

Councillors are hereby summoned, and members of the public and press are invited, to attend a meeting of the **Policy & Resources Committee** to be held on **Monday 10 June 2024**, following the Planning & Highways Committee meeting, and not commencing before 19.00 in the Beech Suite, George Reynolds Centre, Crewkerne.

**Note:**

- **Members of the public who wish to view the meeting proceedings, either in real time or afterwards, can access the meeting through the following link:**  
<https://www.youtube.com/channel/UCTA9K-7L4Onjcli2Gtz7tCg>

K. Sheehan, Town Clerk (signed on original)  
4 June 2024

## Agenda

- 001/2425**      **To note apologies for absence.**
- 002/2425**      **Declarations of interest** in items on the agenda.
- 003/2425**      **To confirm the minutes of the Policy and Resources Committee meeting** held on 12 February 2024.
- 004/2425**      **Open Forum:** Questions may be put to the Committee in person during this Public Participation Session of up to 15 minutes and a maximum of 3 minutes per person. Issues notified to the Clerk a minimum of 3 working days before the meeting (i.e., by 5pm on the preceding Wednesday) will receive a response during this session. Issues raised in this session without prior notice may be referred to the Clerk to respond to within 10 working days or listed on a subsequent agenda.
- 005/2425**      **To review the following grant applications:**  
a. Crewkerne Farmers Market.
- 006/2425**      **Review of Existing Policies (proposed changes in red):**  
a. Grant making policy.  
b. Flag flying policy.  
c. Information Security policy.
- 007/2425**      **New policies:**  
a. Co-option policy and procedure.
- 008/2425**      **Policy Review Schedule:** to note the updated policy review schedule.
- 009/2425**      **To receive Matters of Report** (for information only).
- 010/2425**      **Next meeting:** 14 October 2024, following the meeting of the Planning and Highways Committee, Council Chamber.

## Grant Awarding Policy

### 1. Introduction

The following policy sets out how Crewkerne Town Council (referred to hereafter as “the Council”) considers and makes grant awards.

### 2. Applicability

#### a. Who can apply?

- i. Voluntary organisations, community groups or social enterprises operating on a not-for profit basis for the benefit of the community of Crewkerne.
- ii. Organisations must have some form of management committee/steering group and a bank account with at least 2 signatories.
- iii. Whilst schools may not apply, PTAs/school associations may apply for a grant to cover extra-curricular activities providing the funds are ring-fenced and applicants have a separate bank account and constitution.
- iv. If an organisation has previously received a grant from the Town Council, a report on grant expenditure must have been provided before a new application can be considered.
- v. Only one grant may be received within each financial year, as we wish to be able to distribute funds to a many people as possible. If your organisation is a branch of a larger organisation, it should have a separate committee, constitution and bank account and a specific brief for activities benefitting the community of Crewkerne.

#### b. Who may not apply?

- i. Individuals.
- ii. Organisations with projects which operate outside Crewkerne and do not clearly evidence how they will directly benefit the Crewkerne community.
- iii. Commercial ventures.
- iv. Statutory organisations or groups controlled by public sector organisations such as Local Authorities or Primary care Trusts.
- v. Schools.
- vi. Projects/activities that promote one particular faith or religious belief, although the grant could support a faith group delivering something that is open to all.

### 3. Criteria for awarding grants

The Council will assess each application on its own merits, taking into account the benefit to the town and/or its residents.

The Council may also make grants which are non-monetary in nature, for example the free use of a room or venue, administrative support or time or other type of support.

Retrospective applications will not normally be funded.

### 4. Process for making grant applications

- a. Grant applications are invited during September (but see c. below) and this will be publicised through the Council’s newsletter, website and notice boards.
- b. Following the closure date for applications, all submitted applications will be considered by the Policy & Resources Committee, with the Committee’s recommendations being considered for ratification by a subsequent meeting of the Full Council, as part of the Councils’ annual budget setting process. Applicants will be informed of the outcome of their application by the end of January.

- c. The Council will consider applications received at other times of the year, subject to allowable budget constraints.
- d. Grant applicants would normally be required to collect their grant cheque at the Annual Meeting of Electors (held in March or April). Applicants may also be asked to give a short presentation. Applicants may be asked to give a short presentation on their project at the Annual Meeting of Electors in March or April.

#### 5. Grant award conditions

- a. The grant award must be used for the purpose for which the application was made.
- b. If the Council agrees grant funding for a project which subsequently does not go ahead, the Council will withdraw the offer of funding. If the group ceases to operate before funds have been spent or if the project does not proceed as planned, the grant will have to be repaid in full.
- c. A grant may only be used for the purpose set out in the application form and it cannot be given to any other group.
- d. If a grant award is being sought for a project involving other sources of funding, the Council may require confirmation that these funding sources are in place before releasing the grant funds.
- e. The Council must be credited in any publicity arising as a result of the award of a grant. For our own publicity material, the Council may require photos with agreement from the participants and may use the name of the organisation and project.

#### Version Control:

Adopted at Full Council meeting 27 February 2017 Min. No. 16/17 202

Reviewed and amended at Policy & Resources Committee meeting 8 August 2022 Min. No. 22/23 5c.

Reviewed and amended at Policy & Resources Committee meeting 10 June 2024 Min. No XXXX

# Flag Flying and Logo Policy

## 1. Introduction

1.1 This policy sets out Crewkerne Town Council's policy for flag flying and the use of logos on its website and social media accounts.

1.2 Flags are traditionally flown by the Town Council for a variety of reasons; to show allegiance, support, or respect or to celebrate. The Town Council will always be sensitive to the views of all sectors of its community and will never use flags for political purposes.

1.3 As from Summer 2021 government guidance states that UK Government building flagpoles should not remain empty – the default should be flying the Union Flag if no other flag is being flown. This guidance is aimed at UK Government buildings; however, they encourage local authorities and other local organisations to follow suit where they wish to fly flags.

## 2. Information

2.1 Crewkerne Town Council owns one flagpole situated at the front of Town Hall.

2.2 The Union flag may be flown at Town Hall all year round unless another flag is being flown.

2.3 Other Flags will be flown on recognised days or for periods of time.

## 3. Union Flag Flying Days

3.1 The Union Flag may be flown at Town Hall all year round if another flag is not being flown.

3.2 The Union Flag, may be flown on the following occasions, in accordance with guidance from the Department for Culture, Media and Sport:

- 9 April: His Majesty The King's Wedding Anniversary
- ~~21 April: Birthday of Her Majesty the Queen~~
- 6 May: Coronation Day
- 15 June: Official Birthday of His Majesty The King
- 21 June: Birthday of HRH The Prince of Wales
- 17 July: Birthday of the late Her Majesty The Queen Elizabeth II
- 8 September: His Majesty The King's Accession
- ~~11~~ November The second Sunday in November: Remembrance Day
- 14 November: Birthday of ~~the Prince of Wales~~ His Majesty The King

3.2 Dates need to be checked annually on [www.gov.uk](http://www.gov.uk).

3.3 The Town Clerk in consultation with the Mayor has discretion to fly the union flag at other times:

- To celebrate & support sporting events of significance.
- In recognition of a royal visit in consultation with the Lord Lieutenant.
- In respect of a formal visit by another significant dignitary.
- A special event of success in the town.
- Formal Town Council Civic occasions.

#### **4. Flying the Union Flag at Half Mast**

4.1 According to the College of Arms website, the Union Flag shall be flown at half-mast in the following circumstances:

- From the announcement of the death of the sovereign until the funeral.

In the following cases, half mastings will be by special command from **Her His** Majesty:

- On the death of a member or near relative of the Royal Family or the funeral of members of the Royal Family
- The funerals of Prime Ministers and ex-Prime Ministers of the United Kingdom
- Any other occasions as commanded

4.2 The Department of Culture, Media and Sport will inform Government departments of any other occasions when **Her His** Majesty has given a special command. The College of Arms will publish details of half-masting instructions for the information of local and national government and any other interested bodies or individuals.

4.3 Local government bodies are permitted to fly the Union Flag at half-mast to mark local as well as national commemorations or losses, including the death of present councillors or past Mayors. In this case flags would be flown at half-mast for one day.

- On the death/funeral of a serving officer in the Armed Forces from the town.
- On Holocaust Day in January.
- On the death/funeral of a serving Town Councillor, local Unitary Councillor, or local Member of Parliament.
- At the discretion of the Mayor, to commemorate local civic and community dignitaries who have recently passed away.

Note: Half-mast means the flag is flown two-thirds of the way up the flagpole with at least the height of the flag between the top of the flag and the top of the flagpole. (The Flag Institutes Flag Flying Protocol).

#### **5. Other Flags**

5.1 For the second Monday in March the Council will fly the Commonwealth Flag in recognition of Commonwealth Day.

5.2 For St George's Day, 23 April, the Flag of St George may be flown. At the Mayor's discretion, the Flag of St George may be flown to celebrate or support sporting events of significance of an England Team.

5.3 For 11 May, the Council will fly the Somerset County Flag in recognition of Somerset Day.

5.4 Other flags can be flown at the discretion of the Town Clerk and the Mayor.

5.5 For Armed Forces Day, the Council may fly the Armed Forces Day flag.

5.6 For Pride month (June), the Council may fly the Pride flag.

5.7 For 'In Bloom' judging days and in celebration of 'In Bloom' results and awards, the Crewkerne in Bloom flag may be flown.



5.8 Other occasions may be commemorated by flags flown at Town Hall at the discretion of the Town Clerk and Mayor.

## **6. Twinning Flags**

6.1 According to the Department for Communities & Local Government's Plain English Guide to Flying Flags, the Council does not need consent to fly any country's national flag.

6.2 Crewkerne Town Council is twinned with the towns of Bure-sur- Yvette and Igny in France. The relevant national flag will be flown when Crewkerne receives visitors from these countries.

## **7. Website Logos**

7.1 Crewkerne Town Council has a suite of Crewkerne 'C' logos for use on its website and social media and may use the following logos at the discretion of the Town Clerk:

- Seasonal (summer/spring/autumn)
- Pride
- Remembrance
- Jubilee/royal celebrations

7.2 Other occasions may be commemorated by the use of an appropriate logo on the website or social media at the discretion of the Town Clerk and Mayor.

### **Supporting documents:**

[Flying flags: a plain English guide - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/flying-flags-a-plain-english-guide)

### **Version control:**

Adopted at the meeting of the Policy and Resources Committee on: 8 August 2022, Min. No. 22/23 6.

Reviewed and amended at the meeting of the Policy and Resources Committee on: 10 June 2024, Min. XXXX

Review by: XXXX



# IT and Information Security Policy

## 1.0 Information Security

For members of staff, Crewkerne Town Council provides access to computers and applications in the Council offices. Certain members of staff are provided with a laptop for home or remote working. In addition, the Town Council offers to provide each Councillor with a tablet computer for use with Town Council business. Councillors are strongly recommended to only use Council-issued devices for Town Council business. This policy has been drawn up to provide guidance to both staff and Councillors on the safe and secure use of this IT equipment.

This policy has been reviewed to ensure that the Council is compliant with the General Data Protection Regulations (GDPR).

The Council take the protection of personal data seriously and is committed to protecting this information in accordance with the requirements of GDPR. As such, the measures contained within this policy aim to ensure that personal information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure.

Overall management of the Council's IT equipment is the responsibility of the Town Clerk, but all users also have a duty to maintain the security of the Council's IT equipment and data.

Breaches of this policy will be considered a disciplinary matter.

## 2.0 Computer Use

- All computers provided by Crewkerne Town Council are the property of Crewkerne Town Council. This equipment is for use solely for Crewkerne Town Council business purposes.
- Councillors should take all reasonable steps to prevent loss or theft of their tablet.
- When leaving the Council, a councillor must return his/her tablet to the Town Clerk, who will assign it to an incoming councillor.
- Users should not dismantle, change settings or add any hardware or unauthorised software to any equipment. Changes to any Crewkerne Town Council equipment must be carried out by the Town Council's IT Support contractor, under the direction of the Town Clerk.
- Data or documentation must not be removed without the proper authorisation.

## 3.0 Passwords

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All computers must be password protected. Passwords must not be shared with anybody unless authorised by the Town Clerk.

#### 4.0 **Internet and Email Use**

When using the internet and email, users must not:

- Violate any law, interfere with network users, services, or equipment, or harass other users. Failure to comply with these usage instructions could lead to disciplinary and/or legal action.
- Email confidential or potentially sensitive information unless given explicit authority to do so, and the appropriate level of security protection is used. It is the user's responsibility to determine the confidentiality of each email message sent. It should always be assumed that any message or information sent using the internet is available to the public.
- Access, view, download, save, solicit, send or provide access to material related to or including:-
  - Offensive content of any kind, including pornographic material
  - Promoting or supporting discrimination in contravention of the Town Council's policy or Government legislation
  - Threatening or violent behaviour
  - Illegal activities
  - Personal commercial activities
  - Games or other entertainment software or material
  - Gambling
  - Personal financial gain
  - Abuse of copyright laws
  - Sending business-sensitive information over the internet without the appropriate permission and security protection
  - Reveal company data to Crewkerne Town Council's customers, clients or Third-Party companies without authorisation
  - Misrepresent yourself and/or the Town Council
  - Material that brings Crewkerne Town Council into disrepute

The following is good practice:

- Be careful when addressing email – know who you are sending to.
- Do not forward emails containing personal data without consent.
- Remember that the recipient's culture, language and humour may have different points of reference than your own.
- Apply common sense before assuming a message is valid (mail and news can be forged).
- When sending emails to multiple addressees, it is good practice to use the "bcc" blind copy feature.
- Do not transmit, or otherwise distribute proprietary information, data, trade secrets or other confidential information belonging to Crewkerne Town Council, partners or associates unless expressly authorised to do so and the appropriate level of security protection has been applied.

#### 5.0 **Virus Protection**

Anti-virus software is installed on IT equipment. Nevertheless, every effort should be made to limit the exposure of computers to viruses and other malicious programs.

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It is the responsibility of all Crewkerne Town Council staff and Councillors to take responsible steps to prevent virus outbreaks.

Users should not:

- Open suspicious email attachments, even from co-workers.
- Open an email attachment from an unknown or suspicious source.
- Download software from the internet.

If a user suspects that his/her PC/tablet has been infected by a computer virus, the Town Clerk should be immediately advised. The Clerk, in consultation with the Council's IT support contractor, will then advise on the necessary steps.

#### **6.0 Council Laptop Storage**

~~The Council's office laptop will be stored in the locked filing cabinet in the Clerk's office when not in use during office hours.~~

#### **7.0 Software**

Installation of additional or upgraded software, must be officially approved by the Town Clerk, before it can be loaded onto Town Council equipment. The Clerk will liaise with the Council's IT support contractor, to ensure the correct installation/loading of software onto Town Council equipment.

#### **8.0 Redundant IT**

When Council IT is replaced, the Clerk will arrange for the redundant hardware to be disposed of via the Council's IT support provider, who will ensure that the contents of the hard disk are erased in accordance with industry-wide standards.

#### **Version Control:**

Approved at Policy & Resources Committee meeting 14 May 2018 Min. No. 17/18 45.

Reviewed and amended at the Policy and Resources Committee meeting 10 June 2024 Min. No. XXXX

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## Co-option Policy

### 1. Introduction

- 1.1. This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of members to the Town Council. The co-option procedure is entirely managed by the Town Council and this policy will ensure that a fair and equitable process is carried out. It endeavours to cover the requisite legislation as well as what has been custom and practise in Crewkerne.
- 1.2. Whenever the need for co-option arises Crewkerne Town Council will seek and encourage applications from anyone in the Town who is eligible to stand as Town Councillor. Councillors or parishioners can legally approach individuals to suggest that they might wish to consider putting their names forward for co-option.
- 1.3. The Town Council will advertise the vacancies in the local area via the Town Council noticeboards, the Town Council website and as a media release if time allows.
- 1.4. The Town Council must notify Somerset Council of a Casual Vacancy and then advertise the vacancy and give electors the opportunity to request an election. This occurs when ten (10) electors write to Somerset Council stating that an election is requested.
- 1.5. If a by-election is called, a polling station will be set up by Somerset Council and the people of Crewkerne will be asked to go to the polls to vote for those candidates who have put themselves forward by way of a nomination paper. The Town Council will likely be required pay the costs of the election. The people of Crewkerne have fourteen days (not including weekends, bank holidays and other notable days), to claim the by-election, but the electoral officer will advise the Town Clerk of the closing date.
- 1.6. If more than one candidate is then nominated a by-election takes place but if only one candidate is put forward they are duly elected without a ballot.
- 1.7. The co-option of a Town Councillor occurs when a casual vacancy has arisen on the Council and no poll (by-election) has been called. A casual vacancy occurs when:
  - A councillor fails to make their declaration of acceptance of office at the proper time;
  - A councillor resigns;
  - A councillor dies;
  - A councillor becomes disqualified;
  - A councillor fails for six (6) months to attend meetings of a council committee or sub-committee or to attend as a representative of the Council a meeting of an outside body.
- 1.8. If ten residents do not request a ballot within fourteen days of the vacancy notice being posted, as advised Somerset Council, the Town Council is able to co-opt a volunteer.
- 1.9. On receipt of written confirmation from Somerset Council Democratic Services, the casual vacancy can be filled by means of co-option. The Town Clerk will:
  - Advertise the vacancy for four weeks on the Council notice boards and website;
  - Advise the council that the co-option policy has been instigated.

The advertisement to co-opt will include:

- The method by which applications can be made;
- The closing date for all applications;
- A contact point to obtain more information;
- Show that further information is available electronically via the website.

The co-option policy will be reviewed every 4 years, or more frequently should a need arise.

## **2. Co-option (stage 1)**

2.1 Insufficiency of candidates at an ordinary election also provide the Town Council with authority to exercise its rights to co-opt any person or persons to fill any vacancies within 35 days following the date of said ordinary election.

## **3. Eligibility of Candidates**

3.1 The Town Council can consider any person to fill a vacancy provided that:

- they are an elector for the parish; or
- has resided in the parish for the past twelve months or rented/tenanted land in the parish; or
- had their principal place of work in the parish; or
- has lived within three miles (direct) of the parish.

3.2 There are certain disqualifications for election, of which the main are (Local Government Act 1972):

- holding a paid office under the local authority;
- bankruptcy;
- having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the five years preceding the election; and
- being disqualified under any enactment relating to corrupt or illegal practices.

3.3 Eligibility of the candidate(s) will be confirmed by the Town Clerk.

3.4 All eligible candidates shall be invited, by letter or email, to attend the next full Town Council meeting following the application deadline. If candidates are unable to attend, this meeting will not be rearranged but their application can be considered.

## **4. Applications**

4.1 To assist candidates Appendix A provides a guide of those criteria that the Town Council might expect from Town Councillors. This is not an exhaustive list but provides candidates with guidance on areas they may wish to include in their application forms.

4.2 Candidates will be requested to:

- Confirm their eligibility for the position of Councillor within the statutory rules, (a copy of the Eligibility Form is attached at Appendix B).
- Submit information about themselves, by way of completing a short application form (a copy of the application form is attached at Appendix C)

- A curriculum Vitae can also be submitted in addition to the application form.

4.3 Following receipt of applications, the next suitable council meeting will have an agenda item in which it will receive applications for the office of Town Councillor and to Co-opt a candidate or candidates to fill the existing vacancy or vacancies.

4.4 Copies of the candidates' applications will be made available to all Councillors by the Town Clerk at least 3 clear days prior to the meeting of the full Council, when the co-option will be considered. If 3 days is not practicable, due to the timetable laid down by Somerset Council for co-opting, information will be made available to allow sufficient time for Councillors to consider all applications. All application forms must be submitted at least three clear days ahead of the Co-option meeting. They will not be considered after this period and before the meeting. All such documents will be treated by the Town Clerk and all Councillors as confidential.

4.5 The Town Clerk will confirm with the Candidates that they are able to attend the meeting, if they are unable to attend for a valid reason the Mayor may choose to postpone the selection to the following month. If a candidate is unable to attend for 2 months running then their application will be considered in their absence. All candidates to be advised if there is to be a postponement before the meeting occurs.

## **5. At the co-option meeting**

5.1 At the start of the co-option meeting agenda item, candidates will be asked to wait in the meeting room until such time they are called to give their presentations.

5.2 Each candidate will have three minutes to introduce themselves to members, give information on their background and experience and explain why they wish to become a member of the Town Council;

5.3 After presentations, members may ask candidates a few questions before proceeding to vote. (If a candidate is unable to attend the meeting, this process will still take place and voting will subsequently be based on this meeting and the application form);

5.4 The process will be carried out in the public session and there will be no private discussions between members prior to a vote being taken.

5.5 If a candidate is a relative of a Councillor, that Councillor should declare a prejudicial interest and withdraw from the meeting.

5.6 As soon as all candidates have finished giving their submissions, the council will proceed to a vote without any further debate. The vote will be through a written ballot. Each candidate's name will be put on a voting slip and members will be given the same number of votes as there are vacancies.

5.7 In order for a candidate to be elected to the Council, it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting). (Local Government Act 1972, Sch 12, Para 39).

5.8 If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the

process. Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority.

- 5.9 If there is more than one vacancy and the number of candidates equals the number of vacancies, all the vacancies may be filled by a single composite resolution. However, if the number of candidates exceeds the number of vacancies each vacancy must be filled by a separate vote or series of votes.
- 5.10 Only Town Councillors present at the meeting may vote upon a person to fill the vacancy. Councillors will have one vote per vacancy to be filled. The Mayor has the casting vote.
- 5.11 The Council is not obliged to fill all vacancies but must take steps to advertise for further co-options or hold an election (where applicable) to fill vacancies.
- 5.12 The Town Clerk will notify Electoral Services of the new Councillor appointment, initiate 'acceptance of office' paperwork and 'registration of interests' within 28 days of being elected.
- 5.13 If insufficient candidates come forward for co-option, the process should continue, whereby the vacancies are again advertised.
- 5.14 Any candidate(s) found to be offering inducements of any kind will be disqualified.

## **6. Elected Councillors (Co-option)**

- 6.1 Successfully co-opted candidates become Councillors in their own right, with immediate effect, and are no different to any other member other than they are not eligible for a councillor's allowance which Crewkerne Town Council does not currently provide.
- 6.2 Co-opted members will be asked to sign a Declaration of Acceptance of Office to agree to be bound by the Local Government Code of Conduct. They may then take their seat at Council at the next meeting and are then able to be appointed to a committee and/or as a representative to local organisations.
- 6.3 Any application can be considered in a candidate(s) absence, but if successful, members would need to agree for them to sign the Declaration of Office either before or at the next Council meeting.

## **7. Applying for a casual vacancy**

- 7.1 Candidates who are interested in applying for a casual vacancy need not wait until the notice appears (co-option, stage 2) or its time limit has expired. Candidates can write to the Town Council directly expressing their interest in a casual vacancy and request that it considers their application when it has authority to co-opt for any vacancy.

**APPENDIX A: CO-OPTION CRITERIA**

<b>Competency</b>	<b>Essential</b>	<b>Desirable</b>
Relevant education, knowledge, professional training and qualifications	<ul style="list-style-type: none"> <li>• Good knowledge of the local community and town affairs.</li> </ul>	
Experience, skills, knowledge and ability	<ul style="list-style-type: none"> <li>• Sound interest in local matters.</li> <li>• Ability and willingness to represent the Council and their community.</li> <li>• Good interpersonal skills.</li> <li>• Ability to communicate clearly.</li> <li>• Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff.</li> <li>• Good reading and analytic skills.</li> <li>• Ability and willingness to work with the Council's partners (voluntary groups, other local authorities and public sector bodies).</li> <li>• Ability and willingness to undertake training relevant to the role.</li> <li>• Ability to work under pressure.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of HR, contract management, public sector procurement, financial control, risk management and compliance, public relations.</li> <li>• Experience of working in another public body or non-profit organisation.</li> <li>• Experience of working with volunteer groups or local community interest groups.</li> <li>• Basic knowledge of issues relating to the town and parish sector and other authorities generally.</li> <li>• Experience of staff management</li> <li>• Financial control and budgeting experience.</li> </ul>
Other requirements	<ul style="list-style-type: none"> <li>• Availability and commitment to attend meetings of the Council, community groups and other outside bodies in the evening and events at weekends and in the evenings. Crewkerne Town Council meetings are typically on Monday evenings but may vary.</li> <li>• Flexibility.</li> <li>• Enthusiastic.</li> </ul>	

**APPENDIX B: CO-OPTION ELIGIBILITY FORM**

	<b>Tick below</b>
I am a British subject, citizen of the Commonwealth or citizen of the European Union.	
I am 18 years of age or over (on the relevant date, i.e. the day on which you are nominated or if there is a poll, on the day of election).	

<b>PLEASE TICK THOSE BELOW WHICH APPLY TO YOU</b>		<b>Tick below</b>
A)	I am registered as a local government elector for the Parish of Crewkerne.	
B)	I have, during the whole of the 12 months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the Parish of Crewkerne.	
C)	My principal or only place of work has, during the whole 12 months preceding my co-option, been in the Parish of Crewkerne.	
D)	I have during the whole of 12 months preceding my co-option lived in the Parish of Crewkerne or within 3 miles of it.	

<b>Under Section 80 of the Local Government Act 1972 a person is <u>disqualified</u> From being elected as a Local Councillor or being a member of a Local Council if specific criteria are not met:</b>			
A)	Are you an employee of Crewkerne Town Council?	YES	NO
B)	Are you the subject of bankruptcy restrictions order or interim order?	YES	NO
C)	Have you within the last 5 years been convicted of an offence in the UK, Channel Islands or Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of 3 months or more without the option of a fine.	YES	NO
D)	Are you disqualified by order of a court from being a member of local authority?	YES	NO

**DECLARATION**

I ..... hereby confirm that I am eligible for the vacancy of Crewkerne Town Councillor, and the information given on this form is a true and accurate record.

Signed: .....

Print: .....

Date: .....

**APPENDIX C: APPLICATION FORM****APPLICATION FOR CO-OPTION**

<b>FULL NAME &amp; TITLE</b>	
<b>HOME ADDRESS</b>	
<b>HOME TELEPHONE</b>	
<b>MOBILE TELEPHONE</b>	
<b>EMAIL ADDRESS</b>	

**ABOUT YOU**

Please provide the Council with some background information about yourself. For example; previous local government experience, voluntary or charitable work, business or community ventures. Please use a separate sheet if necessary.

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**REASONS FOR APPLYING**

Please provide the Council with your reasons for wanting to become a member of Crewkerne Town Council.

**SUITABILITY FOR THE ROLE OF COUNCILLOR**

Please summarise what experience and skills you can bring to Crewkerne Town Council. For example; professional qualifications, financial or project management experience. Please use a separate sheet if needed.

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**ANY OTHER INFORMATION**

Please include any other information you would like to include in support of your application.

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**Signed:** ..... **Print:** .....

**Date:** .....

**Completed application forms must be marked for the attention of the Town Clerk, and returned either by email: [townclerk@crewkerne-tc.gov.uk](mailto:townclerk@crewkerne-tc.gov.uk) or post: Crewkerne Town Council, Market Square, Crewkerne TA18 7LN by XXXXXXXXXXXXXXX.**

Crewkerne Town Council					
Schedule for Review of Town Council Policies and Procedures					
Category	Policy/procedure	Date last reviewed	Frequency of review	Date of next review	Comments
Core policies	Financial Regulations	Dec-23	Annual	May-24	
	Standing Orders	Dec-23	Annual	May-24	
	Code of Conduct	May-22	4 yearly	May-26	New CoC adopted in line with Unitary creation.
	Health & Safety policy	Feb-24	Annual	Feb-25	
Social media/communications policies	Media policy	Aug-22	4 yearly	Aug-26	
	Website policy	Oct-22	4 yearly	Oct-26	
	Social Media policy	Oct-21	4 yearly	Oct-25	
	Abusive, unreasonable and vexatious complaints policy	Feb-23	4 yearly	Feb-27	
	Customer Service Policy	Jun-23	4 yearly	Jun-27	
	Community Engagement Strategy	Oct-22	4 yearly	Oct-26	
Finance policies	Investment and Borrowing Management policy	Oct-22	2 yearly	Oct-24	
	Delegation to Officers policy	Jul-23	4 yearly	Jul-27	
	Grant Applications policy	Aug-22	4 yearly	Aug-26	
Policies relating to staff	Training policy	Jun-23	4 yearly	Jun-27	
	Complaints procedure	Jun-23	4 yearly	Jun-27	
	Discipline Policy and Procedures	Feb-24	4 yearly	Feb-28	
	Grievance Policy and Procedures	Feb-24	4 yearly	Feb-28	
	Capability Policy and Procedures	Feb-24	4 yearly	Feb-28	
	Protocol for Councillor and Employee relations	Feb-15	4 yearly		
	Equalities and Diversity Policy	Jun-23	4 yearly	Jun-27	
	Use of Council vehicles policy	Oct-23	4 yearly	Oct-27	
	Appraisals policy	Jun-23	4 yearly	Jun-27	
	Whistleblowing Policy	Feb-24	4 yearly	Feb-28	
	Time off in Lieu (TOIL) Policy	Feb-24	4 yearly	Feb-28	
	Sickness Absence Policy	Feb-24	4 yearly	Feb-28	Replaces Absence Management Policy
	Dignity at Work policy	Feb-23	4 yearly	Feb-27	
Policies relating to management of information	Data protection policy	May-18	4 yearly		
	Information security policy	May-18	4 yearly		
	Subject Access Request policy	Oct-23	4 yearly	Oct-27	
	Freedom of Information Model Pub'n Scheme	Feb-23	4 yearly	Feb-27	
	Records management policy	Feb-23	4 yearly	Feb-27	
	CCTV Policy	Oct-21	4 yearly	Oct-25	Reviewed 2021 to include GRC system. Should be reviewed if any changes to system.
	Accessibility Statement	Feb-22	4 yearly	Feb-26	
	Privacy Notice	Feb-22	4 yearly	Feb-26	
	Policy on audio/visual recording and photography at Council meetings	Feb-22	4 yearly	Feb-26	
Misc.	Allotments policy	May-24	4 yearly	May-28	
	Flag Flying and Logo policy	Aug-22	4 yearly	Aug-26	
	Child and vulnerable person protection policy	Jun-17	4 yearly		
	Open Spaces Management Policy	Dec-23	4 yearly	Dec-27	
	Customer Care Tree Policy	Oct-23	4 yearly	Oct-27	
Committee Terms of Reference	Planning & Highways Committee ToR	Oct-23	4 yearly	Oct-27	
	Policy & Resources Committee ToR	Feb-24	4 yearly	Feb-28	
	Amenities Committee ToR	Oct-23	4 yearly	Oct-27	
	Joint Burial Committee ToR	Dec-21	4 yearly	Dec-25	
	Staffing sub-Committee ToR	Feb-23	4 yearly	Feb-27	
SUGGESTED POLICIES FOR FUTURE ADOPTION	Co-option policy				

All policies should be reviewed at least once in each cycle of Council, and more frequently should changes to legislation require.

	Identifies policies on the next P&R agenda for review
	Identifies policies which have been reviewed within required timescales
	Identifies policies which need to be reviewed