

**RAUNDS TOWN COUNCIL**  
**POLICY & RESOURCES COMMITTEE**

Minutes: 23 April 2015: Start Time 7pm.

**PRESENT:**

Cllr P Williams (Chair), Cllr L Thomas, Cllr P Wathen, Cllr P Ellis, Cllr N Harvey and, Cllr A Boto.

**IN ATTENDANCE:**

Ms K Houlihan, Town Clerk (Minutes)  
Miss J. Coduri, Assistant to the Clerk.

**725.14 APOLOGIES FOR ABSENCE:**

Members received apologies from Cllr M Clements.

**726.14 NOTIFICATION OF REQUESTS FROM MEMBERS OF THE PUBLIC TO ADDRESS THE MEETING IN COMPLIANCE WITH ADOPTED PROTOCOL.**

None received.

**727.14 NOTIFICATION OF MEMBERS QUESTIONS IN COMPLIANCE WITH THE COUNCIL'S STANDING ORDERS.**

None received

**728.14 DECLARATIONS OF INTEREST.**

The following Members declared an interest.

Item No.	Councillor	Nature	Reason
732.14	Cllr P Ellis	Other	Member of group who use Saxon Hall
732.14	Cllr P Williams	Other	Member of group who use Saxon Hall

Key: DPI = Disclosable Pecuniary Interest

Other = Other interests

**729.14 MINUTES.**

The minutes of the last meeting of the Policy and Resources Committee Meeting held on 19 February 2015 were examined for accuracy.

**RESOLVED that the Minutes of the Policy and Resources Committee Meeting held on 19 February 2015 be approved.**

**730.14 BUDGET REVIEW 2014/15 –**

To review the income and expenditure for the financial year 2014/15 and to make any recommendations as necessary.

Members reviewed the document.

**RESOLVED that the report be received and noted**

**731.14 FREEDOM OF INFORMATION PUBLICATION SCHEME**

Members received a draft policy document, (Appendix 6), detailing how the Council provides access to information. The Clerk explained that the document had been updated to ensure that Raunds Town Council met with the requirements of the Local Government Transparency Code 2015. The publication scheme was also in keeping with requirements of the Local Council Award Scheme (which has replaced the former Quality Council Scheme).

**RESOLVED that the committee recommends to the Council that the publication scheme be approved.**

**732.14 LETTINGS POLICY AND TERMS AND CONDITIONS OF HIRE SAXON HALL AND THE HALL**

Members reviewed the revised Terms and Conditions of Hire for Saxon Hall (Appendix 1) and the Council's Lettings Policy for Town Hall and Saxon Hall (Appendix 2).

Both documents were agreed, subject to the inclusion of an additional paragraph in the Terms and Conditions of the Saxon Hall whereby if a debt remains unpaid the Council reserved the right to cancel any further bookings until the debt had been repaid and if the said debt remains outstanding the hirer will be refused further hire of the Saxon Hall until the situation is rectified.

**RESOLVED to**

- a) **Recommend to Council the amendments to the terms and conditions of hire Saxon Hall;**
- b) **Recommend to Council that the Lettings Policy be re-adopted.**

**733.14 ACCIDENTS AND NEAR MISSES POLICY**

Members reviewed the accidents and near misses policy. (Appendix 3)

It was agreed that under paragraph 5 the text that is highlighted below be removed.

*5. ~~There is no doubt that a contributing factor to the increasing numbers of accidents in recent years has been the failure to observe basic safety precautions. You are reminded therefore that the conditions of the Council's insurances require that all reasonable steps must be taken to prevent accidental loss, damage or injury. There are numerous near-misses before you have an accident, statistically speaking, therefore it is imperative that all near-misses are reported.~~*

**RESOLVED that the Committee recommends to Council that the amended policy be adopted.**

**734.14 ELECTRICAL WORKS AT THE HALL**

The clerk tabled a report (Appendix 4) on electrical works at The Hall in consideration of the report the committee...

**RESOLVED to**

- a) recommend to the Council that the Clerk be authorised to commission the work to be undertaken in this financial year and that the sum of £1,800 be vired from the electrical works reserve to fund this phase of the project;
- b) financial regulation 11(ii) specialist services and (iv) the work constitutes part of an existing contract are deemed to apply to this work.

**735.14 BOOKINGS AND FINANCE SYSTEM**

The clerk tabled a report (Appendix 5) on the implementation of the new office software and to consider any virements needed between the IT/Office Equipment Budgets and the Accountancy and Audit Budgets.

**RESOLVED to**

- a) recommend to the Council that £1969 be vired from the IT/Office equipment reserve to fund the cost of purchasing the software and that the remaining £960 of support and set up costs be met from the accountancy and audit budget;
- b) to note the implementation date for the new software.

**736.14 AGED DEBTORS LIST**

The Clerk provided a verbal report on the collection of a number of old debts previously reported.

Debts totalling £12,234 had been collected to date. The committee wished to record their thanks to the Assistant to the Clerk for her excellent work in clearing the debt.

In consideration of the report it was...

**RESOLVED to**

- a) write off a bad debt of £72.00 which had been outstanding since 2013;
- b) the Clerk to make final attempts to chase 2 further debts totalling £502.09, but unsuccessful these should also be written off.

**737.14 DATE OF NEXT MEETING**

**RESOLVED to note that the date for the Annual Meeting of Raunds Town Council will be Thursday 14<sup>th</sup> May 2015.**

There being no further business the meeting concluded at 7.35pm

Approved: ..... (Town Mayor)

Meeting date: ..... 14 May 2015..... (Council)

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Confirmed: ..... (Chairman)

Meeting date: .....18 June 2015..... (Committee)

**Appendix 1:**

**TERMS AND CONDITIONS OF HIRE**

The Saxon Hall is an ideal modern venue, conveniently situated in the centre of Raunds.

It is competitively priced having three halls which can be used in any combination, two meeting rooms, kitchen facilities, disabled access and nappy changing facilities.

The Saxon Hall car park has 50 spaces that include 2 disabled spaces available for hirers. Please note that The Town Hall car park is not to be used.

Please read through these conditions of hire and sign the declaration on the completed booking form returning it to Raunds Town Council together with full payment or deposit, whichever is appropriate.

Hirers will be required to make full payment for any hiring at the time of booking, except where a series of consecutive bookings are involved when payment will be requested by invoice. All invoices are due for payment within 30 days of the date on the invoice.

Raunds Town Council reserves the right to apply fees and charges to invoices that are left unpaid after 30 days and to cancel any further bookings until the debt has been repaid. Any hirers with outstanding invoices will be refused further hire of the Saxon Hall until the situation is rectified.

Only on receipt of a signed booking form and payment, unless it is confirmed by the office that you will be invoiced, will the hiring be considered as confirmed and a booking confirmation is sent.

All enquiries, viewings, bookings, changes to bookings and cancellations must be made through the Town Hall office and not with Site Supervisors at the Saxon Hall.

Enquires for an availability of a specific date can be provisionally held for 14 days from the date of enquiry. If the office has not received a booking form and payment within this time, the reservation will be cancelled.

Times of bookings will need to include all setting up and clearing away as necessary with the earliest time for any booking being 8:30am and the latest finishing time for booking being 12:00am (midnight).

Kitchen facilities are free of charge subject to availability. Hirers are recommended to check when enquiring.

When booking more than one hall, screens can be removed to make a larger area. Please indicate on the booking form if this is required.

The Saxon Hall is used as a polling station for Elections. If the officers at East Northamptonshire Council compel Raunds Town Council to make the Saxon Hall available for a polling station, Raunds Town Council reserves the right to cancel all bookings for this day and notification of this cancellation, in writing, will be sent out to the hirer.

The Council reserves the right to cancel any letting at any time should the use of the premises be required in any emergency or is in such condition as to be unsuitable.

The Council will endeavour to ensure that one of our site supervisors is on site for the duration of your booking; however in exceptional circumstances it may be necessary for us to leave the site unsupervised. In that instance you will be given the opportunity to cancel your booking and receive a refund.

Raunds Town Council reserves the right to change or cancel any booking giving at least 2 weeks' notice and, in such an event, any fees paid by the Hirer will be refunded. However the Council shall not be liable to pay any compensation to any person in respect of any such cancellation.

Wireless broadband access is offered free of charge to hirers; however, if use of the wireless broadband link is required, the hirer must request permission from the Town Hall office and sign 'The Saxon Hall Use of Broadband Internet' Policy. The Council does not guarantee connectivity.

Public entertainment will only be permitted between the hours of 9:00am and 12:00am (midnight).

Smoking is prohibited throughout the building.

Admission is at the discretion of the duty staff.

**The following is a guideline to capacity for each hall or room.**

*Please note: This number will decrease with the amount of tables you have in the room.*

Hall 1 seats 60  
Hall 2 seats 50  
Hall 3 seats 160

Room 2 seats 23  
Room 3 seats 36

There is a maximum of 200 people permitted in all 3 halls at any one time.

**These regulations are not intended to inhibit reasonable use of the Saxon Hall by the public but Hirers are asked to note responsibility for the law and order at all times during the period of letting.**

**THE HIRER IS RESPONSIBLE FOR:**

Preservation of order during functions.

Any injuries to children or damage caused by them throughout the period of hire.

Briefing your own guests after you have been informed of all Health & Safety and Fire Regulation issues by the Site Supervisor.

Being aware of the location of Fire Escapes, Fire Extinguishers and capacity allowances for the Saxon Hall and make sure your guests are informed.

Ensuring that gangways and doors permitting exit are unobstructed at all times and that emergency exit signs are illuminated.

Ensuring that all your guests vacate the building in an emergency and get them all to the meeting point in the car park. Please see page 4 for more details.

Cleaning up after yourselves and leaving the facilities in the manner in which they are found:

- washing up and returning all crockery used,
- collecting all rubbish and taking it off the premises,
- returning all furniture to its original place
- sweeping debris off the floors.

Please see Site Supervisors for equipment.

All damages caused to the Saxon Hall, furniture, fittings, wall and floor furnishings or other property of the Council during the period of or otherwise arising out of the hire of the premises, and the expense of making good.

All claims, damages and expenses howsoever arising from your negligence either out of or in consequence of the hiring.

### **FIRE EVACUATION**

Good management of fire safety is essential to ensure that fires are unlikely to occur; that if they do occur they are likely to be controlled or contained quickly, effectively and safely; or that, if a fire does occur and grow, everyone in our premises are able to escape to a place of total safety easily and quickly.

You will notice that there are fire action / evacuation notices on each door at the Saxon Hall. Please inform and show your group members/users and familiarise yourself with the procedure in case of an emergency.

The Fire Action Procedure document makes reference to what you, as the hirer, your appointed Fire Warden and Raunds Town Council's staff roles are and to refresh you on what to do in the event of a fire emergency.

The Fire Action Notice document makes reference to what your responsibilities as the hirer entail during your hired time at the Saxon Hall.

Full copies of these documents are in the Saxon Hall office if you would like to view them or call the Town Hall office if you wish to have a copy.

### **FIRE ACTION PROCEDURE**

The fire alarm and burglar alarm are linked with a monitoring station and will automatically call the fire brigade or police.

- ❖ IF YOU DETECT A FIRE - BREAK THE ALARM NEAREST TO YOU AWAY FROM THE FIRE OR INFORM THE SITE SUPERVISOR PRESENT AS SOON AS POSSIBLE.
- ❖ IF YOU HEAR THE FIRE ALARM BELL RINGING, PLEASE MAKE SURE ALL YOUR GROUP MEMBERS / GUESTS EXIT IN AN ORDERLY FASHION OUT OF THE NEAREST EXIT
  - HALLS 1, 2 AND 3 HAVE FIRE EXIT DOORS, PLEASE PUSH OPEN AND EXIT UP THE STAIRS ON THE RIGHT, INTO THE CAR PARK
  - ROOM 2, ROOM 3, KITCHENS, OFFICE AND TOILETS PLEASE EXIT VIA THE MAIN ENTRANCE AND FOLLOW THE SAFEST PATH TO THE CAR PARK.

- ❖ ALL HIRERS AND THEIR GROUP MEMBERS / GUESTS ARE TO ASSEMBLE AT THE FIRE EVACUATION POINT BY THE YELLOW RAILINGS IN THE CAR PARK TO BE VERIFIED WITH THE SITE SUPERVISOR IN CHARGE THAT ALL ARE PRESENT AND CORRECT.

**IT IS OF VERY HIGH IMPORTANTANCE THAT YOU PLEASE MAKE SURE ALL YOUR GROUP MEMBERS / GUESTS ARE AWARE OF AND CO-OPERATE WITH THIS PROCEDURE.**

**CATEGORIES OF HIRE INCLUDE:**

**Under 13's Birthday Party:**

Any childs party for the under 13's.

Please see page 6 for details

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**Private Functions / Any Type of Party:**

Includes Wedding Receptions, Birthday Parties, Funeral Gatherings or other Private Functions that may or may not include alcohol.

Please see page 7 for details

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**Commercial, Charity and Community:**

These include regular hirers, business meetings / conferences and any other hiring that is not a private function or a birthday party.

Please see page 10 for details

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We have 42 rectangle tables that can seat up to 6 and 120 chairs, with additional plastic chairs if required.

We have 2 kitchens that have fridges to store food and drink, urns to make hot water and cups and saucers for you to use.

We have a bar unit for your bar tender to use; however we do not supply the alcohol.

We do not supply refreshments, cutlery or catering.

**UNDER 13'S BIRTHDAY PARTY**

The hirer must be over 21 with the party being supervised at all times by responsible adults.

Hall 3 is the most ideal and popular choice for a childs party in terms of space for children to run around or play, parents to sit on chairs around the edge of the hall, a long line of table for all children to sit at when eating and having a bouncy castle or entertainment.

Opening the partitions between Hall 2 and Hall 3 makes the area slightly larger.

Opening all partitions between all 3 halls provides a very large area.

Please see page 2 for the guidance on capacity; however please remember that there is a maximum of 200 people permitted in all 3 halls at any one time and numbers are reduced with the amount of tables and chairs you have.

Please note that if you wish to use a Bouncy Castle during Saxon Hall Hiring, you as the hirer would be responsible for any liabilities arising from the use of it and not Raunds Town Council.

Given the associated risks of using such equipment, the Council will only permit the use of Bouncy Castles on its premises if a certificate of insurance confirming the hirer's indemnity cover has been submitted to and verified by the Council office not less than 7 days prior to the commencement of the event.

Please inform the Town Hall office of the provider of the Bouncy Castle as soon as it is known.

Times of bookings will need to include all setting up and clearing away as necessary.

Hirers will be required to make full payment at the time of the booking.

Please fill out the booking form and send it to the office with a cheque payment, made payable to Raunds Town Council or pop into the office with cash between 09:30 – 14:00 Monday to Friday.

Category of Hire	Area	Price per Hour (£)
<b>Under 13's Party</b>	Hall 1	11.00
	Hall 2	9.50
	Hall 3	13.75

### **PRIVATE FUNCTION OR PARTY**

Hall 3 is the most ideal and popular choice for a private function or party in terms of space and having tables and chairs around with room for a dance floor and DJ.

Opening the partitions between Hall 2 and Hall 3 makes the area slightly larger.

Opening all partitions between all 3 halls provides a very large area.

Please see page 2 for the guidance on capacity; however please remember that there is a maximum of 200 people permitted in all 3 halls at any one time and numbers are reduced with the amount of tables and chairs you have.

You could have exclusive use of the whole building Saxon Hall from 08:00am – Midnight for £550.

In addition to the normal hire charges where a function involves alcohol, music and/or dancing, etc, an additional cautionary deposit of £150.00 will be required at the time of booking.

This deposit will be used to offset any costs incurred by the Council in respect of rectifying any damage and/or any excessive cleaning which has resulted from the hire of the building.

The deposit will however be refunded in whole, or in part, as appropriate after the hiring has occurred.

An invoice for the cost of hire will be sent 8 weeks before your event and will need to be paid within 15 days from the date of the invoice.

Notice of cancellations **MUST** be received in writing.



Should the hirer know before the date required that they wish to vacate the facilities hired earlier than the time stated on the booking form, the office at The Hall must be notified in person, by phone or letter as soon as possible

Should the hirer on the day vacate the facilities hired earlier than the time stated on the booking, the office at The Hall must be notified in person, by phone or letter as soon as possible.

It will be at the discretion of the office at The Hall if any refunds will be made.

Viewing is highly recommended to help with the decision.

#### **ALCOHOL USE:**

If you intend to sell alcohol to your guests, a Temporary Event Notice will be required and is obtained through East Northants Council. For further information in obtaining this notice please call East Northants Council Licensing department on 01832 742 000.

The Event Notice must be obtained with 10 clear working days BETWEEN the day AFTER the purchase of the licence and the day BEFORE the event in order to be able to sell the alcohol.

A copy of the notice MUST be sent to the police and two copies are to be sent to the Local Authorities.

Once a stamped copy has been returned to the hirer, **a copy of this MUST be sent to the Town Hall Office as proof for our records.**

Alternatively, hirers can arrange for their own publican to be at their event; however they must hold a licence and **a copy of this licence must be set to the Town Hall Office as proof for our records.**

The person who has obtained the notice will be solely responsible for any disturbances or events which involve the police or other local authorities to be called out.

The hirer / publican will need to bring their notice to the function in case of any such activity.

If you wish to only supply alcohol free of charge to your guests the Temporary Event Notice will not be required.

**Raunds Town Council shall be absolved from any liability in connection with licensing and selling of alcohol.**

Category of Hire	Area	Price per Hour (£) (Mondays – Saturdays inclusive)	Price per Hour (£) (Sundays/Public Bank Holidays)
<b>Private Function / Party</b>	Hall 1	15.00	22.50
	Hall 2	12.25	18.50
	Hall 3	16.50	24.75
	Room 2	8.25	12.50
	Room 3	9.50	14.25
<b>Exclusive use of whole building from 08:30 – Midnight - £550</b>			

Charges for the cautionary deposit will be at the discretion of the Town Clerk of Raunds Town Council

All hire charges are at the discretion of the Town Clerk.

These charges are from 1<sup>st</sup> April 2015 and will be subject to an annual review.

Charges to hirers will be those in force on the date of the function.

**COMMERCIAL-** Any hirer using the facility for profitable gain which includes charging admittance and any commercial gain.

**CHARITY-** The hirer must be a registered charity with a charity number provided by the Charity Commission. Please include this number when filling in the booking form in order to use this rate.

**COMMUNITY-** Any group or organisation which benefits the residents or community of Raunds and that **does not include** a profitable gain.

Bookings of six or more consecutive dates will be allowed a 10% discount of the total hire cost.

Sundays and Public Bank Holidays incur a 50% increase on Monday – Saturday charges.

Notice of cancellations for **MUST** be made **14** days or more from the date wishing to cancel to avoid being charged the full amount of the booking.

The hirer **MUST** call the Town Hall office if you are unable to attend any of your booked session as soon as possible.

All sound, lighting and display equipment must be used only from an RCD protected socket. If faulty electrical equipment is used resulting in the call out of an electrician, the charge will be made to the Hirer.

Unless a copy of your own licence is given to the Town Hall office, any aerobics and dance class activities subject to Performing Right Society charges will incur an additional charge of £2.00 per session.

It is advisable for the Hirer to insure against possible claims, damages and expenses howsoever arising from his/her negligence either out of or in consequence of the hiring.

Times of bookings will need to include all setting up and clearing away as necessary

Please see page 2 for the guidance on capacity; however please remember that there is a maximum of 200 people permitted in all 3 halls at any one time and numbers are reduced with the amount of tables and chairs you have.

Raunds Town Council reserve the right to apply reasonable fees and charges to invoices that are left unpaid after 30 days.

**CHARGES:**

Category of Hire	Area	Price per Hour (£) (Mondays – Saturdays inclusive)	Price per Hour (£) (Sundays/Public Bank Holidays)
<b>Commercial</b>	Hall 1	16.50	24.75
	Hall 2	13.75	20.75
	Hall 3	19.25	29.00
	Room 2	9.50	14.25
	Room 3	10.50	15.75
<b>Charity</b>	Hall 1	13.25	20.00
	Hall 2	10.50	15.75
	Hall 3	14.75	22.25
	Room 2	7.00	10.50
	Room 3	8.00	12.00
<b>Community</b>	Hall 1	12.25	18.50
	Hall 2	10.00	15.00
	Hall 3	13.25	20.00
	Room 2	7.00	10.50
	Room 3	8.00	12.00

All charges are at the discretion of the Town Clerk.

These charges are from 1<sup>st</sup> April 2015 and will be subject to an annual review.

Charges to hirers will be those in force on the date of the function.

**We thank you for taking the time to read the above terms and conditions and hope you enjoy your use of the Saxon Hall.**

**BOOKING FORM**

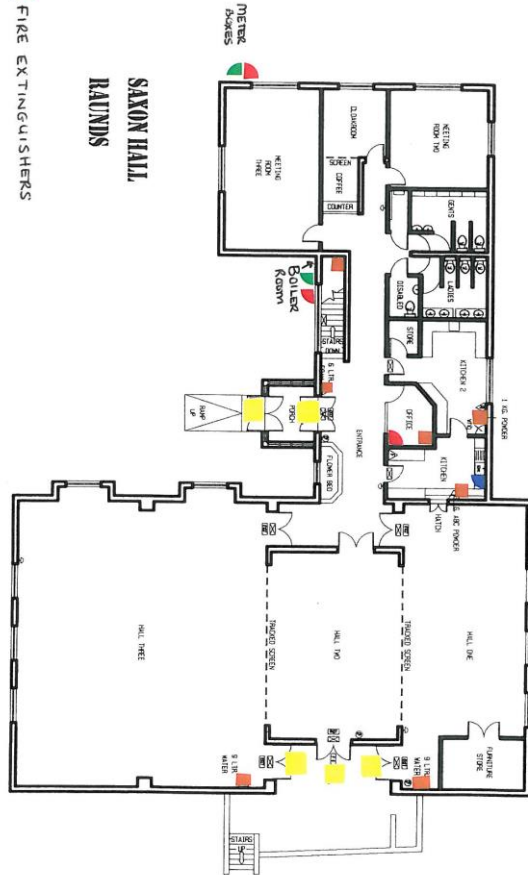
<b>Organisation/Group/Company:</b>			
Contact Name:			
Address:		Tel No:	
		Fax No:	
		Mobile No:	
Post Code:		Email:	
<b>Details of who is responsible to invoice, if different from above:</b>			
Contact Name:			
Address:		Tel No:	
		Fax No:	
		Mobile No:	
Post Code:		Email:	
<b>Date(s) required for booking: (Please use attached sheet for block bookings)</b>			
<b>Start and finishing times of booking: (Please indicate if am or pm and please allow for setting up and clearing away)</b>			
Start:		Finish:	
<b>Accommodation required: (Please refer to map enclosed)</b>			
Hall 1	<input type="checkbox"/>	Hall 2	<input type="checkbox"/>
Hall 3	<input type="checkbox"/>	Room 2	<input type="checkbox"/>
Room 3	<input type="checkbox"/>		
<b>Do you require screens to be removed:</b>			
Hall 1 - 2	<input type="checkbox"/>	Hall 2 - 3	<input type="checkbox"/>
Hall 1 - 2 - 3	<input type="checkbox"/>		
Do you require use of	Kitchen 1	<input type="checkbox"/>	Kitchen 2
		<input type="checkbox"/>	Coffee Bar
		<input type="checkbox"/>	<input type="checkbox"/>
<b>Approximate number of people attending:</b>			
<b>How many chairs / tables required:</b>		Chairs	Tables
<b>Access to free Wireless Broadband:</b>		Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<b>Please tick relevant category of hire: (Please refer to page 5)</b>			
Commercial	<input type="checkbox"/>	Community	<input type="checkbox"/>
Charity	<input type="checkbox"/>		
Under 13's Party	<input type="checkbox"/>	Private Function/Party	<input type="checkbox"/>
Contract Saxon Hall Staff	<input type="checkbox"/>		
Please tick if any of the following will be involved:			
Music	<input type="checkbox"/>	Dancing	<input type="checkbox"/>
Alcohol	<input type="checkbox"/>		
<b>Please advise if at your event you are to:</b>			
Sell Alcohol	<input type="checkbox"/>	Provide Alcohol Free of Charge (Please refer to page 8)	<input type="checkbox"/>
<b>Please be reminded that payment is required at time of booking.</b>			
I have read and understood the terms and conditions listed and I will be the person responsible for the hiring.			
Signed		Print Name	
Date			

**Additional Dates and Information:**

For office Use Only:

Actioned By: ..... Date: ..... Diarised:†† Confirmed:† Invoiced:†

-  FIRE EXTINGUISHERS
  -  GAS SUPPLY / METER
  -  ELECTRICITY SUPPLY / METER
  -  WATER SUPPLY
  -  FIRE EXIT
  -  FIRE ASSEMBLY POINT
- GROUND FLOOR PLAN



CAR  
PARK



## Appendix 2:

### LETTINGS POLICY: SAXON HALL AND THE HALL, RAUNDS

Raunds Town Council is committed to the provision of facilities to the residents of Raunds, both now and in the future, for cultural and community based events, education, recreation and sport. The Town Council is also committed to the involvement and support of the local business community and to the provision of facilities to that sector.

The aim of this Policy is to consolidate the aims of the Town Council in respect of the letting of the Saxon Hall Community Centre & The Hall venues.

1. It is the Policy of the Town Council to promote cultural and community based activities within the Town.

2. It is the Policy of the Town Council not to allow its venues to be used for events that could cause disruption, disturbance and upset to residents living near to the Saxon Hall Community Centre & The Hall. It is the Policy of the Town Council to refuse bookings at either of the venues for such events. Any such decision will be at the discretion of The Clerk.

3. It is the Policy of the Town Council not to let its Saxon Hall Community Centre & The Hall venues for certain types of events, such as:-

- Any event that contravenes current legislation or may bring RTC into disrepute,
- Any event promoting Racism or Hatred,
- Any event using fireworks,
- Any Car Boot Sales to be held in the car-parks(s),

4. It is the Policy of the Town Council that all hire charges shall be at the rates stated in the Terms & Conditions, except where in the judgement of The Clerk to the Council an event or events may be considered to be of benefit to the town. Such charges as may be levied in that instance, including an option for a £1.50 charge, shall be determined at the discretion of The Clerk to the Council.

5. This Policy should be read in conjunction with the Town Council's Standard Terms and Conditions of Hire, which shall be delivered to all prospective hirers of the venues at the time, or as near as possible to, the date of booking, a copy of which shall be returned to the Council office, duly signed by the hirer **before** the date of hire.

6. It is the Policy of the Town Council that the Standard Terms and Conditions of Hire are available for perusal by members of the general public at the Council offices during opening hours.

7. The Town Council reserves the right to amend, modify or withdraw any part of, or all of, this policy.

8. The Clerk to the Council has the discretion to refuse any booking without explanation.

## Appendix 3:

### ACCIDENTS OR NEAR-MISSES POLICY

1. The Council has adopted this policy document to enable a corporate approach to be made in respect of the rules relating to accidents (involving loss, injury or damage) or near misses.

2. This policy document will form part of employees' contracts of employment.

3. All incidents likely to give rise to claims against the Council must be reported immediately to the Clerk to the Council and thereafter confirmed in writing as quickly as possible.

4. Particular care should be taken so as to ensure that no statements are made at the time of such incidents on questions as to who might be responsible for the incident.

5. You are reminded that the conditions of the Council's insurances require that all reasonable steps must be taken to prevent accidental loss, damage or injury. There are numerous near-misses before you have an accident, statistically speaking, therefore it is imperative that all near-misses are reported.

6. Where actual or potential physical injury occurs to an employee or visitor to Council premises or to an employee in the course of his/her duties on other premises, the accident must be reported to the Clerk to the Council and recorded in the accident book. In addition, an accident on premises owned or operated by another company or organisation should be recorded in their accident book. All employers are required by law to keep such records.

7. Raunds Town Council does not have insurance cover for items of personal property damaged or destroyed during the course of employment except where that damage is caused by an assault on the employee.

8. Accidents and/or significant near-misses should be reported to Raunds Town Council under the Health & Safety caveat.

#### Appendix 4:

Report to: Policy and Resources Committee 23 April 2015  
Electrical Work – The Hall

<b>Summary:</b> This report concerns electrical works to 'future proof' the electrical requirements for the Town Hall accommodation.	
<b>1.0</b>	<p><b>Background</b></p> <p>In January 2015 the Council commissioned electrical work to be carried out at "The Hall". £10,000 was vired from reserves to the electrical works budget to fund the project.</p> <p>The project was for re-wiring and associated works in the Council Chamber and to create new electrical circuits and re-wire rooms J,H and L (full details are shown appendix 1)</p> <p>A reserve of £3,379 for electrical works was retained.</p> <p>The majority of works were carried out in February/March 2015. However no work was carried out in room L, this was due to an overspend in the budget allocated.</p>
<b>2.0</b>	<p><b>Details of overspend</b> The overspend was caused by 2 factors:</p> <p>a) <b>Unforeseen costs:</b> routing the cabling around the building proved to be more costly than anticipated. There was no way this could have been known in advance as until floorboards were lifted the extent of the works required wasn't clear. <b><u>Total Cost £696.49</u></b></p> <p>b) <b>Future proofing building:</b> Additional MCCB's and fans were bought so that as the works progress each room, or rental area, has its own circuit which can be metered separately and of equal importance if a fault e.g. overloading were to occur this would not impact the rest of the building. The additional MCCB's were purchased now while stock of the particular component was available. Working on the basis that the entirety of phase 2 may take a number of years to complete it was considered prudent to ensure a suitable stock of consistent parts was available. <b><u>Total Cost £1025.00</u></b></p> <p><b><u>Grand Total £1721.49</u></b></p>

<b>3.0</b>	<b>Room L</b> Room L is currently empty and prior to re-letting the room it would be prudent to complete the upgrading of the electrical circuits and re-wire the room. The cost of the works in room L is £1800.00
<b>3.0</b>	<b>Financial implications</b>
3.1	An amount of £3,379 is retained in reserves to fund further works. In addition, the Council has £25,000 in reserves for refurbishment of the building.
3.2	Financial regulations normally require three quotations for this work, but it is suggested that the same electrical contractors who carried the phase 1 and 2 work and undertook the initial inspection, should be retained to undertake this work. The reasons for this are: they know the building and existing wiring, are well qualified and work to high standards, previous work has been fault free. Financial regulations allow for this.
3.3	Due to the nature of the work and the vagaries of an old building a provisional estimate of the work has been calculated not to exceed £1,800 including all materials and labour. The work is estimated to take two days and can be commenced in May.
<b>4.0</b>	<b>Risk Management</b>
4.1	The Council has a duty under health and safety legislation to maintain a safe working environment and duty of care towards its tenants and members of the public.
4.2	The most likely risks in this case are: <ul style="list-style-type: none"> <li>• a risk of fire from: <ul style="list-style-type: none"> <li>a) old rubber wiring which has no earth continuity;</li> <li>b) sockets becoming overloaded due to modern demands exceeding capacity of the present wiring.</li> </ul> </li> </ul>
<b>5.0</b>	<b>Recommendations</b>
5.1	The Clerk be authorised to commission the work to be undertaken in this financial year and that the sum of £1,800 be vired from reserves to fund this phase of the project.
5.2	That financial regulation 11(ii) specialist services and (iv) the work constitutes part of an existing contract are deemed to apply to this work.

## Appendix 5:

Report to: Policy and Resources Committee 23 April 2015  
Office Systems Agenda

<b>Summary:</b> To receive a report on the implementation of new accountancy and bookings software	
<b>Attachments:</b> None	
<b>1.0</b>	<b><u>Summary</u></b> The Council have agreed to purchase new bookings and finance software. The advantages thereof were detailed in a report to council 14 April 2015. In summary the new systems offered both cost savings and office efficiencies.
<b>2.0</b>	<b><u>Details of installation</u></b> The finance software is being installed on May 8 <sup>th</sup> 2015 and the bookings system is being installed on May 18 <sup>th</sup> with training taking place on May 19 <sup>th</sup> . It will therefore be possible to reconcile April accounts by end of May and thereafter accounts can be reconciled on receipt of bank statements.



**3.0 Consideration of Budget codes to be used and any virements**

The resolutions approved by council were:

- a) RESOLUTION to purchase system B at a total cost of £3470 in year 1\*
- b) RESOLUTION that BKS are used to complete the 2014/15 accounts as in previous years\*\*
- c) RESOLUTION that the policy and resources committee review any virement that is necessary between the IT/Office equipment budgets and the Accountancy and Audit budget

\*The cost has reduced by £541 due to a cost saving offered by the supplier.

\*\*BKS have now been instructed to prepare the year end accounts.

Resolution C requires the Policy And Resources Committee to consider any virement necessary to fund the purchase in year 1. There are two alternatives as to how the costs can be met.

**OPTION 1:** The total project cost of £2929 could be broken down across a number of budget headings (as detailed below).

ITEM	Cost	Nominal Code	Budget Heading
Omega s/ware, installation & licenses	1555	7109	Accountancy and Audit
Bookings Software	975	7114	IT/Office Equipment/Upgrades
Training	399	7153	Training
<b>TOTAL</b>	<b>£2929</b>		

**OPTION 2:** The Council holds an IT/Office Equipment and upgrades reserve of £6,000. All the "one-off" costs totalling £1969 can be financed from this. With the remaining costs of £969 licenses and support being met from the accountancy and audit budget.

**4.0 Recommendation**

- a) Option 2 offers the most appropriate means of allocating the one-off costs associated with this project.
- b) £1969 be vired from the IT reserve to the IT/ Office Equipment/Upgrade budget.
- c) The remaining costs of £969 for licenses and support be met from the accountancy and audit budget.

## Appendix 6:

Information available from Raunds Town Council under the model publication scheme

Raunds Town Council endeavours to ensure that it makes publicly available all information in going about its business, unless that information can be properly regarded as being confidential due to commercial sensitivity or because it relates to personal information regarding individuals.

This guide explains what information is readily available and how to access it. Charges made for this information are simply to recoup our costs when we provide hard copy information.

You may also be able to access other information held by the Town Council. If you require other information you should request this in writing (email acceptable) and tell us what information you need. Where the cost to the Council of providing this information would exceed £450 we may charge you or refuse your request. Costs incurred will be based on the staff time involved in retrieving or compiling the information. Staff time is charged at £25 per hour.<sup>1</sup> There are certain other instances where we may refuse your request. You can refer to the Information Commissioners Website for more information [www.ico.org.uk](http://www.ico.org.uk)

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy or website)	
Who's who on the Council and its Committees	Website Hard copy	Free Copy Fee

<sup>1</sup> The Freedom of Information and Data Protection (Appropriate Limits and Fees) Regulations 2004

Information to be published	How the information can be obtained	Cost
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy	Free Copy Fee
Location of main Council office and accessibility details	Website Hard copy	Free Copy Fee
Staffing structure	Website Hard copy	Free Copy Fee
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	(hard copy or website)	
Annual return form and report by auditor	Website Hard copy	Free Free
Finalised budget	Website Hard copy	Free Copy Fee
Precept	Website Hard copy	Free Copy Fee
Borrowing Approval letter	Hard copy	Free
Financial Standing Orders and Regulations	Website Hard copy	Free Copy Fee
Grants given and received	Website Hard copy	Free Copy Fee
List of current contracts awarded and value of contract	Hard copy	Free
<del>Members' allowances and expenses</del>	Not applicable at this council	

Information to be published	How the information can be obtained	Cost
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Vision for Raunds Website Hard copy	Free Copy Fee
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy	Free Copy Fee
<b>Quality status</b>	Not applicable at this council	
<del>Local charters drawn up in accordance with DCLG guidelines</del>	Not applicable at this council	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Noticeboard	Free Free
Agendas of meetings (as above)	Website Noticeboard	Free Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free Copy fee
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website (within minutes) Hard copy	Free Copy Fee
Responses to consultation papers	Hard copy	Copy Fee
Responses to planning applications	Website (within minutes) Hard copy	Free Copy Fee

Information to be published	How the information can be obtained	Cost
<del>Bye laws</del>	Not applicable at this council	
Dog control orders	Website Hard copy	Free Copy fee
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers (within financial regulations) Code of Conduct Policy statements	All are available on our website Or Hard copy	Free  Copy fee
Policies and procedures for the provision of services and about the employment of staff:  Internal instructions to staff and policies relating to the delivery of services  Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Inspection Only  All are available on our website Or Hard copy	Free  Free  Copy Fee
Information security policy	Website Hard copy	Free Copy fee

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Records management policies (records retention, destruction and archive)	Website Hard copy	Free Copy fee
Data protection policies	Website Hard copy	Free Copy fee
Schedule of charges (for the publication of information)	Website Hard copy	Free Copy fee
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets register	Website	Free
<del>Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)</del>	<del>NOT HELD</del>	
Register of members' interests	Website Hard copy	Free Copy Fee
Register of gifts and hospitality	Website Hard copy	Free Copy Fee
<b>Class 7 – The services we offer</b>		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
<del>Allotments</del>	Not applicable at this council	

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Burial grounds and closed churchyards	Website Hard copy	Free Copy Fee
Community centres and village halls	Website Hard copy	Free Copy Fee
Parks, playing fields and recreational facilities	Website Hard copy	Free Copy Fee
Seating, litter bins, clocks, memorials and lighting	Website Hard copy	Free Copy Fee
<b>Bus shelters</b>	Not applicable at this council	
Markets	Website Hard copy	Free Copy Fee
Public conveniences	Website Hard copy	Free Copy Fee
Agency agreements	Hard copy	Copy Fee
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard copy	Free Copy Fee
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

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Town Clerk  
Raunds Town Council  
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Raunds  
Northants  
NN9 6LT

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @10p per sheet (black & white)	Actual cost *
	Photocopying @20p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation The Freedom of Information and Data Protection (Appropriate Limits and Fees) Regulations 2004)
<b>Other</b>		

\* the actual cost incurred by the public authority