incident to see if there are lessons that we can learn. We will provide the employee with information on victim support schemes and, if appropriate, they will be offered confidential counselling. If they remain away from work following a violent incident, we will keep in regular contact and offer any support that we can.

SECTION D:

FURTHER GUIDANCE

GUIDANCE NOTES

The current edition of the Health and Safety at Work Act requires us to provide systems of work that are, so far as is reasonably practicable, safe and without risks to health. These systems must take account of: -

- our organisation for safety;
- the co-ordination of the work of those involved;
- training, instruction and supervision;
- layout of work equipment;
- methods to be used; and,
- general conditions of work.

This duty is expanded by the current edition of the Management of Health and Safety at Work Regulations, which require us to carry out risk assessments to identify hazards, evaluate risks and implement suitable control measures.

Moorepay, our health and safety consultants provide us with access to Guidance Notes that can assist in the preparation of safe systems of work. If you would like information on the Guidance Notes available, you should contact the Manager.

Acknowledgement by Moorepay

Some of our Guidance Notes contain information reproduced with the kind permission of the Health and Safety Executive (HSE) and the Foods Standards Agency (FSA).

Warning from Moorepay

Some of our Guidance Notes contain references to BS/EN numbers. These numbers change when a standard to which they refer is updated or replaced. Therefore, if you will be relying on compliance with a BS/EN standard as a means of fulfilling your health and safety duties, we recommend that you check with BSI (www.bsi-global.com) that the BS/EN numbers quoted are still current.

SECTION E:

MONITORING

MONITORING PROCEDURES

We recognise the need for regular safety inspections and will ensure that these are undertaken and recorded.

The following will ensure that areas under their control are inspected at the frequency shown:

Name	Area/Activity	Frequency
Town Clerk	Policy/ Insurances	Annually
Line Managers	Training	Annually
Line Managers	Office	Annually

MONITORING CHECKLIST

NAME:

TITLE: Manager

DATE:

		YES / NO
HEALTH AND SAFETY MANAGEMENT		
1.	Has the Health and Safety Policy been reviewed in the last 12 months?	
2.	Are all liabilities insured adequately?	
3.	Are sufficient funds available for health and safety purposes?	
4.	Has the enforcing authority visited in the last 12 months?	
5.	If yes to 4, have all requirements made by the enforcing authority been complied with?	
6.	Are there any proposed changes to the business that have implications for health and safety?	
7.	Have there been any changes in personnel that require health and safety responsibilities to be reassigned?	
8.	Are you satisfied with our performance with regard to health and safety?	
9.	Are all risk assessments current?	
10.	Has adequate and enough training been undertaken for employees and/or reviewed or as per risk assessments?	
RISK ASSESSMENTS		
1.	Are there any risks that are not controlled?	
2.	Have risk assessments been completed for all activities?	

OBSERVATION	ACTION REQUIRED	DATE CLOSED	SIGNED

MONITORING CHECKLIST

NAME:

TITLE: MANAGER

DATE:

		YES / NO
RISK ASSESSMENTS		
1.	Are there any risks that are not controlled?	
2.	Have risk assessments been completed for all work activities?	
3.	Is there an Inventory of substances used?	
4.	Is the Substance Inventory up-to-date?	
5.	Have Material Safety Data Sheets (MSDS) been obtained for all substances on the Inventory?	
6.	Have COSHH assessments been recorded for all substances?	
7.	Are the procedures for dealing with spillages written down?	
8.	Have all measures and actions decided upon as being necessary to prevent exposure to the risk been implemented?	
9.	Are employees wearing the protective equipment correctly?	
10.	Are there any changes, which need to be considered as part of the assessments?	
11.	Have the risks and controls been communicated to employees and others affected by the risk?	
TRAINING		
1.	Have all employees received suitable training covering their duties?	
2.	Have all employees been made aware of all known hazards and the precautions to be taken in connection with their work?	
3.	Have all employees been made aware of their legal responsibilities to:	
3.1	Carry out their duties in a safe and proper manner?	
3.2	Make full and proper use of all safety equipment, devices etc. provided?	
3.3	Report immediately any unsafe conditions, defective plant, equipment etc.?	
CONTROL OF CONTRACTORS		YES / NO
1.	Are outside contractors working in a manner that does not cause potential harm to staff?	
2.	Have you inspected the equipment used by the contractor and are you satisfied with its condition?	
3.	Is there any information that you need to provide to the contractor?	
4.	Are arrangements operating to appoint and monitor contractors?	
5.	Are all staff who engage contractors aware of our policy and procedures?	
6.	Have there been any recorded accidents involving injury, ill health, or near misses including contractors' activities?	

OBSERVATION	ACTION REQUIRED	DATE CLOSED	SIGNED

MONITORING CHECKLIST

NAME:

TITLE:

DATE:

OFFICE INSPECTION		YES / NO	
1.	Are all fire doors free from obstruction to allow the door closers to operate?		
2.	Are the emergency exits free from obstruction and kept unlocked when the premises are occupied?		
3.	Are all fire extinguishers wall mounted and kept free from obstruction?		
4.	Have all employees been instructed and trained in fire evacuation procedures?		
5.	Are the first aid facilities adequate and are all the employees aware of the arrangements for first aid?		
6.	Are toilet and washing facilities regularly cleaned and kept in a tidy condition?		
7.	Are soap and drying facilities provided?		
8.	Are adequate seating facilities provided?		
9.	Are adequate facilities provided for employees to deposit personal clothing?		
10.	Are all floors, passages and stairs free from obstruction and maintained in good condition?		
11.	Is there adequate space between fixtures and fittings to allow employees and others to pass safely?		
12.	Are all passageways, corridors etc. kept clear and free from obstruction?		
13.	Is there a thermometer placed in a suitable position?		
14.	Is a reasonable working temperature achieved and maintained?		
15.	Are there any trailing cables which could cause a person to trip and fall?		
16.	Are portable electric heaters so positioned as not to be at risk?		
17.	Are all electrical leads and cables in good condition?		
18.	Are plugs fitted securely to cables?		
19.	Are all portable electrical appliances regularly inspected by a competent person?		
20.	Are all storage racks and/or shelving secure?		
21.	Are free standing racks, cupboards and filing cabinets secured and in a stable condition?		
22.	Are all items of stock stored correctly?		
23.	Is there adequate means provided to gain access to the racking?		
24.	Are there adequate facilities provided for the storage and disposal of waste?		
25.	Have all employees received adequate and sufficient training, instruction covering their duties?		
26.	Have employees been made aware of any known risks or precautions?		
27.	Are employees aware of security procedures?		
28.	Have all employees been made aware of their legal responsibilities to:		
28.1	Carry out their duties in a safe and proper manner?		
28.2	Report any unsafe condition or defective equipment?		

OBSERVATION	ACTION REQUIRED	DATE CLOSED	SIGNED

SECTION F:

RULES COVERING HEALTH AND SAFETY AT WORK

EMPLOYEE RULES

1. WORKING PRACTICES

Employees must: -

- report to management immediately any fault or damage to work equipment;
- use all substances, chemicals, liquids etc. in accordance with written instructions;
- dispose of all waste in the correct manner;
- return all work equipment and articles etc. to their designated safe storage area when not in use.

You must not: -

- use equipment unless you have been adequately and sufficiently trained and authorised to do so.

2. WORKING CONDITIONS/ENVIRONMENT

You must: -

- make proper use of any work equipment or facilities provided to control working conditions and environment;
- keep all areas clear and in a clean and tidy condition;
- dispose of all refuse, scrap and waste materials using the facilities provided;
- clear up any spillage of liquids immediately.

3. PROTECTIVE CLOTHING AND EQUIPMENT

You must: -

- use all items of protective clothing and/or equipment provided;
- store and maintain protective clothing and equipment in the approved manner.

You must not: -

- misuse or wilfully damage any item of protective clothing or equipment provided.

4. FIRE PROCEDURES

You must: -

- comply with the emergency procedures;
- report any use of firefighting equipment.

You must not: -

- obstruct any fire escape route, firefighting equipment or fire doors;
- interfere with or misuse any fire equipment provided.

5. VEHICLES

You must not: -

- drive or operate any vehicle for which they do not hold an appropriate driving licence or permit
- if your licence has not been checked via the DVLA web site;
- carry unauthorised passengers;
- use our vehicles for unauthorised purposes;
- drive or operate vehicles whilst suffering from a medical condition or illness that may affect your driving or operating ability;
- drive or operate any vehicle whilst under the influence of alcohol, intoxicants or non-prescribed drugs;
- smoke in our vehicles.

6. WORK EQUIPMENT

You must not: -

- Use and/or operate work equipment for which you have not been trained;
- interfere with any aspects of the work equipment provided for your safety such as guards, emergency stop controls etc.;
- operate work equipment whilst under the influence of alcohol or drugs (prescribed or otherwise);
- operate work equipment that is faulty or not operating correctly;

You must: -

- wear any Personal Protective Equipment (PPE) that has been issued to you for use whilst using or operating the work equipment;
- inform Management immediately of any fault or damage to the work equipment;
- comply with any risk assessment or safe working procedure provided for the work equipment.

7. ACCIDENTS/INCIDENTS

You must: -

- seek medical treatment for any injury you may receive, no matter how slight. Upon returning from treatment you must report the accident;
- report all accidents/incidents as soon as it is practicable;
- notify any accident/incident in which damage is caused to property or equipment.

8. PERSONAL HEALTH

You must: -

- report any medical condition that could affect the safety of yourself or others;
- co-operate with us in the implementation of medical and occupational health provisions.

9. PERSONAL HYGIENE

Your general appearance and manner of dress must conform to our standards.

You must: -

- ensure personal hygiene by utilising the facilities provided;
- protect open wounds with the appropriate dressings;
- report any infections immediately.

10. FIRST AID DRESSING

Cover all cuts and sores with a waterproof plaster or dressing.

11. SMOKING

Smoking is not allowed inside the premises.

12. JEWELLERY

You must not wear jewellery in areas where contact with moving parts of work equipment is possible.

13. SHOES

Wear suitable footwear that will protect your feet. These should be flat or low-heeled, slip resistant and provide adequate upper protection.

14. LIFTING and CARRYING

Do not lift if too heavy. Remember - back straight, knees bent.

Never stand on boxes, chairs or equipment to reach. Use appropriate access equipment.

15. WORK AREAS

You must: -

- keep work areas and aisles clear of obstructions likely to cause trips and falls;
- return work equipment to the correct storage area.

16. RULES COVERING GROSS MISCONDUCT

You may be liable to summary dismissal if you are found to have acted in any of the following ways: -

- a gross breach of the preceding safety rules;
- unauthorised removal of any item of first aid equipment;
- wilful damage to, misuse of, or interfere with, any item provided in the interests of health and safety or welfare at work;
- unauthorised removal or defacing of any label, sign or warning device;
- misuse of chemicals, flammable or hazardous substances or toxic materials;
- smoking in any external designated 'No Smoking' area;
- horseplay that could cause accidents;
- false statements or in any way deliberately interfering with evidence following an accident/incident or dangerous occurrence;
- seriously overloading any item of lifting equipment;

- non-compliance with any controls provided in the pursuit of safety;
- failure to comply with risk assessment requirements.

SECTION G:

EMPLOYEE RECOGNITION

HEALTH AND SAFETY EMPLOYEE RECOGNITION

We accept our responsibilities to ensure your health safety and welfare. The policies and procedures that you need to follow to prevent accidents and ill health are outlined in our Health and Safety General Policy. Where more specific guidance is required, this is contained in our safe systems of work. You will receive instruction in the safe systems of work that relate to the work activities that you perform.

As an employee Saltash Town Council, I have access to the Health and Safety General Policy and understand, accept and will comply with its contents as part of my contract of employment.

I understand that this Health and Safety General Policy may be altered from time to time and that I will be kept informed of any changes therein.

Signature.....

Print Name.....

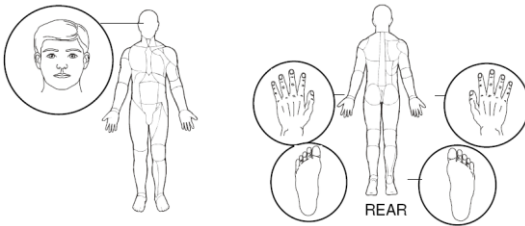
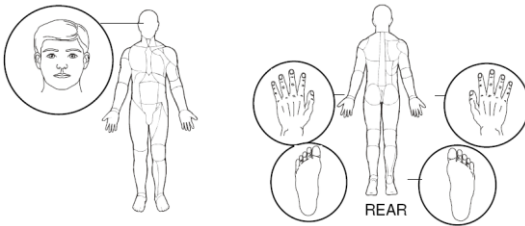
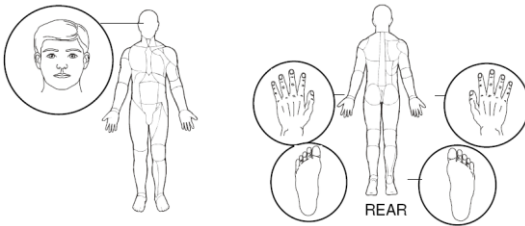
Date.....

PLEASE RETURN COMPLETED FORMS TO YOUR LINE MANAGER

SECTION H:

FORMS

ACCIDENT/INCIDENT REPORT

ACCIDENT/INCIDENT REPORT <i>Data Protection Act Compliant (when completed)</i>																																																																
1.	Address/Site																																																															
2.	Contact																																																															
3.	Injured person's Surname:		Forename/s																																																													
4.	Injured person's Address:																																																															
5.	Nat Ins No:		Age		Employee No																																																											
6.	Position/Role:																																																															
7.	Role at time of accident																																																															
8.	Exact location of accident:																																																															
9.	Date and time of accident	Date:		Time:																																																												
10.	Date and time of ceasing work due to injury.	Date:		Time:																																																												
11.	State precise nature of injury: <i>(If eye or limb state left or right)</i>																																																															
	<table style="width: 100%; border: none;"> <tr> <td style="width: 30%; vertical-align: top;"> <table style="border: none;"> <tr><td>HEAD</td><td><input type="checkbox"/></td></tr> <tr><td>EYES</td><td><input type="checkbox"/></td></tr> <tr><td>NOSE</td><td><input type="checkbox"/></td></tr> <tr><td>JAW</td><td><input type="checkbox"/></td></tr> <tr><td>CHIN</td><td><input type="checkbox"/></td></tr> <tr><td>NECK</td><td><input type="checkbox"/></td></tr> <tr><td>SHOULDER</td><td><input type="checkbox"/></td></tr> <tr><td>UPPER ARM</td><td><input type="checkbox"/></td></tr> <tr><td>ELBOW</td><td><input type="checkbox"/></td></tr> <tr><td>LOWER ARM</td><td><input type="checkbox"/></td></tr> <tr><td>WRIST</td><td><input type="checkbox"/></td></tr> <tr><td>HAND</td><td><input type="checkbox"/></td></tr> <tr><td>FINGER</td><td><input type="checkbox"/></td></tr> <tr><td>THUMB</td><td><input type="checkbox"/></td></tr> </table> </td> <td style="width: 30%; vertical-align: top;"> <table style="border: none;"> <tr><td>CHEST</td><td><input type="checkbox"/></td></tr> <tr><td>BACK</td><td><input type="checkbox"/></td></tr> <tr><td>STOMACH</td><td><input type="checkbox"/></td></tr> <tr><td>HIP</td><td><input type="checkbox"/></td></tr> <tr><td>RECTUM</td><td><input type="checkbox"/></td></tr> <tr><td>THIGH</td><td><input type="checkbox"/></td></tr> <tr><td>KNEE</td><td><input type="checkbox"/></td></tr> <tr><td>SHIN</td><td><input type="checkbox"/></td></tr> <tr><td>ANKLE</td><td><input type="checkbox"/></td></tr> <tr><td>FOOT</td><td><input type="checkbox"/></td></tr> <tr><td>TOE</td><td><input type="checkbox"/></td></tr> <tr><td>SIDE</td><td><input type="checkbox"/></td></tr> <tr><td>MIDDLE</td><td><input type="checkbox"/></td></tr> <tr><td>LEFT SIDE</td><td><input type="checkbox"/></td></tr> </table> </td> <td style="width: 40%; vertical-align: top; text-align: center;"> <p>PLEASE MARK THE PART OF THE BODY</p>  </td> </tr> </table>					<table style="border: none;"> <tr><td>HEAD</td><td><input type="checkbox"/></td></tr> <tr><td>EYES</td><td><input type="checkbox"/></td></tr> <tr><td>NOSE</td><td><input type="checkbox"/></td></tr> <tr><td>JAW</td><td><input type="checkbox"/></td></tr> <tr><td>CHIN</td><td><input type="checkbox"/></td></tr> <tr><td>NECK</td><td><input type="checkbox"/></td></tr> <tr><td>SHOULDER</td><td><input type="checkbox"/></td></tr> <tr><td>UPPER ARM</td><td><input type="checkbox"/></td></tr> <tr><td>ELBOW</td><td><input type="checkbox"/></td></tr> <tr><td>LOWER ARM</td><td><input type="checkbox"/></td></tr> <tr><td>WRIST</td><td><input type="checkbox"/></td></tr> <tr><td>HAND</td><td><input type="checkbox"/></td></tr> <tr><td>FINGER</td><td><input type="checkbox"/></td></tr> <tr><td>THUMB</td><td><input type="checkbox"/></td></tr> </table>	HEAD	<input type="checkbox"/>	EYES	<input type="checkbox"/>	NOSE	<input type="checkbox"/>	JAW	<input type="checkbox"/>	CHIN	<input type="checkbox"/>	NECK	<input type="checkbox"/>	SHOULDER	<input type="checkbox"/>	UPPER ARM	<input type="checkbox"/>	ELBOW	<input type="checkbox"/>	LOWER ARM	<input type="checkbox"/>	WRIST	<input type="checkbox"/>	HAND	<input type="checkbox"/>	FINGER	<input type="checkbox"/>	THUMB	<input type="checkbox"/>	<table style="border: none;"> <tr><td>CHEST</td><td><input type="checkbox"/></td></tr> <tr><td>BACK</td><td><input type="checkbox"/></td></tr> <tr><td>STOMACH</td><td><input type="checkbox"/></td></tr> <tr><td>HIP</td><td><input type="checkbox"/></td></tr> <tr><td>RECTUM</td><td><input type="checkbox"/></td></tr> <tr><td>THIGH</td><td><input type="checkbox"/></td></tr> <tr><td>KNEE</td><td><input type="checkbox"/></td></tr> <tr><td>SHIN</td><td><input type="checkbox"/></td></tr> <tr><td>ANKLE</td><td><input type="checkbox"/></td></tr> <tr><td>FOOT</td><td><input type="checkbox"/></td></tr> <tr><td>TOE</td><td><input type="checkbox"/></td></tr> <tr><td>SIDE</td><td><input type="checkbox"/></td></tr> <tr><td>MIDDLE</td><td><input type="checkbox"/></td></tr> <tr><td>LEFT SIDE</td><td><input type="checkbox"/></td></tr> </table>	CHEST	<input type="checkbox"/>	BACK	<input type="checkbox"/>	STOMACH	<input type="checkbox"/>	HIP	<input type="checkbox"/>	RECTUM	<input type="checkbox"/>	THIGH	<input type="checkbox"/>	KNEE	<input type="checkbox"/>	SHIN	<input type="checkbox"/>	ANKLE	<input type="checkbox"/>	FOOT	<input type="checkbox"/>	TOE	<input type="checkbox"/>	SIDE	<input type="checkbox"/>	MIDDLE	<input type="checkbox"/>	LEFT SIDE	<input type="checkbox"/>	<p>PLEASE MARK THE PART OF THE BODY</p> 
<table style="border: none;"> <tr><td>HEAD</td><td><input type="checkbox"/></td></tr> <tr><td>EYES</td><td><input type="checkbox"/></td></tr> <tr><td>NOSE</td><td><input type="checkbox"/></td></tr> <tr><td>JAW</td><td><input type="checkbox"/></td></tr> <tr><td>CHIN</td><td><input type="checkbox"/></td></tr> <tr><td>NECK</td><td><input type="checkbox"/></td></tr> <tr><td>SHOULDER</td><td><input type="checkbox"/></td></tr> <tr><td>UPPER ARM</td><td><input type="checkbox"/></td></tr> <tr><td>ELBOW</td><td><input type="checkbox"/></td></tr> <tr><td>LOWER ARM</td><td><input type="checkbox"/></td></tr> <tr><td>WRIST</td><td><input type="checkbox"/></td></tr> <tr><td>HAND</td><td><input type="checkbox"/></td></tr> <tr><td>FINGER</td><td><input type="checkbox"/></td></tr> <tr><td>THUMB</td><td><input type="checkbox"/></td></tr> </table>	HEAD	<input type="checkbox"/>	EYES	<input type="checkbox"/>	NOSE	<input type="checkbox"/>	JAW	<input type="checkbox"/>	CHIN	<input type="checkbox"/>	NECK	<input type="checkbox"/>	SHOULDER	<input type="checkbox"/>	UPPER ARM	<input type="checkbox"/>	ELBOW	<input type="checkbox"/>	LOWER ARM	<input type="checkbox"/>	WRIST	<input type="checkbox"/>	HAND	<input type="checkbox"/>	FINGER	<input type="checkbox"/>	THUMB	<input type="checkbox"/>	<table style="border: none;"> <tr><td>CHEST</td><td><input type="checkbox"/></td></tr> <tr><td>BACK</td><td><input type="checkbox"/></td></tr> <tr><td>STOMACH</td><td><input type="checkbox"/></td></tr> <tr><td>HIP</td><td><input type="checkbox"/></td></tr> <tr><td>RECTUM</td><td><input type="checkbox"/></td></tr> <tr><td>THIGH</td><td><input type="checkbox"/></td></tr> <tr><td>KNEE</td><td><input type="checkbox"/></td></tr> <tr><td>SHIN</td><td><input type="checkbox"/></td></tr> <tr><td>ANKLE</td><td><input type="checkbox"/></td></tr> <tr><td>FOOT</td><td><input type="checkbox"/></td></tr> <tr><td>TOE</td><td><input type="checkbox"/></td></tr> <tr><td>SIDE</td><td><input type="checkbox"/></td></tr> <tr><td>MIDDLE</td><td><input type="checkbox"/></td></tr> <tr><td>LEFT SIDE</td><td><input type="checkbox"/></td></tr> </table>	CHEST	<input type="checkbox"/>	BACK	<input type="checkbox"/>	STOMACH	<input type="checkbox"/>	HIP	<input type="checkbox"/>	RECTUM	<input type="checkbox"/>	THIGH	<input type="checkbox"/>	KNEE	<input type="checkbox"/>	SHIN	<input type="checkbox"/>	ANKLE	<input type="checkbox"/>	FOOT	<input type="checkbox"/>	TOE	<input type="checkbox"/>	SIDE	<input type="checkbox"/>	MIDDLE	<input type="checkbox"/>	LEFT SIDE	<input type="checkbox"/>	<p>PLEASE MARK THE PART OF THE BODY</p> 						
HEAD	<input type="checkbox"/>																																																															
EYES	<input type="checkbox"/>																																																															
NOSE	<input type="checkbox"/>																																																															
JAW	<input type="checkbox"/>																																																															
CHIN	<input type="checkbox"/>																																																															
NECK	<input type="checkbox"/>																																																															
SHOULDER	<input type="checkbox"/>																																																															
UPPER ARM	<input type="checkbox"/>																																																															
ELBOW	<input type="checkbox"/>																																																															
LOWER ARM	<input type="checkbox"/>																																																															
WRIST	<input type="checkbox"/>																																																															
HAND	<input type="checkbox"/>																																																															
FINGER	<input type="checkbox"/>																																																															
THUMB	<input type="checkbox"/>																																																															
CHEST	<input type="checkbox"/>																																																															
BACK	<input type="checkbox"/>																																																															
STOMACH	<input type="checkbox"/>																																																															
HIP	<input type="checkbox"/>																																																															
RECTUM	<input type="checkbox"/>																																																															
THIGH	<input type="checkbox"/>																																																															
KNEE	<input type="checkbox"/>																																																															
SHIN	<input type="checkbox"/>																																																															
ANKLE	<input type="checkbox"/>																																																															
FOOT	<input type="checkbox"/>																																																															
TOE	<input type="checkbox"/>																																																															
SIDE	<input type="checkbox"/>																																																															
MIDDLE	<input type="checkbox"/>																																																															
LEFT SIDE	<input type="checkbox"/>																																																															
12.	Accident reported to:	Date:		Time:																																																												

ACCIDENT/INCIDENT REPORT <i>Data Protection Act Compliant (when completed)</i>				
13	Entry made in Accident Book BI 510?		RIDDOR Reportable?	
14	Enforcing Authority informed by telephone?(Major Injury/Fatality ONLY)		RIDDOR Reported on?	
15	Was first aid given on site? (If so, what?)		Did IP attend Hospital? (which Hospital) Overnight stay necessary?	
16.	Was the injured person authorised to be at the place of the accident for the purpose of his/her work:			
17.	State what the injured person was doing at the time:			
18.	How was the accident caused? (Give a full description of what happened including circumstances leading up to the accident)			
19.	What action has been taken to prevent recurrence?			
20.	What machinery was involved (if any)?			
21.	Are machinery/equipment maintenance records available and where?			
22.	What PPE was being worn at the time of the accident:			

Data Protection Act Compliant (when completed)

Data Protection Act Compliant (when completed)

23.	Names and addresses of witnesses to the accident. <i>(Complete statement form by each witness as required).</i>		
	Witness 1: Name:	Address:	Contact No:
	Witness 2: Name:	Address:	Contact No:
	Witness 3: Name:	Address:	Contact No:
24.	Witness Statement from:	Name:	Sheet No: of

Witness Account:

I confirm that this is a true and accurate account to the best of my knowledge of the information recorded as above.		
Date:	Signed:	Name (CAPITALS):

Date: _____ Signed: _____ Name (CAPITALS): _____

See the reverse of this form for a sketch (if required)	Tick if completed	
---	-------------------	--

COMPANY VEHICLE CHECKLIST

Date:	Driver:
Make:	Model:
Reg. No.:	Odometer reading:

	Record any defects, faults or damage or state satisfactory
Fuel/Oil Leaks	
Brakes	
Tyres	
Wheels	
Steering	
Lights	
Indicators	
Wipers	
Washers	
Horn	
Mirrors	
Bodywork	

Oil Level	
Coolant Level	
Screen Wash Level	
Tyre Pressures	
First aid kit	
Hi Vis vest	
Hazard warning triangle	

If No Defects Found (please tick)	Driver's Signature:
-----------------------------------	---------------------

Action To Be Taken:
Line Manager's Signature:

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS SUBSTANCE INVENTORY

Name of Substance	Form	Pack Size	Use	Supplier	Data Sheet on file?	Assessment Complete	Date

EMPLOYEE TRAINING RECORD

Work Equipment Process/Activities	Training given (describe)	Training Started	Date deemed Competent	Trainers signature	Employee's signature	Date

FIRE LOG

FIRE ALARM TESTS				FIRE ALARM TESTS				SERVICING OF FIRE APPLIANCES	
Date	Call Point (No) Location	In Order Y/N	Action Taken	Date	Call Point (No) Location	In Order Y/N	Action Taken	Date	Signature of Company
					EMERGENCY	LIGHTING	TESTS	FIRE	DRILLS
								Date	Evacuation Time

I hereby take receipt of the following:

[illegible]

Date:

VIOLENT INCIDENT REPORT FORM

Date of incident	Location	Time
Name Address Position What were you doing at the time of the incident?		
DETAILS OF ASSAILANT(S) (IF KNOWN)		
Name(s)	Name(s)	
Address(es)	Address(es)	
Age	Age	
Male/Female	Male/Female	
Other Details	Other Details	
WHAT HAPPENED? (Give an account of the incident, including relevant events leading to incident)		
SKETCH		
OUTCOME (Injury? Verbal Abuse? Anti-Social behaviour? Damage to person/other property?)		
Time lost Legal Action Police Informed?		
SIGNED DATE		

VISITORS' RECORDS

[illegible]

Scheme of Delegation

RESPONSIBLE COMMITTEE: P&F

This is a policy/procedure document of Saltash Town Council to be followed by both Council Members and Employees.

Current Document Status			
Version	2025/26	Approved by	FTC
Date	03.04.2025	Responsible Officer	RFO
Minute no.	05/25/26a(12)	Next review date	Annual or as required

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
08/2010	1	Town Clerk	FTC 05.08.2010	128/10/11	New (P&R July 2010 Rec. Min no. 69/10/11)
03/2011	1a	Town Clerk/AK	FTC 07.04.2011	11/11/12	Original document revised to full Scheme of Delegation (P&R 15.03.2011 Rec.Min no 197/10/11
05/2013	1a	RL	FTC 14.05.2013	25/13/14	Revised and Reapproved.
04/2016	2016		FTC 07.04.2016	24/16/17	Revised (PR 15.03.2016 Min no 116/15/16)
09/2018	2018	RL	FTC 06.09.2018	254/18//19	Revised

05/2019	2019	SB	P&F 14.05.2019	14/19/20	Increased monitory values in line with new Committee Structure
02/2020	2020	SE	P&F 25.05.2020	155/1/20ii(a)	Annual review. Petty cash amount updated.
11/2020	2020 v2	AJT	P&F 10.11.2020	103/20/21b	Appendix added re Covid-19
03/2021	2021	SE	FTC 04.03.2021	354/20/21	Updated – re easing of Covid restrictions
05/2021	2021	SE	ATM 20.05.2021	35/2122a	Rec P&F 09.03.2021h
06/2021	2021	AJT	FTC 03.06.2021	74/21/22q	Readopted Delete Covid appendix
01/2022	2022	SB	FTC 13.01.2022	336/21/22	Appendix added re Covid-19
02/2022	2022-23	SE	FTC 03.03.2022	451/21/22c	Annual review
05/2022	2022-23	AJT	ATM 05.05.2022	54/22/23f(ii)	Readopted
05/2023	2023-24	SB	ATM 04.05.2023	28/23/24b(xiii)	Readopted
02.2024	2024-25 DRAFT	SB	P&F 27.02.2024	156/23/24b(13)	Reviewed for recommendation to FTC 03.2024
03.2024	2024	SB	FTC 07.03.2024	367/23/24c	Recommendation from P&F. Approved
05.2024	2024	SB	ATM	64/24/25b(12)	Readopted

			02.05.2024		
02.2025	2025/26 DRAFT	WP	P&F 11.03.2025	164/24/25b(12)	Reviewed for recommendation to FTC 04.2024
04.2025	2025/26	WP	FTC 03.04.2025	05/25/26a(12)	Approved
09.2025	2025/26	DJ	P&F 23.09.2025		

Document Retention Period
Until superseded

Scheme of Delegation

1. This scheme of delegation supersedes any extant permanent delegated authorities except where specified and voids any such delegated authorities not referred to. No future permanent delegated authority shall be valid unless referred to in this scheme.
2. None of the authorities or limitations below should be taken as preventing the exercise of duties or authority clearly laid out in the Town Clerk's job description (for example as Line Manager
3. Temporary delegations of authority to accomplish a particular task do not fall within the purview of this scheme: existing such temporary delegations stand, and further such temporary delegations may be agreed without amending this scheme.
4. This scheme shall lapse after the 1st full meeting of the Town Council following each set of Town Council Elections commencing in May 2025, unless re-approved by the Town Council with or without amendments.
5. Any reference to the Town Clerk in these documents will apply to the Office Manager / Assistant to the Town Clerk if and only if:

5.1. The Town Clerk is not reasonably contactable due to leave, illness etc.

AND

5.2. The matter is of sufficient urgency that it cannot be reasonably delayed until the return of the Town Clerk.

Section A Financial

The Town Clerk shall have sole delegated authority and in their absence the Finance Officer shall have sole delegated authority to:

1. Maintain and defray a petty cash float to a limit of £215 for the purpose of defraying operational and other expenses, in line with Financial Regulation 10.1.
2. Incur expenditure on behalf of the Town Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,000, in line with Financial Regulation 5.17.

The Town Clerk shall report the action to the appropriate Committee Chairman and Committee as soon as practicable thereafter. Where expenditure required cannot be met from savings made elsewhere within that Committee's approved budget, it shall be subject to the provisions of a budget head approved by the Policy and Finance Committee or the Town Council.

3. Carry out the dispersal of Section 106 Money held by the Town Council, when authorised according to procedures already agreed by the Town Council.

The Town Clerk or in their absence the Finance Officer shall have delegated authority to authorise members of staff to disperse other monies with the authority of Full Council, or otherwise under the following restrictions:

4. If within budget up to **£10,000** with the approval of the appropriate Committee Chairman, or in their absence that of the Committee Vice Chairman and Chairman of the Town Council or in their absence that of the Deputy Chairman. Approval may be verbally or by email initially, with a later signature.

However, in the case of the P and F (Office) budget, no such approval will be necessary.

5. If within budget, up to £20,000 only where that item has been resolved by the relevant Committee or Sub-Committee and with the approval of the appropriate Committee Chairman or in their absence that of the Committee Vice Chairman and Chairman of the Town Council or in their absence that of the Deputy Chairman.
6. Monies over £20,000 or not within budget only where that item has been resolved by the relevant Committee or Sub-Committee with an agreed spend or maximum spend.

Items spent under A4 or A5 will be reported back to the following meeting of the relevant Committee or Sub-Committee.

7. The Town Clerk or in their absence the Finance Officer shall have delegated authority to authorise members of staff with the agreement of the Chairman of P and F, or in their absence that of the Vice Chairman of P and F, the

Chairman or the Deputy Chairman of the Town Council, to use the Town Credit Card, where the expenditures in question are otherwise acceptable under Town Council regulations and where necessary for the efficient running of the Town Council and for best value. However, in no case may this be used for individual expenses to be reclaimed, or in excess of the credit limit agreed by Full Council.

8. Line Managers shall have delegated authority for the procurement of their department if within budget, up to £1,800 reporting back at the relevant committee meeting.
9. Line Managers shall have delegated authority to authorise staff training for team members up to the value of £200, reporting back to the Personnel Committee.
10. Finance Officer shall have delegated authority to transfer monies between the Instant Access Accounts to Barclays Current Account for day-to-day operations. This will be reported to Full Council within the monthly bank account receipts and payments reports.
11. If additional hours or TOIL is anticipated, the Line Manager must obtain prior approval from the Town Clerk, or in their absence the RFO. The request should include the reason for the additional hours, the estimated number of hours, and the associated cost. This ensures compliance with the annual budget, checks available funds, and helps minimise unnecessary overtime expenses. Additional hours or TOIL should not occur without Town Clerk approval, except in emergencies. In such cases, the Line Manager must seek retroactive approval within 48 hours.

Commented [DJ1]: Approved at P&F held on 23.09

Section B Personnel

1. All matters detailed in adopted personnel policies of the Town Council shall be taken as being encompassed with this scheme of delegation. For example, but not limited to:
 - 1.1. The Town Clerk's authority to appoint staff where carried out in line with policy.
 - 1.2. Resolution of grievance and disciplinary matters.
 - 1.3. The authorisation of discretionary leave.

- 1.4. Appraisal and exit interviews etc.
- 1.5. The following functions shall be delegated to the Personnel Committee:
 - 1.5.1. The line management of the Town Clerk by the Chairman, or Vice Chairman dealing with routine issue.
 - 1.5.2. The confirmation of progression along pay scales, and successful completion of probationary periods and recommendation not to progress staff or to approve completion of probation shall be recommended to Full Council.

Section C Other

- 1. The Town Clerk shall have sole delegated authority to:
 - 1.1. exercise overall responsibility for Health and Safety;
 - 1.2. have fly-posters removed from STC land, or from Cornwall Council land having checked that they do not have authority to be there;
 - 1.3. waive charges for Guildhall room hire;
 - 1.4. approve or reject links for display on the STC website, and items for display on the STC noticeboards;
 - 1.5. Approve the use of the town's modern logo, in accordance with the principles outlined in the relevant policy.
- 2. The Town Clerk or in their absence the Office Manager / Assistant to the Town Clerk shall have delegated authority in consultation with the Chairman of the Town Council, or in their absence the Deputy Chairman, to:
 - 2.1. Make any temporary arrangements necessary for the good running of the Town Council not falling under the Town Clerk's day-to-day exercise of duties, where they incur no expenditure, or the expenditure falls under the other delegated powers. These shall be reported back to the appropriate committee or Full Council as soon as possible where they may recommend that they be made permanent or halted if appropriate, or else 'noted'.
 - 2.2. Commence the election or co-option procedure for vacancies in the Town Council in accordance with legislation and Town Council procedures.

3. The Town Clerk or in their absence the Office Manager / Assistant to the Town Clerk shall have delegated authority in consultation with the Chairman of the Town Council, or in their absence the Deputy Chairman, and the Chairman of P and F, or in their absence the Vice Chairman, to

- 3.1. Decline bookings for the Guildhall where they consider them inappropriate, or where they are for purposes that might be perceived as prejudicing the neutrality of the Town Council on future developments.

4. The Town Clerk or in their absence the Office Manager / Assistant to the Town Clerk shall have delegated authority with the agreement with the Chairman of the Town Council-or appropriate Committee Chairman, or in their respective absence the Deputy Chairman or Committee Vice Chairman to:

- 4.1. Send out Press Releases. In all cases the Chairman of the Town Council, or in their absence the Deputy Chairman, must either directly approve the release, or be sent a copy of the release at least 24 hours before it goes out in order to give them chance to object if necessary. No Press Release may be sent out under this authority if the Chairman of the Town Council or Deputy Chairman does object: in that instance they must be authorised by Full Council.

Note: Power C/4.1 shall also apply to the Chairman/Vice of the Neighbourhood Plan Steering Group, and any other Sub-Committee or Working Group of the Town Council granted this power by Full Council. However other delegated powers to Committees do not automatically apply.

Appendix 1: Health Pandemic/Lockdown Scheme of Delegation

Saltash Town Council delegates authority to the Town Clerk informed by consultation with Members of the Town Council, to take any actions necessary with associated expenditure up to **£5,000** to protect the interest of the community and ensure Town Council business continuity during the period of the a health pandemic/lockdown where it is deemed inappropriate to meet.

SALTASH TOWN COUNCIL CIVIC HANDBOOK

RESPONSIBLE COMMITTEE: P&F

The Civic and Constitutional Role of the Mayor.

Current Document Status			
Version	2025/26	Approved by	FTC
Date	03.04.2025	Responsible Officer	AJT
Minute no.	05/25/26a(g3)	Next review date	Annual or as required

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
09.2021	1	AJT	FTC 04.11.2021	264/21/22	Revised document (previously MPG)
01.2022	2	AJT	P&F 11.01.2021	147/21/22	Amendment – Hospitality p14
05.2022	2	AJT	ATM 05.05.2022	54/22/23e	Readopted
05.2023	2023	AJT	ATM 04.05.2023	65/23/24g(iii)	Readopted
02.2024	2024 DRAFT	AJT	P&F 27.02.2024	156/23/24g(3)	NALC LTN updated (note still refers to HM The Queen) Reviewed for rec to FTC 03.2024
03.2024	2024	AJT	FTC 07.03.2024	367/23824c	Rec from P&F. Approved.
05.2024	2024	AJT	ATM 02.05.2024	64/24/25g(3)	Readopted

09.2024	2024	AJT	P&F 24.09.2024	74/24/25b	Reviewed by committee. No amendments required.
03.2025	2025	LM	P&F 11.03.2025	164/24/25g(3)	Reviewed with amendments. Additional amendments made at meeting.
04.2025	2025	LM	FTC 03.04.2025	05/25/26a(g3)	Approved
09.2025	2025	LM	P&F 23.09.2025		Amendments made

Document Retention Period
Until superseded

Contents

Introduction	6
The Mayoral Candidate	7
What should you consider?	7
What skills do you need?	8
The Election process	9
The Office of Mayor	10
The History of the Mayor of Saltash	10
The Civic Head of the Town	10
The Deputy Mayor	11
The Consort	11
A note on precedence	12
Initial actions on election as Chairman of the Town Council (Mayor)	13
The role of the Mayor's Secretary	15
Carrying out the role	15
Engagements	15
Speeches	16
Town Messenger	16
Mayor's Charity	16
Chains, Badges and Robes	17
Guidance on wearing the Civic Regalia	19
Budgets, Allowances and Hospitality	22
Who pays for what?	22
Hospitality	23
Gifts	Error! Bookmark not defined.
The Civic Year	23
Mayor Making	23
Civic Service	24
Remembrance Sunday – the closest Sunday to 11 th November	24
Armistice Day – the 11 th November	24
Other Town events that may request a Civic presence/parade:	24
Civic Funerals	24
Death of Senior Member of the Royal Family (or other significant National Figure where public mourning is indicated)	25
Honorary Positions	25

The Chairman of the Council.....	26
Term of Office	26
Legislation	26
The Role of the Chairman at Meetings	28
Voting	29
Outside of the meeting.....	30
The Monthly Meeting of the Town Council.....	30
Extraordinary Meetings.....	30
Authorisation for payments	31
Press releases and communicating with the media	31
Official Signatory.....	31
Resignations.....	31
Neutrality	31
Pre Election Period	Error! Bookmark not defined.
The end of your year in office	32
Appendix 1	33
Protocol for precedence at Civic Events	33
Appendix 2	34
Royal Visits.....	34
Appendix 3	38
Civic Funeral Protocol.....	38

Introduction

If you are reading this as the newly elected Mayor of Saltash – Congratulations on your election!

This handbook has been produced to assist both the incumbent Mayor and Councillors considering standing for office by providing information on the two distinct aspects to the role - the ceremonial duties and that of the Chairman of Saltash Town Council.

The handbook is divided into three sections:

The Mayoral Candidate – giving information that the potential candidate may wish to consider before standing for election to the office.

The Office of Mayor – the Civic role explained.

The Chairman of the Council – the legal role and responsibilities.

The Mayoral Candidate

If you are considering putting yourself forward as a candidate for the position of Mayor, you will need to consider how different the role of Mayor is to that of a Town Councillor.

It has different rules, working hours and restraints and can be physically and mentally demanding. This must be considered in advance of accepting the office particularly in respect of employment and family life. It is however reported to be an enjoyable and rewarding experience by those who have undertaken the role.

What should you consider?

You need to remember that there are two different facets to the role of Mayor – the Civic role where you are the face of the Town Council in the community and that of the Chairman of the Town Council - both of which can require a lot of your time.

Paul Millward, former Chairman of the National Association of Civic Officers and recently appointed President of the Association, gives a comprehensive list of considerations for Members considering standing for Mayor in 'Civic Ceremonial, A Handbook, History and Guide for Mayors, Councillors and Officers' (Millward, 2007). Copyright prevents duplication of the full text here but the book is available to read in the Guildhall on request and any Town Councillor considering standing for the office is encouraged to read chapter three.

The list of considerations is as follows:

- The effect of becoming Mayor on their family and friends.
- The effect on a career or job.
- The effect on a political career.
- The effect on personal and religious beliefs.
- The pomp, circumstance and protocol.
- The effect on non-Town Council interests.
- The effect on the Mayoral partner.
- The effect on a Mayor's relationships with other councillors.

- The effect on the Mayor's relationship with their constituents.
- The effect on the prospective Mayor themselves.

In addition, it is advised to speak to former Mayors about their experiences and the wider effect of the role on their lives although you should remember that everyone is different!

What skills do you need?

A presentation made to the National Association of Civic Officers suggested the following key skills to be an effective Mayor:

- Leadership
- Chairing¹
- Organisational skills
- Team working and relationship building
- Communication
- Knowledge

You may find this a daunting list or you might think 'I've already got these skills' but remember there are opportunities to undertake training.

The role of the Chairman will require you to become much more involved in the work of the Town Council than you might have previously been. The Town Clerk is the Proper Officer of the Town Council and will be able to talk to you about the role.

In addition, once you have made the decision to stand for election, you can prepare for the role as follows:

- Check and practice your skills
- Talk to your Officers
- Talk to the current and previous Mayors

¹ You may find the Councillor workbook on Chairing Skills produced by the Local Government Association useful

- Read the handbook
- Check your wardrobe
- Attend events that the current Mayor is attending
- Start distancing yourself from controversial matters

The Election process

The election of the Mayor and Deputy for the following year will take place in March (except in an election year) with a call for nominations. This process follows the procedure laid out in the Policy for the Election of the Mayor and Deputy. Please refer to the website for the most up to date version.

The Office of Mayor

The History of the Mayor of Saltash

Circa 1225 Reginald de Valletort, Lord of Trematon Castle and Trematon Manor, granted a Charter (not dated) to the burgesses of Essa, as Saltash borough was then called. He confirmed all the privileges which they had received from his ancestors. The charter contained a clause stating that the burgesses would be able to elect a reeve themselves. A reeve was a borough administrator.

Two centuries later the term "Mayor of Saltash" began to appear in some documents; gradually it became the standard title. It was made official in the charter granted to Saltash borough by Queen Elizabeth I in 1585.

The Town of Saltash is twinned with Plougastel in Brittany.

For more information on the history of the town please visit Saltash Heritage.

The Civic Head of the Town

The Mayor is the First Citizen of the Town and will be in the public eye for the whole of their term. The central role is as representative for the Town Council, the community and local democracy.

The Office of Mayor can be used to:

- Promote the Town Council's aims and objectives
- Promote the Town and economic investment
- Champion causes raising their profile
- Raise awareness of local democracy
- Celebrate success
- Be the face of the Town in times of sadness
- Welcome visitors on behalf of the Town.

Please note: A female Mayor is not a Mayoress which is a title that may apply to a Mayor's nominated female partner.

The Deputy Mayor

Duties and responsibilities:

1. The Deputy Mayor deputises for the Mayor when they are unable to fulfil the duties of the post, at the request of the Mayor.
2. Support the Mayor at annual Civic events or other events hosted by the Town Council, at the request of the Mayor.
3. Carry out duties of the post fairly and without discrimination, and in accordance with the aims and objectives of the Town Council.

The Consort

The role of the Consort, whilst not recognised by law, is accorded precedence alongside the Mayor. Whilst it is not obligatory to appoint a Consort they can provide assistance as follows:

- Personal support to the Mayor
- Accompany the Mayor on engagements
- Observance of Civic protocol
- Support with Mayor's charities and events

The Consort will not normally attend engagements without the Mayor.

When carrying out their roles, the Mayor, Deputy Mayor and Consorts should at all times consider the public nature of their office. Behaviour and manner will need to be appropriate at all times and not bring the Town Council into disrepute. They should follow the advice and guidance issued by the Mayor's office at all times and should not:

- Attend any function or otherwise give support to any organisation or person whose objectives are contrary to law and/or Town Council policy;
- Solicit engagements or visits or otherwise procure favours by virtue of office.

A note on precedence

The Town Council has a protocol in place for order of precedence at Civic Events² in the town. Where a member of the Royal Family visits the Lord Lieutenant will advise on the required protocols and precedence. Guidance can also be found in the NALC Legal Topic Note 10³.

² Appendix 1

³ Appendix 2

Initial actions on election as Chairman of the Town Council (Mayor)

Appoint a Consort (if desired)	Chairman of the Town Council (Mayor) to appoint and advise the Mayor's Secretary.
Appoint a Chaplain (if desired)	The Chairman of the Town Council (Mayor) should personally approach the Chaplain and, once the position has been accepted, advise the Mayor's Secretary of the name and contact details for the Chaplain.
Appoint a Mayor's Cadet (if desired)	If you have a personal connection with a youth organisation, you may wish to select a Cadet. Alternatively, a request for nominations can be issued. This should be discussed with the Mayor's Secretary.
Choose a town based charity/organisation/group to support during the year.	If you wish to support a local charity/organisation/group please make the details known to the Mayor's Secretary.
Make an appointment with the Mayor's Secretary	<p>This first appointment should be used to:</p> <ul style="list-style-type: none">• Provide biographic notes for inclusion on the Mayoral information page of the website. www.saltash.gov.uk/mayoral.php• Notify the Mayors Secretary of any dates where you will be unavailable during your term of office.• Advise of any special requirements that you might need to be communicated to organisers

	<p>of events (please note that any details provided will be protected by Data Protection/ UK GDPR).</p> <ul style="list-style-type: none"> • Provide proposed dates and plans for Civic events such as – <ul style="list-style-type: none"> - Mayor Making - Remembrance - Civic Service • Provide details of any additional events you plan to hold during your term to ensure sufficient time for obtaining permissions and approvals e.g. Beating of the Bounds • Advise if during the term as Mayor you wish to undertake Christmas visits to care homes and send e-Christmas cards.
Purchase a supply of thank you cards!	A handwritten note from the Mayor after an event will be appreciated by organisations.

The role of the Mayor's Secretary

The Mayor's Secretary is the Officer of the Town Council who will support the Mayor in their Civic role. This forms only part of their role as a full-time member of the administration team.

The Mayor's Secretary will:

- Receive invitations for the Mayor and reply after consultation with the Mayor
- Maintain the Civic Diary
- Maintain the Mayor's Page on the STC website
- Receive and respond to Mayor's correspondence where appropriate
- Organise Civic and Community events (e.g. Civic Service, Remembrance Service) and attend as directed by The Office Manager / Assistant to the Town Clerk
- Produce the monthly Chairman's Report

Carrying out the role

A word on home security – you will be out and about and away from home for much of the Mayoral year. Whilst engagements are not published in advance by the office you may wish to review your home security arrangements.

Engagements

Every invitation for the Mayor to attend an event must be routed through the Mayor's Secretary. If the Mayor is contacted directly the correspondent should be asked to resubmit their invitation through the official channels. This allows the Mayor's Secretary to run an accurate and efficient diary and is also a requirement for insurance purposes.

The Chain will only be covered at Town Council events or where the Mayor is representing the Town Council. If the Town Council is unaware that the Mayor had the chains while on official business, it would be difficult to prove they were insured, and as a result, the chains would not be covered.

The Mayor will be expected to attend the majority of engagements with the Deputy only being involved where there is a double booking or during the Mayor's holiday, unforeseen illness etc.

Once an invitation has been accepted it should not be cancelled, except in an emergency, and it is not acceptable to 'change your mind' if a later invitation is received that is more appealing. Events and engagements within the town will always take precedence over events outside the town boundary.

The Mayor should not attend commercial functions where their name may be used for advertising purposes except where it is of clear benefit to the town.

The Mayor should attend punctually (but not too early), being ready to take their place at the appointed time whilst allowing time for robing if necessary.

After an engagement the Mayor may wish to send a handwritten note of thanks to the hosts.

The Mayor's Secretary writes the Chairmans Monthly report to the Town Council which includes details of all engagements attended the previous month. This information is then displayed on the Mayoral page of the Town Council website.

Speeches

Please note that the Mayor is responsible for writing their own speeches.

Town Messenger

The Mayor is responsible for writing a monthly column for the Town Messenger.⁴

Mayor's Charity

If you choose to support a local charity during your year in office, it is your responsibility to lead in any fundraising initiative(s).

The Mayor's Secretary is in place to support the smooth running of Civic Events but not charity events. When looking at these events the Mayor should give thought as to how they can be organised without assuming that Officers will be able to staff and organise them.

⁴ Communications Policy

Where money is collected at a fundraising charity event run by the Mayor the following procedure should be followed:

- Any money collected should be deposited in a sealed collection tin during the event and brought into the Guildhall for opening.
- The Finance Assistant will open the collection tin, count the money, following the Town Council's financial processes and deposit it into the Mayor's Charity Bank Account.
- Once the total amount raised is confirmed the Mayor's Secretary will notify the Mayor who can publicise this if they wish.

Chains, Badges and Robes

Chains and badges – safe custody guidelines:

The Town Council has agreed the following guidelines for the safekeeping of the Civic Regalia. You should read these carefully and adhere to them. Please contact the office if you have any queries.

Responsibilities:

1. The Town Council will:
 - 1.1. Maintain insurance cover for all Civic regalia under the Town Council insurance policy;
 - 1.2. Be responsible for the maintenance of the regalia including any damage or wear and tear etc.
2. The Mayor and Deputy:
 - 2.1. Ensure the specific conditions of the Town Council insurance are followed (you will be briefed by the Town Clerk following your election).
 - 2.2. As far as is practical follow the other guidelines for the safe custody of the regalia.
 - 2.3. Do not attempt to clean or repair any part of the regalia. Reporting any damage immediately to the Town Clerk.
 - 2.4. Take reasonable precautions to minimise the loss or injury of any Town Council regalia, considering every situation carefully.

For example:

If travelling to an event (especially if alone) is it safe to wear whilst driving or walking to the venue?

However, if parking at the event, it would be expected for the Mayor to be wearing the Chain on entry, therefore wearing it travelling from the car to the event would be reasonable.

Store the Chain in the case provided when not being worn.

Follow guidance provided on the safe custody of all parts of the regalia.

Guidance on wearing the Civic Regalia

Note: Civic chains are not worn with military uniform but may be worn over academic dress or full canonicals by a member of the clergy.

A buttonhole (the exception being a poppy) is not normally worn with the Mayoral Chain.

The section on Pre-Election Period also applies to wearing of Civic Regalia.

Item	Guidance on wearing/use of item
Mayoral Chain	<p>When undertaking official duties as Mayor and/or private places/engagements: with suitable precautions adhered to including reserved parking space where possible and the agreement of the Town Clerk.</p> <p>In other parish/town: only with written permission of the Mayor's office of that parish/town which the Mayor's Secretary will obtain behalf of the Mayor.</p>
Consort's Chain and Medallion	<p>The Consort will only wear the chain and medallion when accompanying the Mayor wearing the chain. (Same guidance applies.)</p>
Deputy Mayors Chain and Pendant	<p>The Deputy Mayor does not wear the chain and pendant at Town Council meetings except in the absence of the Mayor when they will take the Chair.</p> <p>The Deputy Mayor may wear the chain and pendant in the presence of the Mayor when attending Civic, Ceremonial and official functions.</p>
Deputy Consort's Pendant	<p>May be worn when accompanying the Deputy Mayor.</p>

Mayoral Robes	<p>May be worn when attending a Civic Event.</p> <p>Robes comprise of:</p> <p>Bicorn with gold flash (Tricorn for female Mayors)</p> <p>Red robe trimmed with fur</p> <p>White gloves</p> <p>Lace Jabot</p> <p>(plus, Chain of office)</p> <p>At the discretion of the Mayor the accompanying Town Sergeant, Mace Bearer and Town Clerk will also be in Civic dress.</p>
----------------------	--

When the Mayor is wearing full official Robes and Hat, the Hat should be removed when:

- Acknowledging Salutes;
- During the playing of the National Anthem;
- In the presence of a member of the Royal Family;
- During Church services
- During March Pasts, the Mayor should remove and replace the Hat:
 - As each section passes the salute;
 - When the Colours pass; and
 - On an inspection when the Mayor passes the Colours.

Wearing the Chains

You may need to secure the Chains to your clothing to correctly position them. You may for example wish to have some loops attached to a suit jacket but it is worth considering the delicacy of any fabric when selecting an outfit for an official engagement.

Budgets, Allowances and Hospitality

The Chairman of the Town Council is paid an allowance (taxable) during the term of office to reflect expenses incurred (LGA 1972, s15 (5) and 34 (5)). The objective of the allowance (which is separate from the Town Councillors Allowance) is to allow any Town Councillor to be able to be Mayor regardless of personal financial circumstances and to allow each Mayor to fulfil the duties of the role with dignity.

The Finance Officer will advise on the allocation of the Mayor's allowance.

Who pays for what?

The Chairman is given the allowance in the expectation that they will fund a number of things while other expenses are paid from the Civic Occasions budget. The LGA does not stipulate the type or category of expenditure. A breakdown is shown below and while not an exhaustive list, the examples should cover most expenditure items of the year. If you are in any doubt as to whether you are expected to pay for something, please ask.

Category	Paid from the Chairman of the Town Councils Allowance	Paid from the Civic Ceremonial Events Budget
Flowers	Personal bouquets; buttonholes; special arrangements	Remembrance Sunday costs including wreaths
Food/Drink	Private catering/working lunches including alcohol	Official lunch meetings Special meetings (e.g. the High Sherriff)
Photos		All photography at Town Council Civic events is paid for by the Town Council
Travel	Mileage to and from events	
Entry to events	Tickets for events	
Charity events	Raffle prizes/tickets; charitable fundraising	

Commented [DJ1]: Approved at P&F 23.09.25

Donations	Donations to charities	
Additional Mayor Making Expenditure	All additional expenses must be paid from the Mayor's Allowance e.g. Gifts to attendees that the Mayor may wish to thank	Pennies and Fruit for Mayor Making
Administration expenses	Telephone, stationery, printing and postage	

Hospitality / Gifts

The Mayor is entitled to **four** free uses of the Town Council premises for fundraising events. The Mayor can gift the free use of Town Council facilities to other charities or organisations to benefit from if they wish.

Commented [DJ2]: Approved at P&F 23.09.25

Other requests for free room hire should be referred to the Hire of Town Council Premises and Events Policy.

The Mayor and Deputy Mayor must register all gifts regardless of value that fall outside of the appropriate gifts and hospitality guidance. This is done by providing the full details in writing to the Assistant to the Town Clerk/ Office Manager, who will enter it on to the Town Council's Register of Gifts and Hospitality.

For further guidance on gifts and hospitality please refer to the Code of Conduct Appendix A.

Commented [DJ3]: Approved P&F 23.09.25

The Civic Year

There is a structure to the year with a number of regular Civic events that will appear in the Mayor's Diary as follows:

Mayor Making

As soon as you are elected you will be asked if you wish to hold a Mayor Making Ceremony. This is entirely up to you but is an opportunity to continue the traditions associated with the event (previously known as Mayor Choosing) with your friends, family and colleagues.

The Mayor's Secretary will assist with the arrangements although the booking of a photographer (if desired) and the catering (including drinks) are the responsibility of

the Mayor to arrange and pay for. The venue is also the choice of the Mayor but please note if not held in the Guildhall, the associated costs are the responsibility of the Mayor.

Civic Service

This is normally held towards the end of the Civic Year (March/April) to celebrate the year held in office.

The Mayor may also wish to present awards as part of the Civic Service. More information can be found in the Civic Awards Policy.

The Mayor's Secretary will assist in the arrangements.

Remembrance Sunday – the closest Sunday to 11th November

The Town Council holds an annual service and parade followed by wreath laying. This is a Civic Event held with the Saltash Branch of the Royal British Legion.

Armistice Day – 11 November

A short service of commemoration is held in Fore Street-organised and led by the Saltash Branch of the Royal British Legion at 11.00 a.m. and is a Civic Event.

Other Town events that may request a Civic presence/parade:

- May Fair
- Saltash Regatta
- Christmas Event

These organisations may wish to invite the Mayor and formally request the Civic Party's attendance, which can be requested via the Town Council and well in advance to allow for proper preparations by the Mayor's Secretary.

Civic Funerals

Any serving Town Councillor who dies during their term of office is entitled to a Civic Funeral but only at the express wish of the family.

Any former Mayor or Freeman who dies is entitled to a Civic Funeral but only at the express wish of the family. There is a protocol in place and the Town Clerk will offer guidance.⁵

Death of Senior Member of the Royal Family (or other significant National Figure where public mourning is indicated)

There is a protocol in place and the Town Clerk will offer guidance.

Honorary Positions

The Mayor holds the following honorary positions:

- Royal Naval Association- Patron.
- Rotary Club of Saltash - Honorary member and welcome to attend meetings and give a talk.
- Saltash Sailing Club- Honorary member.

⁵ Appendix 3

The Chairman of the Council

The Town Council cannot operate without a Chairman and the Local Government Act 1972 provides legislation to ensure:

- a. that there is always someone to preside over a meeting;
- b. the person presiding has a casting vote which must be used.

The Chairman should ensure they have a good understanding of the Town Council Standing Orders as they begin their term of office. It is also recommended that training on chairing skills is undertaken.



Make sure that you have all the dates for Town Council meetings that you will chair in your diary. If you are not able to attend, give your Deputy sufficient notice for them to be fully briefed and able to chair the meeting effectively.

Term of Office

The Chairman's term of office continues until the appointment of a successor, other than where the Chairman resigns or is disqualified.

Legislation

At the Annual Meeting:

The first item of business is to elect a Chairman.⁶

The Chairman of the Town Council remains in office until his successor has been elected and should preside even if they have not been elected to the Town Council.⁷

The retiring Chairman will:

- Receive apologies and confirm the meeting is quorate
- Receive nominations and count votes for the election of the new Chairman
- If the retiring Chairman has been elected as a Town Councillor, they have an original vote but is under no duty to cast it.⁸

⁶ LGA 1972 ss.15(1) and (2)

⁷ LGA 1972 ss.15(4)

⁸ LGA 1972 Sch12 para 39(1)

- If the retiring Chairman has not been elected as a Town Councillor they do not have an original vote⁹
- In the event of a tie the retiring Chairman (regardless of whether they are an elected Town Councillor) must use their casting vote to break the deadlock.¹⁰

Note: there is no reason why a candidate shall not vote for themselves.

On election the Chairman will immediately sign the Declaration of Acceptance of Office¹¹ in front of the Town Clerk and then preside over the remaining business.

If the Declaration of Acceptance of Office is not signed at the due time or before the next meeting of the Town Council, the Town Councillor will thereupon vacate the office and a casual vacancy will arise.

Note: The Vice-Chairman does not sign a Declaration of Acceptance of Office as Vice-Chairman but (simply) acceptance of office of Town Councillor.

⁹ LGA 1972 ss.15(2)

¹⁰ LGA 1972 s.15(3)

¹¹ LGA 1972 s.83(4)

The Role of the Chairman at Meetings



Be prepared! It is the Chairman's responsibility to carry out their own research prior to attending meetings of the Town Council.

If present, the Chairman of the Town Council must preside at Town Council meetings.

If the Chairman is not present, the Vice-Chairman must (if present) preside.

In the event that neither the Chairman nor Vice-Chairman is present, the Town Council shall vote for a member to preside at that meeting.

The Chairman or member of the Town Council presiding at a meeting, will sign the minutes of that meeting.

It is the Chairman's responsibility (McCourt; Millward, 2007):

1. To determine that the meeting is properly constituted and that a quorum is present;
2. To be informed as to the business and objects of the meeting;
3. To preserve order in the conduct of those present;
4. To confine discussion within the scope of the meeting and reasonable limits to time;
5. To decide whether proposed motions and amendments are in order;
6. To formulate for discussion and decision questions which have been moved for the consideration of the meeting;
7. To decide points of order and other incidental questions which require decision at the time;
8. To ascertain the sense of the meeting by:
 - 8.1. Putting relevant questions to the meeting and taking the vote thereon (and if so minded giving a casting vote);
 - 8.2. Declaring the result; and
 - 8.3. Causing a ballot to be taken if duly demanded;
9. To approve the draft of the minutes or other record of proceedings (with the consent of the meeting);
10. To adjourn the meeting when circumstances justify or require that course; and
11. To declare the meeting closed when its business has been completed.

CALC suggests some ground rules for running a successful meeting as Chairman:

- Stick to the agenda and keep to time;
- Work towards consensus;
- Everyone is encouraged, but no-one is forced, to participate. No-one dominates;
- Be courteous towards others, including members of the public, guest speakers and other Town Council members;
- Try not to interrupt when someone else is speaking;
- Respect the ideas of others. Everyone has something of value to contribute.
- If you wish to challenge – challenge the idea not the person;
- Remain open-minded and non-judgmental.

Voting

During the meeting, if a vote on a matter is tied, the Chairman, or other person presiding, has a second or casting vote. (See above.)

Whilst it is a convention in some councils that the Chairman will not vote when a matter is put before the meeting and will only use their casting vote, there is no rule of law on this and it is becoming a practice little followed. Some councils apply a convention that the Chairman will use their second or casting vote in a way to support the status quo and keep the question open for reconsideration at a later date, which is generally considered to be best practice. The choice remains with the individual Chairman.

Outside of the meeting

Relevant policies available on the Town Council website:

- Scheme of Delegation
- Communications Policy and Strategy
- Protocol for Member Officer Relations

The Chairman has much more involvement in the Town Council during their term of office working closely with and supporting the Town Clerk, or in their absence the Office Manager / Assistant to the Town Clerk. You should be prepared to receive more direct emails and phone calls.

The Town Clerk may approach the Chairman of the Town Council to informally discuss matters that arise or informally consult on decisions that is within the remit of the Town Clerk to make. The Chairman of the Town Council may also be asked for information about the town.

Correspondence to and from the Town Council is normally dealt with by the Town Clerk or their delegated officer.

The Monthly Meeting of the Town Council

The agenda for the monthly meeting of the Town Council will be worked up with the Town Clerk and you will be asked to approve the agenda before it is issued. There are legal requirements for issuing notice of meetings which the administration office work to and you may find it helpful to set time aside in your calendar to ensure you are able to respond in good time especially where you have questions. You should also give plenty of notice of any items you would like to add to the agenda.

Prior to the meeting there will be a briefing with the Town Clerk. You should be able to estimate the time needed per item from this meeting.

Extraordinary Meetings

The Chairman of the Town Council has the power to call an Extraordinary Meeting at any time. The Town Clerk will advise you further on this power.

Authorisation for payments

At any time, the Chairman of the Town Council may be contacted for authorisation under the Scheme of Delegation. Please ensure you are familiar with your role under this policy.

Press releases and communicating with the media

The Town Clerk, or Office Manager / Assistant to the Town Clerk will clear all press releases, or comments to the media, with the Chairman of the Town Council or the Chairman of the relevant committee as appropriate.¹²

Where comments are requested from the media, the Chairman of the Town Council will normally be the authorised spokesperson but they may choose to authorise another Town Councillor to speak on an issue.

Please refer to the Communications Policy and Strategy.

Official Signatory

The Chairman of the Council will on occasion be required to be a signatory (in addition to the Town Clerk or in their absence the Office Manager / Assistant to the Town Clerk to the Town Council's official seal on documents on behalf of the Town Council.

Resignations

The Chairman of the Town Council is the person who receives the resignations of other councillors or the Town Clerk.

Neutrality

The convention has been that during the Civic Year the Chairman of the Town Council reduces their political profile and displays even handedness, avoiding involvement in contentious issues.

The Chairman of the Town Council should not attend political events in their capacity as Mayor of Saltash and wearing the Chain.

Pre-Election Period

Special conditions apply to the issue of publicity in the period leading up to elections. During the six-week period leading up to an election, the Town Council must take

¹² Communications Policy and Strategy

special care not to issue any publicity that might conceivably be perceived as having the potential to influence the outcome of the poll.¹³

To ensure compliance with the various Acts and Publicity Code, the Town Council will avoid issuing any publicity in this period in the name of or associated directly with any Councillor, including the Chairman of the Town Council.

No Civic Events should be held during this period and the Chairman of the Town Council (or any previous Chairman of the Town Council) should not use any photographs of them wearing Mayoral Robes or any Civic Regalia in election publicity material.

The end of your year in office

- Write your final column for the Town Messenger.
- Write any letters of thanks.
- Ensure all items of Civic Regalia and keys are returned to the Guildhall and checked in with the Mayor's Secretary.

The final role will be to chair the first item at the Annual Meeting, the election of the new Chairman of the Town Council.

You will be presented with a Mayor's Badge engraved with your name and term of office by the new Chairman of the Town Council.

¹³ Representation of the People Act 1983; Local Government Act 1986; Local Authority Publicity Code of Recommended Practice 2001

Appendix 1

Protocol for precedence at Civic Events

Civic Event Order of Precedence Protocol

Town Sergeant to exercise control and form up parade.

Town Sergeant and Mace Bearer

Mayor and Mayoress/Consort or Lord Lieutenant if present.

Town Clerk and Mayors Chaplain
plus, Mayoress/Consort if Lord Lieutenant present.

Deputy Mayor and Deputy Mayoress/Consort.

Mayors Cadets

Town Councillors (In order of length of service/seniority).

Freeman of Town (In order of length of award)

Member of Parliament

Town Crier plus May Queen and Princesses

Visiting dignitaries

Police /Fire Representatives

Others

Appendix 2

Royal Visits



Legal Topic Note

LTN 10

March 2013

ROYAL VISITS

Introduction

1. This Legal Topic Note explains the formalities and rules of precedence associated with a visit to a town; parish or community by a member of the Royal Family or the Lord Lieutenant.

Legislation

2. By virtue of section 3(4) of the Local Government Act 1972 'The chairman of a district council shall have precedence in the district, but not so as prejudicially to affect Her Majesty's royal prerogative'.

Royal Prerogative

3. Her Majesty the Queen has made known her wishes about precedence in connection with Royal visits by Her Majesty the Queen, and by those members of the Royal Family styled His or Her Highness and their spouses.
4. Except where a District matter is the purpose of a Royal visit to a county the order of presentation by the Lord-Lieutenant to the Royal visitor normally be:-
 - a. Lord-Lieutenant's spouse;
 - b. High Sheriff and spouse;
 - c. Chairman of County Council and spouse;
 - d. County Chief Executive and spouse;
 - e. Chairman of District Council and spouse;
 - f. District Chief Executive and spouse;
 - g. Member of Parliament and spouse;
 - h. Chief Constable and spouse; and

- i. The Principal Organiser of the event.
- 5. Thereafter other necessary presentations may be deputed to the Principal Organiser.
- 6. Where a District matter is the purpose of the Royal visit, the Chairman of the District Council (or Mayor of the Borough) will take precedence over the Chairman of the County Council (s. 3(4) of the Act of 1972). Where there is doubt whether the visit is for a District matter organisers are expected to consult the Lord-Lieutenant.

Town, Parish and Community Councils – Visits

- 7. There is no provision in the formal order of precedence on Royal visits for the Town Mayor or Chairman of the Parish or Community Council. Where the visit has a particularly local character and is taking place in a Town, Parish or Community the Town Mayor or Chairman would normally be presented as a courtesy after the organiser of the event. In cases of difficulty, it should be possible for the Lord Lieutenant to resolve the problem. Advice in advance can also be sought from the Private Secretary to the Member of the Royal family.

Events Not Involving Royal Family

- 8. The Lord-Lieutenant, if present, takes precedence as the representative of Her Majesty. The Mayor of the Borough or Chairman of the district council has precedence (next after the Lord-Lieutenant) in the borough or district over all other persons (s. 3(4) of the Act of 1972). This statutory right applies even at functions or meetings convened by a Town Mayor or Chairman of a Parish or Community Council. In his town or parish or community the Town Mayor or Chairman should have precedence after the Borough Mayor or District Chairman.
- 9. The question of precedence is a social, not an executive issue. Accordingly notwithstanding the rules of precedence, the person entitled to preside, or the person convening the meeting or event, whichever is appropriate, will preside. So at a Town Council dinner the Town Mayor presides even though the District Chairman is present.
- 10. The order of Civic precedence after the local Mayor or Chairman is not pre-determined. So far as is necessary it should be arranged by the organiser of the event. Modelling the list so far as possible on that prescribed for Royal visits and differentiating between equals by reference to the date of first taking up the position currently held should normally provide a satisfactory answer. Where

there are clear local customs these should be followed. For social precedence there is a clear and long list mainly based on titles or honours to be found in standard books of etiquette.

Insignia

11. Invitations to events should as a matter of courtesy indicate the style and dress and, in particular, invitations by Town Mayors or Chairmen to the heads of other local authorities should say whether Civic insignia (such as a Mayoral chain) is to be worn. This is a matter for the convenor of the event. The organiser does not have to follow any direction or wish of the Mayor of the borough or Chairman of the district although normal Civic courtesy would give weight to any request from him.

Titles

12. A Town Mayor should be described as 'The Town Mayor of ____'. A chairman of a parish or community council should be entitled 'The Chairman of the Parish (or Community) Council of ____'. A member of a town parish or community council should, if any title is used, be entitled 'Councillor (Miss or Mrs) ____'.

Forms of Address

13. In view of the need to distinguish between borough mayors and town mayors it is thought that the proper forms of address should be 'Mr (or Madam) Town Mayor', Mr (or Madam) Chairman, or 'Town Mayor'. Members of councils should be addressed as 'Councillor (Mrs or Miss) ____' where formality is required. A deputy should be addressed as 'Mr (or Madam) Deputy Town Mayor' not as 'Mr Deputy'.

Civic Services

14. There are no generally followed forms of church service for use on Civic occasions. It is normal practice for the service to be settled by arrangement between the clergyman and the local authority.
15. Further information can be found in "Civic Ceremonial: A Handbook, History and Guide for Mayors, Councillors and Officers" by Paul Millward.

Other Legal Topic Notes (LTNs) relevant to this subject:

LTN	Title	Relevance
12	Honorary Titles and Officers of Dignity	Sets out the powers of councils to grant honorary freedoms.

© NALC 2013

Appendix 3

Civic Funeral Protocol

The procedure for a Civic funeral will normally follow closely that governing the attendance of the Town Council at church services

The Town Council will normally attend a funeral formally only if the deceased was a past Chairman of the Town Council or serving member of the Town Council or Freeman and then only at the invitation of the deceased's family

For the funeral of a Chairman of the Town Council who died in office the senior member of the Town Council will follow the coffin bearing the Mayoral Regalia on a black cushion.

However, the overriding factor shall be that of the family's wishes and protocol will not dictate precedence or procedure in these circumstances.

If the Chairman of the Town Council is to attend and the chain is to be worn the church must be notified and the family of the deceased may then mention the attendance of the Mayor during the service if they so wish.

On all occasions of public mourning either for royalty or for any of the above the head of the maces should be draped in black or a black bow tied around the shaft.

The Town Council flag shall be flown at half-mast from the day of the death until sunset on the day of the funeral.

Procedure notes:

- Agree with family/funeral director what the Town Council input into the service should be.
- St Stephens Church and St Nicholas and St Faith have a special pew for the Mayor that dictates where the Civic Party sit together with dedicated mace stands however other churches will require the mace stands to be in place beforehand.
- The Chairman of the Town Council will advise past Chairmen of the Town Council, Freeman, MP and past MPs that a Civic funeral will be taking place so that they can make a decision to be part of the Civic Party if they choose to.

- Town Sergeant and Mace Bearer to be notified (The black hoods for the maces are in the Guildhall safe).