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You are Summoned to The **FINANCE AND GOVERNANCE COMMITTEE** meeting which will be held **Monday 27th January 2025 at 5.30pm** at the Town Hall.



Signed **L J Beevor**

20th January 2025

L. J. Beevor

Agenda

1. **Apologies:** To receive apologies for absence.
2. **Declarations of interest:**
 - To receive any declarations of ORI/ Non-Registerable interest regarding the agenda.
 - To receive any declarations of Disclosable Pecuniary Interest regarding the agenda.
 - To receive any request for dispensations regarding the agenda.
3. **Matters from the public on matters relating to matters on the agenda.**
4. **Minutes of the previous meetings** – to approve.
5. **To Review management accounts to 31st December 2024** – to review against budget.
6. **To review the balance sheet** and to approve reconciliations to 31st December 2024.
7. **Reserves 2024.2025** – to consider.
8. **Investment – CCLA** – to consider whether withdrawals / investment required.
9. **Grants / Donations** update of those received and any new opportunities/ requests including;
Requests Received
 - Mr Bus
 - Southwold Sailing Club**Grant Opportunities**
 - Sizewell C Community Fund - update
 - Sizewell C Community Housing Fund - [Sizewell C Housing Grants » East Suffolk Council](#)
 - ESC Community Partnership / Suffolk Community Foundation**Other Grants / donations**
 - CCF Update – including apprentice
 - Any Other Donations/ grants received - Locality/ Skatepark group/ Community Self Help/
10. **Budget setting 2025.2026** – To note final budget as provided to full council for 28th Jan 2025.
11. **Cil Balances** – Dec 2024
12. **Policies for review** – Lone Working, Equality and Diversity, Child Protection
13. **Insurance Renewal – 2025.2026 update.**
14. **Play area repairs** – quote for works
15. **If Required**
 - Exclusion of Public and Press:** Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is proposed that, due to the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following.

Property rental matters/consideration of commercial quotes/ staffing matters including apprentice update.

**Minutes of the FINANCE AND GOVERNANCE COMMITTEE meeting held on 25th
November 2024 at 9.30am at the Town Hall.**

REP FG 09.24

Present – Cllrs; Davy, Flunder, Jarvis (Chair)

Town Clerk/ RFO

Members of public – Nil

1. **Apologies:** To receive apologies for absence. Apologies were received from Cllr Goldsmith. Noted.
2. **Declarations of interest:**
 - a. To receive any declarations of Non-Registrable Interest regarding the agenda. Nil
 - b. To receive any declarations of Disclosable Pecuniary Interest/ Other Registrable Interest regarding the agenda. Cllr Flunder declared an ORI in the donation request for the Arts Centre.
3. **Matters from the public on matters relating to matters on the agenda.**
Nil
4. **Minutes of October 2024 - Fin Rep 08.24.** Received and noted. Signed by Chair of Cttee.
5. **To review management accounts to 30th October 2024 alongside budget for 2024.25 and balance sheet/ reserves.**

Management accounts against budget, balance sheet, income expenditure, earmarked reserves for the 7 months to October 2024 had been circulated prior to the meeting alongside the budget commentary. See papers attached.

Management accounts were reviewed on a line-by-line basis against budget and discussion took place on individual items.

Income for the 7 months was £368,858 including full annual precept received.

Interest for year to date was £48,549 – mostly maximised from CCLA investments.

Cil received in 2024 - £29,146 of which Cil £23k has been received for the Roads cttee projects.

Rent as expected at £143,855.

Full analysis of income/ expenditure for the electric car chargers had been circulated.

The columns on the budget report – as follows;

Total = Budget for 2024.2025 as set in Nov 2023
Actual YTD = actual year to date income received to Oct 2024 = £368,858
Projected – projected income budget to 31st March 2025= £1,427,149
Committed = known income as of 30th October 2024. = £390,089

Discussion about the headings and making them more self explanatory.

Capital sale is now budgeted at £900k - the property at 1 Strickland Place is on market for £950k, so the budget is potentially below the potential receipt. If the sale does not go through by the end of the financial year, the Projected annual income is £527,149.

Expenditure for the 7 months

Professional fees and donations Budget codes are still in credit from accruals for 2023.24 invoices not yet received.

As agreed, Insurance for year to Feb 2025 has been paid in full to take advantage of annual premium benefits. Budget shows an additional premium for Feb 25- 26. Discussions have already commenced with the insurers re the cover required for 2025.26 with payment due in Feb 2025.

Civic Uniform – a new Bellman's uniform will be required for the new Bellman.

Station Road fees will be covered from reserve transfers.

Klondyke/ Tibbys Green is in excess of budget - reserves cover the invoiced costs of the new skatepark.

Works on the gable end at 7 Hurren Terrace including any refurb of toilets at Station Road will need to be costed and council will need to decide how it will cover these costs. Budget figure for these works is £250k.

Actual year to date expenditure is £ 947,858 including Station Rd / new skatepark/ purchase of 40A High Street - all of whose expenditure is covered from reserves.

Balance sheet for the 7-month period reviewed and approved.

The 7-month management accounts and bank reconciliations for the 7 months, including the Earmarked reserves were reviewed and approved by committee and it was agreed that the Chair of the Cttee sign off as required.

Discussion about the timing of receipts, payments – it was suggested that information about the timings of the regular income / expenditure movements i.e. precept, insurance etc. be considered further as part of cashflow discussions.

Total = Budget for 2024.2025 as set in Nov 2023

Actual YTD = actual year to date expenditure paid to Oct 2024 = £963,807

Projected – projected expenditure to 31st March 2025= £1,496,928

Committed = known expenditure as of 30th October 2024. = £1,387,692

6. To review the balance sheet and to approve bank reconciliations to October 2024

Balance sheet, earmarked reserves and transfers from reserves were reviewed. Bank reconciliations approved and signed off for all accounts. Deposits, including CCLA investment noted.

7. Reserves 2024.2025 – see detailed analysis.

Cil receipt for Roads cttee projects added to Cil reserves.

CCF revenue account balances noted – ongoing discussions about an apprentice continue.

Kilcock toilet repairs will need a transfer from the insurance reserve.

8. **Investment Balances** – see Cash and investment summary. Withdrawals from CCLA monies will be undertaken as/ when invoices received for payment for projects ongoing.
Investments at CCLA noted – was agreed that CCLA was still an appropriate investment for the majority of funds.

9. **Grants to apply for and donation requests** – update of those received and any new opportunities/
Grants / Donations update of those received and any new opportunities/ requests including;

Requests Received

- *Sailing Club* – Application has been submitted for assistance with the new slip. Costs £80k. Applications for grants £65k and crowdfunding £15k. Press release had been seen which seems to suggest that all funds needed had been raised. It was suggested that contact be made with sailing club to see what they need and whether they have now obtained all of the funding required.
- *Arts Centre* – Request received for £5000 to assist with improvements at the centre as per application. Total costs ££45,631. Total income received towards project is £40,631 of which Reydon P C has donated £1K.

After full discussion it is recommended that STC provides a donation of £2500 towards this project.

- *Parent and Toddler Group* – see attached request for assistance with Xmas party. Total Costs £200 for food, presents, Xmas decorations, bouncy castle. Request £100 towards food, Xmas decorations and presents.

After full discussion it is recommended that STC provides a donation of £100 towards this project

If the two donations above are approved, the donation budget remaining for 2024.2025 will be £6631.

Grant Opportunities

- Sizewell C Community Fund update – Discussion about the criteria for applications and the rationale given for Southwold to have been excluded. The impact report appears to be the governing document for the funding requests – and as per meeting with SCF, if the data within the report is incorrect then this needs to be highlighted to the funding panel.
It is recommended that STC writes to the funding panel before the consideration of the next round of applications on 19th January 2025, to express its disappointment that organisations in Southwold seem to have been excluded from the application process at the present time.
- Sizewell C Community Housing Fund [Sizewell C Housing Grants » East Suffolk Council](#). Members were advised of the background and criteria for the fund. STC landlords cttee would like to apply for a grant for 7 Hurren Terrace improvements. Information session being held by ESC in December at the library.

Other Grants / donations

- CCF Update – quarterly updates are continuing. CCF have advised that the 3-year KPI programme for the operator is longer than they had anticipated.
- Other Donations received - £500 from production company for the disruption caused in town for the filming on 4th November -especially to the market/ visitors to the prom. £250 from SALC for the council of the year award.

It is recommended that these monies be reinvested into the town for future years and allocated towards the invoice for the holders for the Xmas trees around the pump for which new holders were required this year (invoice £1010 plus Vat)- holders to be owned and retained by STC. (previous holders purchased some 15 years ago by the then Xmas lights cttee).

10. Budget setting 2025.2026

Committees are reviewing their requirements for 2025.2026.

Informal budget meeting to be held in December to consider the initial requests and to prioritise projects. Discussion re events such as Xmas lights/ street festival and others – where some businesses are finding it increasingly difficult to contribute. There is much red tape and costs associated with organising any event especially if a High Street Road closure is required. Discussion about having a small town business fund to

assist such projects. Help to administer the town website will also be required – an apprentice role is presently being advertised. Businesses were advised that they might need to pay for having entries on the site in future to ensure the financial sustainability of the website for the town.

Discussion about budget opportunity to increase spending on projects which help with the cleanliness of the town – i.e. road sweeping/ pavement sweeping/ weed clearance etc.

11. **Cil Receipts** – Oct 2024 received. See above.
12. **Precept 2025 – 2026** – Precept letter has been received from ESC for consideration when budget setting giving an indication of the precept which would be received if 0% increase implemented.
13. **LGA – Budget briefing** Oct 2024 – as circulated.
14. **Policies for review** – Nil
15. **Local Government Pay Settlement 2024.2025** – Local pay settlement has been approved by NALC – see details attached.
It is to be noted and agreed that these be implemented and backdated to 1st April 2024 for the staff with Local Government contracts.
16. **Insurance Renewal – 2025.2026.** Discussions have commenced re the insurance renewal for 2025.2026.
17. **Date of next meeting** – Monday 27th January 2025 at 9.30am
18. **Exclusion of Public and Press:** *Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is proposed that, due to the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following.*

- **Arts Centre** – Request received for £5000 to assist with improvements at the centre as per application. Total costs ££45,631. Total income received towards project is £40,631 of which Reydon P C has donated £1K.
After full discussion it is recommended that STC provides a donation of £2500 towards this project.
- **Parent and Toddler Group** – see attached request for assistance with Xmas party. Total Costs £200 for food, presents, Xmas decorations, bouncy castle. Request £100 towards food, Xmas decorations and presents.
After full discussion it is recommended that STC provides a donation of £100 towards this project
- **Sizewell C Community Fund** update – Discussion about the criteria for applications and the rationale given for Southwold to have been excluded. The impact report appears to be the governing document for the funding requests – and as per meeting with SCF, if the data within the report is incorrect then this needs to be highlighted to the funding panel.
It is recommended that STC writes to the funding panel before the consideration of the next round of applications on 19th January 2025, to express its disappointment that organisations in Southwold seem to have been excluded from the application process at the present time.
- **Other Donations** received - £500 from production company for the disruption caused in town for the filming on 4th November -especially to the market/ visitors to the prom. £250 from SALC for the council of the year award.
It is recommended that these monies be reinvested into the town for future years and allocated towards the invoice for the holders for the Xmas trees around the pump for which new holders were required this year (invoice £1010 plus Vat) - holders to be owned and retained by STC. (previous holders purchased some 15 years ago by the then Xmas lights cttee).

Southwold Town Council 2024/25
Annual Budget - By Combined Account Code (Actual YTD Month 9)

	<u>Last Year</u>		<u>Current Year</u>				<u>Next year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Budget Income</u>									
1076 Precept	120,573	120,573	118,551	118,551	118,551	0	0	0	0
1090 Interest Received	3,000	85,265	92,000	58,658	75,000	0	0	0	0
1110 Market Income	12,000	11,743	12,000	10,250	12,000	0	0	0	0
1130 Fair Site Rents	1,000	131	100	114	114	0	0	0	0
1150 Donations/Grants Received	0	807,824	0	3,250	5,730	0	0	0	0
1151 Dinner Contributions	0	465	0	0	0	0	0	0	0
1154 Kilcock toilets	2,000	916	300	366	0	0	0	0	0
1155 Hire of Committee Room	275	298	0	275	0	0	0	0	0
1156 CIL	0	2,843	2,000	29,146	29,146	0	0	0	0
1157 Insurance reclaims	0	3,479	0	0	0	0	0	0	0
1159 Car Charging	10,000	6,439	3,000	16,237	20,000	0	0	0	0
1190 Miscellaneous Income	0	0	0	8	8	0	0	0	0
1400 Insurance Contributions	9,000	544	9,000	4,643	5,500	0	0	0	0
1411 Electricity contributions	0	70	0	35	100	0	0	0	0
1500 Rental Income	250,000	242,575	250,000	174,379	240,000	0	0	0	0
1506 Property sale	0	973,176	0	0	900,000	0	0	0	0
1526 Recycling	1,000	750	0	0	0	0	0	0	0
Total Income			486,951	415,911	1,406,149	0	0	0	0
<u>Direct Expenditure</u>									
4096 loan repayment	0	32,257	31,000	15,929	31,000	14,000	0	0	0
Direct Expenditure			31,000	15,929	31,000	14,000	0	0	0
<u>Overhead Expenditure</u>									

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Southwold Town Council 2024/25

Annual Budget - By Combined Account Code (Actual YTD Month 9)

	<u>Last Year</u>		<u>Current Year</u>				<u>Next year</u>	
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR
								Carried Forward
4000 Salaries (inc. NI)	85,000	88,832	78,000	71,489	100,000	29,000	0	0
4005 Pensions	29,000	23,142	24,000	17,006	24,000	6,000	0	0
4010 Town Hall Running Costs	11,400	13,763	14,000	11,552	14,000	2,000	0	0
4016 Grant Expenditure	0	7,136	0	3,565	37,342	30,000	0	0
4020 Chairman's Allowance	1,000	900	1,000	1,213	1,500	300	0	0
4040 Postage	100	26	0	18	20	0	0	0
4042 Advertising	0	150	0	0	300	0	0	0
4045 Stationery	1,000	398	500	1,373	1,500	100	0	0
4050 Printing	500	1,253	300	317	650	300	0	0
4060 Subscriptions	2,000	1,395	700	868	800	0	0	0
4065 Travel	0	226	500	254	500	0	0	0
4070 Training & Conferences	1,800	827	500	368	1,200	800	0	0
4074 Comms & media support	12,000	13,387	3,000	4,040	6,000	0	0	0
4075 Software & Support	6,000	37,851	8,000	5,526	8,000	1,200	0	0
4080 Insurance	26,000	22,544	28,000	30,086	60,000	30,000	0	0
4085 Audit Fees	3,000	2,740	2,800	1,379	1,379	0	0	0
4090 Legal Fees	30,000	53,359	15,000	28,105	32,000	4,000	0	0
4091 Professional fees	20,000	77,785	15,000	8,862	15,000	4,000	0	0
4092 Property Governance Management	20,000	0	10,000	0	10,000	0	0	0
4095 Land Registry Fees	0	12	5,000	0	5,000	0	0	0
4097 Prof fee/Surveys etc Stat Road	0	84,055	0	20,568	21,000	0	0	0
4100 Safe Custody Service Charges	350	135	300	67	300	100	0	0
4105 Elections	1,320	1,514	1,000	3,015	3,015	0	0	0
4110 Allowances	400	200	400	100	400	100	0	0

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Annual Budget - By Combined Account Code (Actual YTD Month 9)

Annual Budget - By Combined Account Code (Actual YTD Month 9)

	<u>Last Year</u>		<u>Current Year</u>				<u>Next year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4207 Staff Resource	13,000	0	25,000	0	0	0	0	0	0
4210 Annual Events	11,000	4,033	7,000	4,948	7,000	0	0	0	0
4220 Donations	7,311	18,772	8,231	1,325	8,231	4,000	0	0	0
4221 Community Support Services	10,000	0	20,000	0	20,000	0	0	0	0
4230 Civic Dinners	0	465	0	0	0	0	0	0	0
4245 Highways works/Road Closures	0	0	20,000	975	20,000	20,000	0	0	0
4246 SCC Feasibility	10,000	0	10,000	0	10,000	0	0	0	0
4260 Civic Uniform	100	0	100	0	1,500	2,000	0	0	0
4300 Kilcock Toilets	6,000	6,885	0	9,232	11,000	1,000	0	0	0
4310 Grounds Maintenance	12,000	12,520	12,700	12,680	15,000	0	0	0	0
4315 Workshop	0	39	3,000	0	3,000	0	0	0	0
4410 Market	300	1,567	2,000	1,498	2,000	500	0	0	0
4420 Klondyke/Tibbys Green	7,000	107,677	32,000	90,416	90,000	11,000	0	0	0
4425 Car parks/parking/EVC	5,000	37,517	0	14,137	15,000	3,000	0	0	0
4432 Covid 19	0	780	0	0	0	0	0	0	0
4435 CCTV.wi fi. business	500	3,057	8,500	12,670	15,000	2,000	0	0	0
4445 Asset Purchases	5,000	419	5,000	404,281	408,000	0	0	0	0
4500 Property/Land Maintenance	196,200	51,603	130,000	162,090	385,000	300,000	0	0	0
4502 Marshes	8,000	2,915	0	69	2,000	1,000	0	0	0
4505 Inspections/Landlord Fees	15,000	8,493	1,000	666	2,000	1,500	0	0	0
4506 station rd refurb project	0	1,879,310	0	103,716	110,000	0	0	0	0
Overhead Expenditure	557,281	2,567,684	492,531	1,028,474	1,468,637	453,900	0	0	0

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Southwold Town Council 2024/25

Annual Budget - By Combined Account Code (Actual YTD Month 9)

	<u>Last Year</u>		<u>Current Year</u>				<u>Next year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Budget Income	408,848	2,257,090	486,951	415,911	1,406,149	0	0	0	0
Expenditure	557,281	2,599,941	523,531	1,044,404	1,499,637	467,900	0	0	0
Net Income over Expenditure	<u>-148,433</u>	<u>-342,851</u>	<u>-36,580</u>	<u>-628,492</u>	<u>-93,488</u>	<u>-467,900</u>	<u>0</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	519,715	0	829,124	0	0	0	0	0
less Transfer to EMR	0	1,735,670	0	23,000	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(148,433)</u>	<u>(1,558,806)</u>	<u>(36,580)</u>	<u>177,632</u>	<u>(93,488)</u>		<u>0</u>		

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
1076	Precept	101	General Administration	all received for the year
1090	Interest Received	101	General Administration	Combined interest from all accounts
1110	Market Income	101	General Administration	FILLING MARKET WITH AS MANY STALLS AS POSSIBLE
1130	Fair Site Rents	101	General Administration	no gallopers this year. Charter fair tents only
1150	Donations/Grants Received	101	General Administration	1500 ESC DIGI TIC £4230 ACNB ferry rd steps committed
1151	Dinner Contributions	101	General Administration	o
1156	CIL	101	General Administration	£23k Roads projects to CIL RESERVE
1159	Car Charging	101	General Administration	see separate spreadsheet for income and expenditure
1500	Rental Income	101	General Administration	as per budget 2024.2025. o/s = Fisherman and F plus Golf Club.
1526	Recycling	101	General Administration	PAID TO RENTAL INCOME CODE 24.25
4000	Salaries (inc. NI)	101	General Administration	now 3 staff. apprentice being considered. note NALC pay agreement will be backdated to april 2024.
4005	Pensions	101	General Administration	Budget = pension contributions
4010	Town Hall Running Costs	101	General Administration	includes T/H rates
4016	Grant Expenditure	101	General Administration	OFFSETS E/M RESERVES 322 £8612 AND CODE 1150 £28730 GRANTS RECEIVED
4020	Chairman's Allowance	101	General Administration	chrtier lunch gifts included. Business reception Dec 2024
4040	Postage	101	General Administration	legal docs need to be posted
4042	Advertising	101	General Administration	maybe needed for website
4045	Stationery	101	General Administration	within overall set budget of £16k for TH running costs
4050	Printing	101	General Administration	within overall budget of £16k for TH running costs. Newsletters
4060	Subscriptions	101	General Administration	within overall budget of town hall running costs of £16k SALC subs paid 2024.25
4065	Travel	101	General Administration	within overall set budget of £16k for TH running costs
4070	Training & Conferences	101	General Administration	clerk + clirs. Committed includes clerk change mgt course as approved + new clir courses
4074	Comms & media support	101	General Administration	all work streams including Hub and project media articles.
4075	Software & Support	101	General Administration	awaiting final Business website invoices. can transfer from CCF reserve 316
4080	Insurance	101	General Administration	paid in lump sum to Feb 2025. will then need to pay 2025.26 premium £32k est.
4085	Audit Fees	101	General Administration	await invoices for 2023.24 audit
4090	Legal Fees	101	General Administration	all work streams. includes stamp duty £9500 for Craftco
4091	Professional fees	101	General Administration	await TH invoices for planning application works
4092	Property Governance Management	101	General Administration	from budget setting 2024.25
4095	Land Registry Fees	101	General Administration	various pieces of land

Southwold Town Council 2024/25

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4096	loan repayment	101	General Administration	
4097	Prof fee/Surveys etc Stat Road	101	General Administration	2 half year payments due APRIL AND OCT . 3.5 years left to pay to end 2027 covering from reserves 330
4105	Elections	101	General Administration	in case of another cllr vacancy
4110	Allowances	101	General Administration	bellman and sgt at mace
4500	Property/Land Maintenance	101	General Administration	annual budget for ord repairs on property portfolio.
4505	Inspections/Landlord Fees	101	General Administration	majority of inspections are carried out annually - Dec 2024
4506	station rd refurb project	180	Station Road Redevelopment	covered by reeves 330 - drawdown on each payment received. £48k Retention to may 25
4009	Strategy/Projects	201	Other Expenditure	in reserves
4207	Staff Resource	201	Other Expenditure	increase staffing to add resilience to Town Hall resourcing - see salaries.pensi 4000 and 4005
4210	Annual Events	201	Other Expenditure	Held by STC - includes Charter Fair, Civic Sunday, D DAY . remembrance/ st edmunds/ business events
4220	Donations	201	Other Expenditure	£3500 o/s 23.24 to pay.I
4221	Community Support Services	201	Other Expenditure	as set in budget 2024.25. £10k earmarked for common trust
4245	Highways works/Road Closures	201	Other Expenditure	to start Highways projects - with Cil. rESERVES. esc monies
4246	SCC Feasibility	201	Other Expenditure	ROADS PROJECT PLUS 4246 AND £23K ESC CIL AND cil RESERVE 327
4260	Civic Uniform	201	Other Expenditure	cleaning of mayors robes AND NEW BELLMAN UNIFORM
4300	Kilcock Toilets	301	Work Contracts	cleaning. maintenance costs. APPROX £1K PER MONTH when open. £4k repairs from 320
4310	Grounds Maintenance	301	Work Contracts	STC land around town
4315	Workshop	301	Work Contracts	await invoice for new door - and see quote fro works from C and D
1400	Insurance Contributions	401	Asset Management	£5K OWED FROM 23.24 - REMINDERS SENT. 24-25 TO BE INVOICED NOV 24.
1411	Electricity contributions	401	Asset Management	ELECTRICITY USED BY MARKET TRADERS
4410	Market	401	Asset Management	includes rates/ and other costs - should be within budget by offset by 1110
4420	Klondyke/Tibbys Green	401	Asset Management	Rospa inspect/ repair/ maint. Bark £3k. - EM 322 debited re park construction £70k tibby REP £11K
4425	Car parks/parking/EVC	401	Asset Management	offset by code 1159 - see separate spreadsheet
4435	CCTV.wi fi. business	401	Asset Management	maintenance of existing CCTV TH and Mights Bridge. grant £12356 in March 2023

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4445	Asset Purchases	401	Asset Management	covers wi fi extension
4500	Property/Land Maintenance	401	Asset Management	£400k from reserves 331 june 24 covers Craftico purchase
1506	Property sale	526	6 Strickland Place -Kitchen	£91k 2 strickland £12k 21 Mark Pl £230k Gable £50k other
				POTENTIAL OF 1 Strickland place

Income & Expenditure by Budget 31/12/2024

Month No: 9

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income</u>						
1076 Precept	118,551	118,551	(0)			100.0%
1090 Interest Received	58,658	92,000	33,342			63.8%
1110 Market Income	10,250	12,000	1,750			85.4%
1130 Fair Site Rents	114	100	(14)			113.9%
1150 Donations/Grants Received	3,250	0	(3,250)			0.0%
1154 Kilcock toilets	366	300	(66)			121.9%
1155 Hire of Committee Room	275	0	(275)			0.0%
1156 CIL	29,146	2,000	(27,146)			1457.3%
1159 Car Charging	16,237	3,000	(13,237)			541.2%
1190 Miscellaneous Income	8	0	(8)			0.0%
1400 Insurance Contributions	4,643	9,000	4,357			51.6%
1411 Electricity contributions	35	0	(35)			0.0%
1500 Rental Income	174,379	250,000	75,621			69.8%
Total Income	415,911	486,951	71,040			85.4%
<u>Direct Expenditure</u>						
4096 loan repayment	15,929	31,000	15,071	14,000	1,071	96.5%
Total Direct	15,929	31,000	15,071	14,000	1,071	96.5%
<u>Overhead Expenditure</u>						
4000 Salaries (inc. NI)	71,489	78,000	6,511	29,000	(22,489)	128.8%
4005 Pensions	17,006	24,000	6,995	6,000	995	95.9%
4010 Town Hall Running Costs	11,552	14,000	2,448	2,000	448	96.8%
4016 Grant Expenditure	3,565	0	(3,565)	30,000	(33,565)	0.0%
4020 Chairman's Allowance	1,213	1,000	(213)	300	(513)	151.3%
4040 Postage	18	0	(18)		(18)	0.0%
4045 Stationery	1,373	500	(873)	100	(973)	294.6%
4050 Printing	317	300	(17)	300	(317)	205.7%
4060 Subscriptions	868	700	(168)		(168)	123.9%
4065 Travel	254	500	246		246	50.8%
4070 Training & Conferences	368	500	132	800	(668)	233.6%
4074 Comms & media support	4,040	3,000	(1,040)		(1,040)	134.7%
4075 Software & Support	5,526	8,000	2,474	1,200	1,274	84.1%
4080 Insurance	30,086	28,000	(2,086)	30,000	(32,086)	214.6%
4085 Audit Fees	1,379	2,800	1,421		1,421	49.3%
4090 Legal Fees	28,105	15,000	(13,105)	4,000	(17,105)	214.0%
4091 Professional fees	8,862	15,000	6,138	4,000	2,138	85.7%
4092 Property Governance Management	0	10,000	10,000		10,000	0.0%
4095 Land Registry Fees	0	5,000	5,000		5,000	0.0%
4097 Prof fee/Surveys etc Stat Road	20,568	0	(20,568)		(20,568)	0.0%

Continued over page

Income & Expenditure by Budget 31/12/2024

Month No: 9

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4100 Safe Custody Service Charges	67	300	233	100	133	55.7%
4105 Elections	3,015	1,000	(2,015)		(2,015)	301.5%
4110 Allowances	100	400	300	100	200	50.0%
4207 Staff Resource	0	25,000	25,000		25,000	0.0%
4210 Annual Events	4,948	7,000	2,052		2,052	70.7%
4220 Donations	1,325	8,231	6,906	4,000	2,906	64.7%
4221 Community Support Services	0	20,000	20,000		20,000	0.0%
4245 Highways works/Road Closures	975	20,000	19,025	20,000	(975)	104.9%
4246 SCC Feasibility	0	10,000	10,000		10,000	0.0%
4260 Civic Uniform	0	100	100	2,000	(1,900)	2000.0%
4300 Kilcock Toilets	9,232	0	(9,232)	1,000	(10,232)	0.0%
4310 Grounds Maintenance	12,680	12,700	20		20	99.8%
4315 Workshop	0	3,000	3,000		3,000	0.0%
4410 Market	1,498	2,000	502	500	2	99.9%
4420 Klondyke/Tibbys Green	90,416	32,000	(58,416)	11,000	(69,416)	316.9%
4425 Car parks/parking/EVC	14,137	0	(14,137)	3,000	(17,137)	0.0%
4435 CCTV.wi fi. business	12,670	8,500	(4,170)	2,000	(6,170)	172.6%
4445 Asset Purchases	404,281	5,000	(399,281)		(399,281)	8085.6%
4500 Property/Land Maintenance	162,090	130,000	(32,090)	300,000	(332,090)	355.5%
4502 Marshes	69	0	(69)	1,000	(1,069)	0.0%
4505 Inspections/Landlord Fees	666	1,000	334	1,500	(1,166)	216.6%
4506 station rd refurb project	103,716	0	(103,716)		(103,716)	0.0%
Total Overhead	1,028,474	492,531	(535,943)	453,900	(989,843)	301.0%
Total Income	415,911	486,951	71,040			85.4%
Total Expenditure	1,044,404	523,531	(520,873)	467,900	(988,773)	288.9%
Net Income over Expenditure	(628,492)	(36,580)	591,912			
plus Transfer from EMR	829,124	0	(829,124)			
less Transfer to EMR	23,000	0	(23,000)			
Movement to/(from) Gen Reserve	177,632	(36,580)	(214,212)			

22/01/2025

Southwold Town Council 2024/25

16:42

Balance Sheet as at 31st March 2024

31st March 2023

31st March 2024

31st March 2023		31st March 2024	
Current Assets			
9,347	Debtors	3,992	
2,685	Other Debtors	0	
82,366	VAT Control Account	0	
27,078	Prepayments	0	
110,638	Current Bank Account	116,679	
569	Lloyds Business Account	618	
30,237	32 Day Notice	30,815	
32,000	Fixed Term Deposit	0	
2,075,635	Public Sector Deposit Fund	1,233,587	
0	BB Inst Online	0	
2,370,555		1,385,691	
2,370,555	Total Assets	1,385,691	
Current Liabilities			
0	VAT Control Account	1,572	
89,220	Creditors	0	
268,723	Accruals	0	
357,943		1,572	
2,012,612	Total Assets Less Current Liabilities	1,384,120	
Represented By			
117,517	General Reserves	295,149	
1,895,095	Earmarked Reserves	1,088,970	
2,012,612		1,384,120	

The above statement represents fairly the financial position of the authority as at 31st March 2024 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

SOUTHWOLD TOWN COUNCIL



Town Hall
Southwold
IP18 6EF

Applications for Financial Support from Local Organisations

Donations Policy . Reviewed March 2024

Southwold Town Council normally budgets a sum of money each year to provide financial support to organisations undertaking activities for the benefit of the residents of Southwold.

Generally, grants are made for capital or special projects that will benefit the community as a whole, although in exceptional circumstances, funding is available to assist with revenue, or day to day running costs of an organisation.

1. Applications can only be accepted from bona fide organisations undertaking activities benefiting residents in the Town of Southwold and not from individuals.
2. Applications must demonstrate that the applicant organisation is providing funding of its own (either financial or in kind).
3. The amount of any donation or award shall be at the discretion of Southwold Town Council.
4. Normally an organisation may receive a grant or award for not more than one project or activity in any one year period, but this is at the discretion of Southwold Town Council.
5. An organisation that has received funding and subsequently fails to complete the project or activity for which the grant was made, or fails to meet any of the conditions imposed, shall return all monies received to Southwold Town Council.
6. All decisions made by Southwold Town Council on any matters relating to donations, grants or awards are final.

Donations Application Form

Please complete the attached form and submit it with your application.

All applications must be in writing and addressed to the Town Clerk.

An up to date set of accounts must accompany this application* (*if applicable - please telephone the Town Clerk if unsure). If not presented, then your application may not be considered.

Kind regards

Lesley Beevor
Town Clerk
Mr Bus application

will include SZC construction staff, please remember that we're focused on the community and not the workforce – SZC workers may benefit from a project funded by the Community Fund, but only insofar as they are members of the community.

The Community Fund is limited and therefore the funding needs to be directed at those most impacted, which is why the Panel is prioritising specific areas cited in the SZC Community impact report plus any agreed areas as above. I and the Panel acknowledge you and Southwold Town Council will be disappointed at this decision. If this situation changes going forward, we will come back to you.

Kind regards

Helen Taylor
Trustee Suffolk Community Foundation
Chair of Sizewell C Community Fund Panel

Helen Taylor |
| Helen.Taylor@suffolkcf.org.uk



www.suffolkcf.org.uk



Surviving Winter
APPEAL
2021

Your donation will help keep people safe and warm. Let's come together to make this winter a little brighter for everyone.



Suffolk Community Foundation - 01473 602602
Charity No. 1109453 and Company No. 5369725



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Revenue ATC

2024.2025			Budget 2024.2025	Notes 2024.2025	Projected 2024.25		Budget 2025.26		Budget 26.27
Expenditure									
Admin									
Salaries (50% split with capital budget) plus pensions - all staff			£45,000	anticipate national pay rise 2024.25	60000		£58,000	increase and pay agreeme	£65,000
stationery/ printing/ subscriptions			£16,000		16500		£17,000		£18,000
Town Hall - office maintenance and repairs (see also capital budget)			£0		0		capital		capital
Software and Support			£8,000		8000		£8,000		£8,000
council modernisation practices/ IT maintenance and upgrades/new equip			£0		0		£2,000		£2,000
Audits			£2,800		2500		£2,800		£3,000
bank charges			£300		150		£150		£200
Elections -			£1,000	plus reserve	3000		£3,000	plus reserve	£3,000 plus reserve
training			£500		1200		£500		£500
Insurance - 50% split with capital budget - premium for ord council activities including Public Liab cover and Event cover			£14,000		30000 changed year end		£16,000		£17,000
Council comms and newsletter					6000		£2,500		£3,000
Local Gov reorg					0				£2,000
Civic Duties									
Civic allowances			£400		200		£400		£400
Civic Uniform -			£100		2000 new bellmans		£100		£100
Chairs Allowance			£1,000		1500		£1,100	10%	£1,150 5%
Civic events including community award					3000		£3,000		£3,000
Economic Development - Town Promotion / Events and Comms									
Community Events			£0	In L and E budget	4000		£2,000		£3,000
Communications . Marketing (include the market)			£3,000	newsletter/ annual report / 4 yr strategy	6000		£3,000		£3,000
Promotion. Including maps/cycle and walking routes at TIC . See also					0		£5,000		£4,000
marketing, comms and events admin assistance					0		see community below		
Community support - Including Business, residents, and visitors									
Donations general budget			£8,231	sect 137 limit is £9.93 per	8231		£8,600	£10.81 limit per elector	£8,700

Revenue A/c

Community support - additional donations			£20,000	other donations	17000		£10,000		£12,000	
Town Website maintenance/ promotion - 2nd digital screen			£2,000	is this sufficient	2000		£4,000	2k screen	£3,000	
extension of Wi fi coverage - footfall data			£4,000		5000		£0		£5,000	3rd phase
Business support - welcome pack etc/promotional assistance to the Business community - Southwold					0		£4,000	welcome pack - £2k Southwold Fund	£4,000	
Resident - welcome pack, community directory newsletter.website					0		£3,000	ESK ESC COMM PTHERSH and assist from other parishes?	£3,000	
additional staffing resources to deliver town needs and assist event organisers, Businesses and residents as above			£25,000	see H R spreadsheet			£5,000	apprentice - plus see staff of other towns	£15,000	
business support apprentice - 18 months							£13,000		£7,000	
Maintain open space The Common										
Grounds / trees / maintenance					10000		£15,000		£17,000	
Planning and NSIP										
Planning cttee - specialist advice and training			£0		0		£500		£500	
Professional advice - general, Planning, and specific non capital priorities include NSIP and enviro projects			£0		0		£2,000		£2,000	
Reduction/ Prevention of Crime and Disorder										
CCTV maintenance			£0	In L and E budget	1000		£1,000		£1,000	
CCTV - maintenance and new cameras and improved monitoring					0		£25,000	and 24/7 monitoring. CIL 7 Beach Hut assoc - other stakeholders?	£10,000	
Pride of Place - Leisure and Environment										
Play Areas - maintenance, bins emptying, ROSPA				total L and E budget	2000			total L and E budget		

Revenue A/c

Assets ie bins, signs, fingerposts, noticeboards etc			In L and E budget	4000		In L and E budget	
Tidy Town-Grounds Maintenance, footpaths, memorial seats	plus rewilding		In L and E Budget	16000		In L and E Budget	
new play equipment				0	£5,000	plus cil and grants	£10,000
L and E cttee project priorities			see spreadshee		£32,800		£35,000
		£34,200					
Quality of Place - Road and traffic Improvement projects							
Sustainable transport cttee budget including EVC maintenance/installation/ electricity costs - plus Cil where possible	Highways (to match fund SCC)		to be offset by income	0	£10,000	see project costs of £97800 - paid by £54k SCC. £23k CIL. Other parishes ? STC Cil	£10,000 plus cil
SCC Highways - feasibility studies for highways improvements 20mph		£10,000		0	£7,000		£5,000
Road improvements/ signage/ donation boxes etc.		£20,000	plus cil	1000	£7,000	include sign A12	£5,000
Budgeted Expenditure							
		£215,531		£210,281	£277,450		£289,550
INCOME							
2024.2025		Budget 2024.2025	Notes 2024.2025				
Precept							
		£118,551.00	0% Increase = £2.10 per household per week	118551	0% change since 2017-costs absorbed	£176,651	0% Increase - but tax base risen by 490 properties
Interest		£92,000.00	Rest allocated to capital account	75000		£20,000	50% of receipts -to rev and capital
Parking		£3,000.00	Gardner had donation boxes??	0		£3,000	
Grants net £0		£0.00	net £0	0		£0	
CIL		£2,000.00	to spend on eligible projects	5000		£2,000	
Car charging		£0.00	Income offsets expenditure	3000		£1,000	slight surplus
Total Income	Income	£215,551.00		201551		£202,651	£214,200
Income expenditure							
		£215,551		£201,551		£202,651	£214,200
		£215,531		£210,281		£277,450	£289,550
Revenue Net Positlon		£20		-£8,730		-£74,799	-£75,350
Ccf Reserve							
				£90,150			
				to be used to cover			

Revenue ATC

[illegible]

CARLAW ATK

Expenditure	Budget 2024.2025		projected		Budget 25.26		Budget 26.27	
Capital Account 2025.2026 Budget								
Part Salary /Pension/NI etc	£47,000		£60,000		£58,000		£65,000	
Insurance premium	£14,000		£28,000	year end changed	£16,000		£17,000	
Existing Loan repayments	£31,000		£31,000	Bal £74k	£31,000	Bal £43k	£31,000	Bal £12k
Toilets maintenance	£0	spreadshe et	£11,000	no fees to offset	£12,000		£13,000	
Legal/ Prof Fees /project mgt fees	£30,000		£47,000	includes land registratio n	£35,000		£35,000	
workshop	£3,000		£3,000		£1,000		£1,000	
Markets	£2,000		£2,000		£2,000		£2,000	
Marshes plan - works			£2,000		£2,000	see marshes and common report	£2,000	
Landlord Resp/ Inspections/ Fire upgrades/ EPC rating improvements	£1,000	see spreadshe et	£2,000		£2,000		£2,000	
unregistered land registrations	£5,000		In legal fees		£0	in legal fees	£0	in legal fees
property maintenace projects	£100,000	£324k max on spreadsheet	£180,000	of which £98k is 2 Strickland place - rates empty properties £17k	£80,000		£70,000	
New skatepark	£25,000		£10,000		£0		£0	
Property governance mgt	£10,000		£0		£0		£0	
Craftco - visitor information centre	£30,000		in above figures		£0	in other works	£0	in other works
Town Hall Improvements	£0		£0		£200,000	procure - phased or sinlge	£20,000	
Gable End Hurren Terrace	£0		£0		£250,000	to procure	£0	
Red x Hut	£0		£0	await pre planning decision	£15,000	full planning app	£0	decision - on how to proceed
Water Tower	£0		£0		£10,000	damp / etc to be rectified . Additional land to be maintained	£2,000	
Boating lake projecct	£0		£0		£0	await update from land consultant	£0	
Putting Green	£0		£0		£10,000	discussion re upgrade of premises	£10,000	
	£298,000		£376,000		£724,000		£270,000	
Income	2024.2025							
Interest - 50 % of total			£0		£20,000		£20,000	
Fair klondyke	£0		£0		£0		£0	
Tenant Insurance contributions	£9,000		£5,500		£6,000		£6,000	
Toilet Income	£300		£366		£0		£0	
Market	£12,000		£12,000		£12,000		£12,000	
hire of cttee room			£275		£275		£0	
recycling banks			£1,000		£0		£0	
market electricity contributions			£100		£100		£100	

Capital A/c

Rental income including marshes	£250,000	£240,000	£240,000	£240,000
Total Income	£271,300	£259,241	£278,375	£278,100
capital net position				
Capital Budget income	£271,300	£259,241	£276,375	£278,100
Capital Budget Expenditure	£298,000	£376,000	£724,000	£270,000
Net Capital budget income / expend	£26,700	£116,759	-£447,625	£8,100
	to be covered by Red X proceeds			
RESERVES				
Asset maintenance		£250,000	£250,000	£250,000
Capital acc		£71,620	£47,000	£23,000
Net capital sale 6 St Place		£573,176	£573,176	£125,551
overspend		-£116,759	-£447,625	£8,100
		£778,037	£398,551	£406,651
Sale of 1 Strickland Place			£950,000	£950,000
			£1,348,551	£1,356,651

SOUTHWOLD TOWN COUNCIL

LONE WORKING POLICY

Jan 2025

Purpose of this policy and procedure	2
The scope of this policy	2
Policy	2
Definition	2
Responsibilities	2
Risk assessments	3
Ways in which lone working risks can be reduced	4
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Purpose of this policy and procedure

The council recognises that some of our staff work alone, and where this is the case, seeks to ensure the health and safety of all lone workers. This document:

- Raises awareness of the safety issues relating to lone working,
- Identifies and assesses potential risks to an individual working alone,
- Explains the importance of reasonable and practicable precautions to minimise potential risk,
- Provides appropriate support to lone workers, and,
- Encourages reporting of all incidents associated with lone working so that they can be adequately managed and used to help reduce risks and improve working arrangements for the future.

The scope of this policy

It applies to all staff, whether full time, part time or temporary workers. It does not apply to councillors.

Policy

We will protect staff from the risks of lone working, as far as is reasonably practicable. Working alone is not in itself against the law and it is often safe to do so. However, the council's policy is to consider carefully and deal with any health and safety risks for those who work alone.

Definition

'Lone Worker' refers to people who work by themselves without work colleagues either during or outside normal working hours. Examples include:

- A caretaker who opens and closes a hall either early in the morning or late at night
- A groundsman tending to green space
- Office workers who work alone in the premises, and,
- Homeworkers.

Any worker under the age of 18 years, or anyone working in confined spaces is not permitted to work on their own.

Responsibilities

All staff have a responsibility for the health and safety of work colleagues. The key responsibilities are as follows:

Managers

- Will try to avoid the need for lone working as far as is reasonably practicable;
- Ensure that the worker is competent to work alone;
- Ensure that all lone working activities must be formally risk assessed. This should identify the risk to lone workers; any control measures necessary to minimise those risks; and emergency procedures;
- Arrangements for lone working must be made clear to staff and the details of what can or cannot be done while working alone explained;
- Lone workers must be informed of the hazards and understand the necessary control measures that need to be put in place and have the opportunity to contribute to the risk assessment;
- Must raise the alarm if staff cannot be contacted or do not return as anticipated
- Must ensure that all staff are aware of this lone working policy and procedure and provide appropriate levels of training and guidance on lone working.

Lone workers

- Take reasonable care of themselves and others who may be affected by their work
- To follow any instruction given by management or the council
- Raise with their line manager any concerns they have in relation to lone working
- Not to work alone where there is adequate information to undertake a risk assessment.
- Inform their line manager at the earliest opportunity in the event of an accident, incident of violence or aggression whilst working alone

Staff

- To be aware of colleagues working on their own and alert to unexpected changes of routine, unanticipated periods where there is no communication.
- Buddies should ensure they maintain and share up to date contact details (see below)

Risk Assessments

Managers must complete (or ensure the completion of) a Lone Working Risk Assessment prior to every lone working activity and updated as appropriate. The risk assessment should be reviewed by the lone worker before undertaking the work and communicated to all relevant staff or councillors.

People who work alone will of course face the same risks in their work as those doing similar roles/tasks. However, they may additionally encounter hazards such as:

- Sudden illness
- Faulty equipment
- Travelling alone
- Remote locations
- Abuse from members of the public
- Animal attacks

Ways in which lone working risks can be reduced

Every lone working environment and situation is different, and therefore it is not possible to implement a 'one size fits all' approach. Where there is regular or anticipated lone working, the council will devise and implement a lone working plan that meets the needs and risks of their particular circumstances. The plan should be proportionate to any risks that are identified from the risk assessment. The plan for a groundsman lone working with machinery will be more detailed than an administrator working late in the office. This should be written down and communicated to all relevant staff and where appropriate, councillors.

Below are some example strategies that could be implemented (on their own or combined):

- Signing-in and Out book
- Electronic (or hard copy) diaries to be kept up to date with meeting/visit/lone working details
- Agreed times and method of contact
- Buddy scheme

Buddy scheme

The following information should be written down and kept by the lone worker and their buddy, next of kin and manager (see the Lone Working Buddy Form):-

- Name and contact details of the lone worker
- Name, relationship and contact details of the buddy
- Name, relationship and contact details of the lone worker's next of kin
- Name, relationship and contact details of the lone worker's manager
- Any 'code word' that would indicate that the lone worker needs assistance
- Note: All these details must be kept securely in line with data protection legislation

If you change your contact details, you must let your buddy and manager know.

In circumstances where a buddy system is appropriate as a way of reducing the risks identified in the risk assessment, the buddy must have relevant details about your lone working, that may include;

- where you are going (address or area if there is no address);

- details of the purpose (i.e. preparing the hall, grass cutting, meeting);
- contact details of anyone you intend to meet (any additional contact details for the location you are visiting);
- your mode of transport;
- when you are expected to return;

Your buddy must know what to do if you do not return or make contact at the anticipated/agreed time.

Health and wellbeing

In order to ensure your personal safety, it is important that you share any details of any aspects of your health that could lead to increased risk with your manager or specific councillors. This includes pregnancy. You can then jointly plan to mitigate any potential risks caused by your circumstances. This information will be treated on a strict 'need to know' basis with your confidentiality of the utmost importance.

Reporting incidents

Any incidents or perceived risks encountered while lone working should be recorded, reviewed and acted upon. The report should include:

- A brief note of what happened, when, and who was involved,
- For any work-related aggression (verbal or physical) including threatening behaviour, all of the details of the incident and of the perpetrator should be captured, which could then be used if the police take any formal prosecution action. This might be particularly important for more serious incidents of work-related violence, and,
- In either instance, this might also include recording details of any circumstances you think might have contributed to the incident, e.g. the context of the interaction, perceptions about the condition of the perpetrator, or any environmental circumstances. This information would then support us to review our risk assessment process and see if any additional measures are needed.

If you feel unsafe, unwell, or become injured call the emergency services if you need immediate assistance. If possible, call your manager, buddy or councillor or colleague to let them know (or ask someone to do so on your behalf).

Call your manager if your plans change because you feel unwell or if you have a domestic emergency when working alone.

This is a non-contractual procedure which will be reviewed from time to time.

Date of policy:

Approving committee:

Date of committee meeting:

Policy version reference:

Supersedes: [Name of old policy and reference]

Policy effective from:

Date for next review:

Notes

The Health and Safety Executive have extensive advice and guidance on homeworking, lone working, including guidance on the risks of lone working.

Homeworking: www.hse.gov.uk/toolbox/workers/home.htm

Lone working: www.hse.gov.uk/toolbox/workers/lone.htm

Risks of lone working: www.hse.gov.uk/pubns/indg73.pdf

Guidance

Where there is text in [square brackets] this part may be updated or be deleted if not relevant. An alternative option may have been provided.

Important notice

This is an example of an employment policy designed for a small council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This document was commissioned by the National Association of Local Councils (NALC) in 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

This document has been written by Worknest HR – a company that provides HR advice and guidance to town and parish councils. Please contact them on 01403 240 205 for information about their services.

Southwold Town Council

EQUALITY AND DIVERSITY POLICY

Jan 2025

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Our commitment

The council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination.

This policy is intended to assist the council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

The law

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".

Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

The council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

Types of unlawful discrimination

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that they have a particular protected characteristic when they don't, in fact, have that protected characteristic.

Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because they made or supported a complaint or raised a grievance under the Equality Act 2010, or because they are suspected of doing so. However, an employee is not protected from victimisation if they acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

Equal opportunities in employment

The council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

Working practices

The council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the council considers it has good reasons, unrelated to any protected characteristic, for doing so. The council will comply with its obligations in relation to statutory requests for contract variations. The council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

Equal opportunities monitoring

The council will monitor the ethnic, sex/gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

The council treats personal data collected for reviewing equality and diversity in accordance with the data protection policy. Information about how data is used and the basis for processing is provided in the council's privacy notices.

Dignity at work

The council has a separate dignity at work policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

People not employed by the council

The council will not discriminate unlawfully against those using or seeking to use the services provided by the council.

You should report any bullying or harassment by suppliers, visitors or others to the council who will take appropriate action.

Training and prevention

The council will raise awareness of equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

The council will raise awareness of all staff engaged to work at the council to help them understand their rights and responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment.

Your responsibilities

Every employee is required to assist the council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the council's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

Grievances

If you consider that you may have been unlawfully discriminated against, you should use the council's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the dignity at work policy.

The council will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

Monitoring and review

This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law.

This is a non-contractual procedure which will be reviewed from time to time.

Date of policy:

Approving committee:

Date of committee meeting:

Policy version reference:

Supersedes: [Name of old policy and reference]

Policy effective from:

Date for next review:

INTRODUCTION

This policy applies to all activities of the Town Council where children and young people under 18 years of age are present and to those working in such activities whether as an employee, volunteer, representative or otherwise.

OBJECTIVE

The objective of the Town Council's Child Protection Policy is to contribute to the personal safety of all children using the facilities and resources of the Town Council, through actively promoting awareness, good practice and sound procedures.

IMPLEMENTATION

The Town Council shall appoint the Town Clerk as the Responsible Officer (RO) for all aspects of child protection awareness and implementation of this Policy.

The RO will be responsible to the Town Council for;

1. ensuring the policy is implemented throughout the Town Council's activities;
2. ensuring all necessary child-protection related enquiries, procedures and investigations (if any) are carried out;
3. ensuring secure and confidential records relating to child protection matters;
4. instruction of staff members to ensure implementation and strict adherence of the policy by all staff and volunteers;
5. liaison with Social Services and/or the Police at a formal and informal level on child protection matters;
6. the reporting of allegations and suspicion of abuse to the appropriate authorities;

7. ensuring there is adequate induction and training relating to child protection matters;
8. ensuring that each activity carried out by the Town Council which involves any exposure to children adheres to good practice with regard to personnel, practises and premises;
9. checking all incident reports made by staff and volunteers, countersigning them, and making such reference to authority as is appropriate.

PERSONNEL CHECKS

The Town Council's aim is to ensure, as far as is possible, that anyone, paid or voluntary, who seeks to work with children and young people and gains substantial access to them is as safe to do so in child protection terms as can be guaranteed.

The Town Clerk will ensure that the following checks are carried out on all prospective and current employees whose work may create a situation of substantial access to children and young people;

- a Criminal Records Bureau (CRB) check at enhanced level
- a personal referee (a person who is not related to the applicant and who preferably knows of the applicant's character, trustworthiness, any previous experience of working with/looking after children and young people), nominated by the applicant

The consent of the applicant must be obtained to enable such enquiries to be made. No application may proceed unless such consent is given by the applicant.

At all times the onus is on the applicant/employee/volunteer/contractor to reveal any conviction, caution, bind over, probation order or pending prosecution, whether imposed prior to, or within the period the applicant/employee works for the Town Council.

The Town Clerk has the discretion to accept or not any previous reference, police check,

social services endorsement etc. provided by an applicant/employee in substitution for the above enquiry process.

REPORTING OF ENQUIRY RESULTS

The Town Clerk will indicate to the Town Council whether an applicant/employee is suitable to work for the Town Council, as revealed by the results of the checks.

Where a Schedule One offence is indicated by the above process, the Town Clerk acting on behalf of and with the full endorsement of the Town Council must rule the applicant unsuitable, and that person must not undertake any form of work or help with the Town Council. If such an attempt is made by a convicted Schedule One Offender or by any person prohibited under legislation from working with children and young people or from being in proximity to places where they may gather etc. the Town Clerk is obliged to immediately inform Social Services and the Police.

The Town Clerk will inform a meeting of the Personnel Committee on the approval or otherwise of applicants or employees.

The Town Clerk shall be authorised to undertake any additional enquiries as considered appropriate and sanctioned by the applicant as may assist the making of a recommendation to the Town Council.

PERSONNEL RECORDS

The Town Clerk shall maintain a confidential file on each applicant/employee in which shall be kept:

- copies of all forms, consents and replies as above;
- notes for file on all communications regarding the processing of enquiries

The file of an unsuccessful applicant shall be kept for six months and then safely destroyed by the Town Clerk – this period will be increased to twelve months from the date of leaving the Town Council's service for any successful applicant who commences work with the Town Council.

Anyone working with the Town Council has the right to inspect their own confidential records and may do so upon written request to the Town Clerk who shall not withhold consent unreasonably. The Town Clerk may only withhold such agreement and access if to do so might potentially jeopardise a Police or Social Services investigation relating to child protection matters or might lead to a child's welfare and safety being compromised. The Town Clerk need give no reason for such withholding of consent. The Town Clerk will report such a situation to the Town Council simply that a request was made and refused for reasons relating to the welfare of children.

The Town Mayor may have access to such records kept as above, with the same caveat applying.

ACTIVITIES

Prior to any activity/site/programme being commenced, the Town Clerk shall ensure that adequate child protection procedures are in place.

In consultation with appropriate hirers of the all Council owned premises the Town Clerk shall ensure a site audit/visit is undertaken to ascertain the layout of premises/site, helpers and supervision required to achieve adequate personal safety of children and young people. There may be a need to audit/visit an existing site if in the opinion of the Town Clerk there have been significant changes to the last use of that site.

REPORTING OF CONCERNS

Those working for the Town Council or on Town Council activities have a duty to ensure that any suspicion, incident, allegation or other manifestation relating to child protection is reported to the Town Clerk.

Disclosure of evidence for concern may occur in any number of ways. This may be by what a child says, about itself or another child or children. It may be through interception of a written item, or through observation of activity or behaviour giving cause for concern. It may be through changes in behaviour or attitude. There may be physical, emotional pointers such as bruising, staining, inappropriate behaviour or knowledge. These and many other signs can be picked up by employees.

IT IS VITAL FOR THE SUCCESSFUL OPERATION OF THIS POLICY THAT ALL INCIDENTS, OBSERVATIONS, HOWEVER INSIGNIFICANT, ARE REPORTED TO, AND LOGGED BY, THE TOWN CLERK.

The employees concerned will make a verbal report to the Town Clerk and also make a written report outlining in adequate detail what was heard, seen, reported, alleged etc. Verbatim quotes from a child are important, as is the retention of anything which gave cause for concern. The employee will sign and date the report. The Town Clerk will countersign the report and at the latest, the next working morning, draw the attention of the report to the Town Mayor .

If more than one employee has an observation on the same incident on the day in question, a separate report is to be made by each employee and treated as above. The Town Clerk will ensure the reports are cross-referenced and dealt with as one.

THE BASIC PRINCIPAL IS THAT THERE CANNOT BE TOO MUCH DETAIL OR DISCUSSION WHERE THE PROTECTION OF CHILDREN IS CONCERNED.

Many reports will be purely minor in nature, however, it is important to treat them with due seriousness in case there may already be existing information concerning a child.

The Town Clerk will take an appropriate course of action as follows;

- Immediate report to Social Services and/or the Police: this covers any situation where, in the judgement of the Town Clerk, there is perceived to be an immediate danger to a child or detection of criminal offences or other form of obvious ongoing/future/recent serious harm.
- Where a child seems at imminent harm of danger/injury or worse then the Town Clerk is authorised to make a complaint to the Police in order to secure immediate action and protection of a child.

ALLEGATIONS AGAINST EMPLOYEES

If a child or parent/carer makes allegations to the Town Council against any person working for the Council, whether paid or unpaid, the following procedure will come into force;

- The person receiving the complaint will contact the Town Clerk who will immediately inform the Town Mayor. On receipt of the complaint the Town Clerk will contact Social Services to apprise them of the situation. Normally this will be by informal channels but if there is a criminal allegation, the contact will be formal to the duty social worker and/or the Police.
- The Town Clerk should inform the person against whom an allegation has been made as soon as possible (unless there appears to be a cast that this might prejudice a criminal investigation). This will require consultation with the Police.

The course of action to be taken from thereon will be decided by the nature of the allegation(s).

If a criminal allegation e.g. of sexual abuse and impropriety is made, or physical assault, or inappropriate behaviour, the Town Clerk will activate the Staff Disciplinary Procedures and suspend the person under the heading of Gross Misconduct. If warranted, this may be without pay, for example, an employee found in a situation of actual wrongful behaviour. The matter must then be reported immediately to the Police and Social Services. The suspension

will remain in force unless/until the Police and/or Social Services confirm there was no substance to the report. An incident report will be made and treated as confidential.

If there is no criminal allegation the Town Clerk will gather as much detail from available sources of information as possible but not including seeking to interview any child if there is a criminal allegation (which is a matter for the authorities). Where appropriate the Town Clerk should consider whether suspension of the employee is advisable and recommend accordingly to the Town Mayor. This may include a situation which, though non-criminal, could lead to a decision of gross misconduct.

The Town Clerk will report to the Town Council on the outcome of such an investigation and will recommend whether the circumstances constitute grounds either;

- to treat the matter as a disciplinary issue, either as a misconduct or gross misconduct, with associated rights of appeal or;
- to dismiss the allegations as unfounded, or to make such other non-disciplinary recommendations as are appropriate.

The Town Mayor shall consider such recommendations and report to the next meeting of the Personnel Cttee. The person against whom such non-criminal allegations are made should be afforded ample opportunity to give an explanation or answer to any allegation at an interview conducted by the Town Clerk, Town Mayor and Chairman of the Personnel cttee.

MONITORING AND REVIEW

The Town Council shall, from time to time, monitor and review this Policy and its effectiveness, the Town Clerk shall ensure that any new statutory legislation is incorporated accordingly as well as seeking the views, where appropriate, of employees.

