

Councillors are hereby summoned, and members of the public and press are invited, to attend a meeting of the **Full Council** to be held on **Monday 28 October 2024**, starting at 18.45, in the Council Chamber, Town Hall, Market Square, Crewkerne for the purpose of transacting the business outlined on the agenda below.

**Notes:**

- **The recording of the meeting will be uploaded for members of the public who wish to view it via the following link:** <https://www.youtube.com/channel/UCTA9K-7L4Onjcli2Gtz7tCg>.
- **Members of the public requiring assistance or reasonable adjustments to aid their attendance at council meetings are asked to contact the Council Offices in advance using the above contact details. Documents are available in large print by request.**
- **Recording of meetings is permitted under the Openness of Local Government Bodies Regulations 2014; please refer to the Council's Policy on Audio/Visual Recording & Photography at Meetings ([Recording-Meetings-policy-Feb-2022.pdf \(crewkerne-tc.gov.uk\)](#)).**
- **Public participation is welcome during the allocated Public Open Forum session, please refer to Section 3 of the Council's Standing Orders ([Standing-Orders-May-2024.pdf \(crewkerne-tc.gov.uk\)](#)).**

Katharine Sheehan FSLCC, Town Clerk (signed on original)  
22 October 2024

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# Agenda

- 068/2425 To receive and approve apologies for absence.**  
a. To record members present:  
Schedule 12 of the Local Government Act 1972 requires:
- a record be kept of the members in attendance.
  - this record forms part of the minutes of the meeting.
  - Members who are unable attend a meeting should tender apologies in advance to the Town Clerk and the grounds for apologies tendered will also be recorded.
- b. To approve any apologies for absence:  
Section 85(1) of the Local Government Act 1972 requires:
- Members present to decide if the reason(s) for a member's absence are acceptable.
- 069/2425 To receive declarations of pecuniary or personal interests in items on the agenda and any dispensations.**  
The Localism Act 2011 and the Council's Code of Conduct requires:
- Members to declare any interests not currently recorded in the Member's Register of Interests or not notified to the Monitoring Officer of it.
  - Requests for Dispensations should be made in writing to the Clerk in advance of the meeting.
- 070/2425 To approve the draft minutes of the Town Council meeting held on 30 September 2024.**
- 071/2425 Public Open Forum:** Questions may be put to the Council 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. The Mayor reserves the right to vary or extend these time limits.

- 072/2425**      **To receive reports from:**
- a. Somerset Council.
  - b. Crewkerne & Ilminster Local Community Network.
  - c. Crewkerne Neighbourhood Policing Team (A representative from the NPT will attend).
- 073/2425**      **Clerk's progress report:** to receive a verbal update report (for information only).
- 074/2425**      **Finance & Procedure:**
- a. To approve the accounts for payment for October 2024 as listed.
  - b. To report the bank reconciliation for September 2024 has been completed.
  - c. To note the monthly accounts for the War Memorial Commemoration Trust have been checked.
  - d. To note the Q2 financial update report.
  - e. To approve overtime for Grounds Team for Christmas events.
  - f. To consider a request from Severalls Jubilee Bowls Club to repurpose a grant received for extending the patio path to repairing the clubhouse roof.
- 075/2425**      **Planning:**
- a. To consider applications requiring comment before the next Planning and Highways Committee meeting:
    - i. **24/02221/FUL      Land Rear of 20 Market Street Crewkerne Somerset TA18 8AX**  
Demolition of detached timber frame storage building and prefabricated garage building. Change of use and the construction of a terrace of 3 No. two storey dwelling houses with amenity areas and car port parking. Improvements to existing parking area.
    - ii. **24/02202/LBC      12 Market Street Crewkerne Somerset TA18 7LA**  
To replace the branch cash machine (ATM) which was damaged beyond repair due to recent criminal attack
    - iii. **24/02104/HOU      17 Curriott Hill Road Crewkerne Somerset TA18 8BW**  
Demolition of existing garage, erection of a single storey front extension, two storey rear extension, raise existing roof, internal alteration works and amendments to existing vehicular access.
  - b. To consider a response to a report from Planning Obligations relating to potential play, youth and pitch facilities (Application 24/02059/FUL).
- 076/2425**      **Investment and minimisation of financial risk:**
- a. To consider a report from the Town Clerk on investment options for Council reserves.
  - b. To review the Investment and Borrowing Management Policy in line with the Policy Review Schedule.
- 077/2425**      **George Reynolds Centre Management:** to receive a verbal progress report from Cllr. Best.
- 078/2425**      **Bleed kits:** to consider a proposal to install bleed kits as per attached report.
- 079/2425**      **Quarterly Newsletter:** to review the town newsletter for publication.
- 080/2425**      **To receive the following minutes and approve any recommendations contained therein:**
- a. Planning and Highways Committee 16 September 2024.
  - b. Joint Burial Committee 18 June 2024.
  - c. Neighbourhood Plan Steering Group 9 September 2024.
  - d. Youth Service Steering Group 22 April 2024.
  - e. Reports from Town Council representatives to outside bodies.
- 081/2425**      **To receive Matters of Report** (verbal reports for information only).
- 082/2425**      **Next meeting:** Monday 25 November 2024 at 18.45, Council Chamber, Town Hall.

Payment Ref	Gross	Vat	Net	Payee	Description
O P Oct 1	£318.00	£53.00	£265.00	Harcon Services Ltd	PPE inspection
O P Oct 2	£595.00		£595.00	M C Commercial Cleaning	GRC cleaning Sep 24
O P Oct 2	£907.00		£907.00	M C Commercial Cleaning	Cleaning Sep 24
O P Oct 3	£3,084.85		£3,084.85	HM Revenue & Customs	Tax & NI Contributions Sep 24
O P Oct 4	£3,935.25		£3,935.25	SCC Pension Fund	Pension Contributions Sep 24
O P Oct 5	£74.40	£12.40	£62.00	Paperchase Recycling	Cemetery general waste collection 29/7 - 1/9/24
O P Oct 6	£75.00		£75.00	Misterton Village Magazine	Market advertising
O P Oct 7	£596.14	£99.36	£496.78	Fern Garden Tree Services	Cemetery fence installation
O P Oct 8	£45.60		£45.60	Crewkerne In Bloom	Cemetery daffodil bulbs
O P Oct 9	£3,631.68	£605.28	£3,026.40	G B Sports & Leisure	Happy Valley playground matting replacement
O P Oct 10	£1,577.92		£1,577.92	Active Learning & Skills	Provision of Youth Service Sep 24
DD27	£631.00		£631.00	Smartest Energy	Electricity Victoria Hall Sep 24
DD52	£299.95	£49.99	£249.96	Gamma Business Communications Ltd	Telephone & Broadband Sep 24
O P Oct 11	£264.00	£44.00	£220.00	Elliott Environmental Services Ltd	Victoria Hall airconditioning service
O P Oct 12	£68.52	£11.42	£57.10	Crewkerne Horticultural	Jerry can/stripper head
O P Oct 13	£494.85	£76.47	£418.38	Sheehan, Katharine	Expenses
O P Oct 14	£96.00	£16.00	£80.00	Relay Electrical Services	Henhayes floodlight repair
O P Oct 15	£256.08	£42.68	£213.40	The Graphics Factory	Trader's notice board update
O P Oct 16	£3,589.51	£598.25	£2,991.26	Sovereign Fire & Security	Town Hall intruder alarm upgrade
O P Oct 17	£144.00	£24.00	£120.00	Paperchase Recycling	GRC general waste collection 1/8 - 26/9/24
O P Oct 17	£50.40	£8.40	£42.00	Paperchase Recycling	Cemetery general waste collection 2/9 - 29/9/24
O P Oct 18	£192.00	£32.00	£160.00	Fern Garden Tree Services	St Barts churchyard tree work
DD42	£25.13	£1.20	£23.93	British Gas Business	Electricity Workshop/Cemetery Chapel 29/8 - 28/9/24
DD26	£286.73	£13.65	£273.08	British Gas Business	Gas Town Hall 23/6 - 28/9/24
DD26	-£114.63	-£5.46	-£109.17	British Gas Business	Gas Town Hall 23/6 1/9/24 CREDIT
DD27	£911.94	£151.99	£759.95	E. O N	Electricity Victoria Hall Sep 24
DD46	£129.60	£21.60	£108.00	Somerset Web Services Lrd	Email hosting Oct 24
DD57	£474.64	£79.11	£395.53	British Telecom	Telephone & broadband GRC/Lodge Office 22/8 - 31/10/24
DD43	£13.34		£13.34	Lloyds Bank	Bank charges Sep 24
DD31	£21.60	£3.60	£18.00	Iris Business Software Ltd	Payroll software Sep 24
DD17a	£76.60	£3.65	£72.95	Edf Energy 1 Ltd	Electricity Street lighting Happy Valley 1/7 - 30/9/24
DD17c	£18.20	£0.87	£17.33	Edf Energy 1 Ltd	Electricity Street lighting Middle Path 1 - 30/9/24
DD51	£649.00		£649.00	Somerset Council	Rates GRC Oct 24
DD2	£1,360.00		£1,360.00	Somerset Council	Rates Town Hall/Victoria Hall Oct 24
DD55	£511.00		£511.00	Somerset Council	Rates Lodge office Oct 24
DD20	£309.00		£309.00	Somerset Council	Rates Workshop/Cemetery Chapel Oct 24
DD59	£128.88	£6.14	£122.74	British Gas Business	Gas GRC 20/8 - 20/9/24
DD30	£59.83	£2.85	£56.98	British Gas Business	Electricity Public toilets 19/8 - 19/9/24
DD21	£164.83	£7.85	£156.98	British Gas Business	Electricity Happy Valley floodlights 18/8 - 18/9/24
DD33 C.Card	£165.00	£27.50	£137.50	Somerset Council	Car park season ticket SC 29/9/24 - 28/3/25
DD33 C.Card	£29.97		£29.97	Nametag4U	Equipment labels
DD23	£203.14	£9.67	£193.47	British Gas Business	Electricity Town Hall 20/8 - 20/9/24
O P Oct 19	£1,800.00	£300.00	£1,500.00	Fern Garden Tree Services	Cutting, baling and removal of hay at Bincombe
O P Oct 20	£57.19	£9.53	£47.66	Brimsmore Gardens	Gloves/compost
O P Oct 21	£212.68		£212.68	James Hardware	Sundries
O P Oct 21	£34.68	£5.78	£28.90	Elswoods	Blue roll/gloves
O P Oct 22	£50.00		£50.00	Royal British Legion	Poppy wreaths
O P Oct 23	£90.00	£15.00	£75.00	Boilerman Ltd	Lodge office boiler service
O P Oct 24	£157.50		£157.50	Active Learning & Skills	Detached youth work Happy Valley Sep 24
O P Oct 25	£1,930.00		£1,930.00	Brynley Andrews Associates	Tree survey
O P Oct 26	£7.05		£7.05	Goddard, Andy	Expenses
O P Oct 27	£645.00		£645.00	Somerset Council	Christmas lighting up road closure
O P Oct 28	£208.74		£208.74	Crewkerne Rangers Football Club	Reimbursement for purchase of new defibrillator pads
O P Oct 29	£315.00	£52.50	£262.50	Boilerman Ltd	Town Hall boiler fault investigation
DD49	£207.93	£34.66	£173.27	The Business	Fuel Sep 24
DD33 C.Card	£330.00	£55.00	£275.00	Somerset Council	Car park season ticket KS, PH 13/10/24 - 12/4/25
DD9	£65.69	£10.95	£54.74	Southern Communications	Mobile phone charges Oct 24

DD17b	£16.30	£0.78	£15.52	Edf Energy 1 Ltd	Electricity Street lighting Henhayes 1/9 - 30/9/24
DD33 C.Card	£287.96	£47.99	£239.97	The Workplace Depot	Market safety barriers
DD48	£33.39	£1.59	£31.80	British Gas Business	Electricity Lodge office 11/9 - 11/10/24
DD60	£144.24	£6.87	£137.37	British Gas Business	Gas Lodge office 11/9 - 11/10/24
DD13	£1,752.93		£1,752.93	Aviva Credit Services UK Ltd	Insurance Oct 24
DD52	£299.95	£49.99	£249.96	Gamma Business Communications Lt	Telephone & broadband Oct 24
O P Oct 29	£1,850.00	£308.33	£1,541.67	PME Walsingham Ltd	Nativity figures
O P Oct 30	£255.59	£42.60	£212.99	Viking Direct	Office chairs x 4
O P Oct 31	£360.00	£60.00	£300.00	Elliott Engineering	GRC Air conditioning unit service
O P Oct 32	£103.86	£17.31	£86.55	Sovereign Fire & Security	Town Hall fire extinguisher replacement
O P Oct 33	£7.09	£1.18	£5.91	Yarcombe Woodland Products Ltd	Timber
O P Oct 33	£5.99	£1.00	£4.99	Yarcombe Woodland Products Ltd	Timber
O P Oct 33	£91.42	£15.24	£76.18	Yarcombe Woodland Products Ltd	Sleepers
O P Oct 34	£103.80	£17.30	£86.50	Sovereign Fire & Security	GRC Intruder/Fire/CCTV maintenance Nov 24
O P Oct 35	£35.00		£35.00	Somerset Association of Local Councils	Clerks training
O P Oct 36	£41.88	£6.98	£34.90	Bradfords	Timber
O P Oct 36	£26.17	£4.36	£21.81	Bradfords	Chippings
O P Oct 36	£8.72	£1.45	£7.27	Bradfords	Chippings
O P Oct 36	£7.14	£1.19	£5.95	Bradfords	Saw
O P Oct 37	£85.80	£14.30	£71.50	Parker Bell	Calibration of portable appliance tester
O P Oct 38	£690.00	£115.00	£575.00	HG Home Improvements	Deposit for Cemetery Lodge toilet refurbishment
O P Oct 39	£74.00	£12.34	£61.66	Allen Computer Services	Printer cartridge/Laptop maintenance
O P Oct 40	£70.20		£70.20	Samuel, A	Expenses
O P Oct 41	£61.55		£61.55	Henhayes Centre	Christmas Lantern making workshop
O P Oct 42	£43.55		£43.55	Cross, A	Expenses
O P Oct 43	£471.90		£471.90	Awe & Wonder	Awe & Wonder art project costs Sep 24
O P Oct 44	£42.34	£7.04	£35.30	Elswoods	Cleaning materials
O P Oct 45	£72.00	£12.00	£60.00	The Blackmore Vale Ltd	Somerset Leveller Christmas market advert
O P Oct 46	£405.00	£67.50	£337.50	Boilerman Ltd	GRC boiler service
DD33 C.Card	£314.59	£52.44	£262.15	Santa Costume Store	Santa suits
DD44	£873.97		£873.97	Everfow Ltd	Water Rates Nov 24
DD33 C.Card	£30.56	£5.10	£25.46	Amazon Marketplace	Display stand
DD33 C.Card	£7.91	£1.32	£6.59	Amazon Marketplace	Stationery
DD22	£7.88	£0.38	£7.50	British Gas Business	Gas Victoria Hall 17/9 - 17/10/24
	£11,805.57		£11,805.57	Salaries	Oct 24
Total	£52,950.66	£3,352.47	£49,598.19		



<b>CREWKERNE TOWN COUNCIL</b>			
<b>BANK RECONCILIATION AS AT 30/09/2024</b>			
	Cash in Hand 01/04/2024		£382,829.46
	ADD		
	Receipts 01/04/2024 - 30/09/2024		£721,653.74
	SUBTRACT		
	Payments 01/04/2024 - 30/09/2024		£360,125.40
<b>A</b>	<b>CASH IN HAND 30/09/24</b>		<b>£744,357.80</b>
	(per Cash Book)		
	Cash in Hand per Bank Statements 30th September 2024		
	LLOYDS - Business Call Account	£581,907.60	
	LLOYDS - Current Account	£50,000.00	
	LLOYDS - Burial Account	£112,450.20	
			<b>£744,357.80</b>
	<b>Less</b> unrepresented cheques		
			£0.00
	<b>Plus</b> unrepresented receipts		
<b>B</b>	<b>ADJUSTED BANK BALANCE</b>		<b>£744,357.80</b>
	<b>A = B Checks out OK</b>		
	Town Clerk: .....		
	Date: .....		
	Checked by: .....		
	Date: .....		

<b>CREWKERNE TOWN COUNCIL WAR MEMORIAL          COMMEMORATION TRUST RECREATION GROUND          BANK RECONCILIATION AS AT 30/09/2024</b>			
	Cash in Hand 01/04/2024 ADD Receipts 01/04/2024 - 30/09/2024 SUBTRACT Payments 01/04/2024 - 30/09/2024		£197.17  £5,769.56  £120.00
<b>A</b>	<b>CASH IN HAND 30/09/2024</b> (per Cash Book)		£5,846.73
	Cash in Hand per Bank Statements 30th September 2024  LLOYDS - Instant Access Account LLOYDS - Current Account	£3,581.57 £2,265.16	
	<b>Less</b> unpresented cheques		£5,846.73
	<b>Plus</b> unpresented receipts		£0.00
<b>B</b>	<b>ADJUSTED BANK BALANCE</b>  <b>A = B Checks out OK</b>		£5,846.73
	<b>Town Clerk:</b> ..... <b>Date:</b> .....		
	<b>Checked by:</b> ..... <b>Date:</b> .....		

**Quarterly Report: 2nd Quarter 2024/25  
Overall Summary**

	Actual 2023/24			Budget 2024/25			Income/Expend to date 30/09/24			Yr. End Forecast 2024/25			Net expenditure comparison of year end f'cast to budget	Prime reason(s) for variance	ER Used	% +/-
	Expend	Income	Net	Expend	Income	Net	Expend	Income	Net	Expend	Income	Net				
<b>Staff Costs</b>	238525	0	238525	308729	0	308729	112183	0	112183	285404	0	285404	-23300			-8%
<b>Admin and bank interest/charges</b>	66350	4936	61414	74238	2500	71738	33209	4651	28557	74333	6073	68260	-3500			-5%
<b>Town Hall &amp; Victoria Hall</b>	37006	9884	27122	47247	9629	37618	40370	6917	33453	66979	10370	56609	19000	Electricity costs higher than expected. Town Hall heating system replacement £18.1k from ER	18125	2%
<b>Grounds Maintenance &amp; Open Spaces</b>	75368	16074	59294	97541	6067	91474	42167	10987	31181	127526	11009	116517	25000	New mower £11.3k from ER & £20k from addit vehicle budget/Lodge office refurb £19.8k from ER	31118	-7%
<b>War Memorial Grounds</b>	16513	6000	10513	7077	6182	895	4201	0	4201	8177	6182	1995	1100	Water rates		123%
<b>Cemetery</b>	36215	29441	6774	41,908	32,818	9090	35717	15119	20597	59639	26920	32719	23600	New paths £13.3 from ER/trees £3.8k from ER	17100	72%
<b>Aqua Centre</b>	0	1000	-1000	500	1000	-500	0	750	-750	500	1000	-500	0			0%
<b>George Reynolds Centre</b>	55980	26363	29617	51085	19000	32085	21476	9388	12088	48738	19000	29738	-2300			-7%
<b>Grants</b>	9786	0	9786	10000	0	10000	10279	0	10279	10279	0	10279	300			3%
<b>Youth service</b>	21542	0	21542	20185	0	20185	11274	0	11274	20899	0	20899	700			3%
<b>Public toilets</b>	11505	0	11505	13550	0	13550	6386	0	6386	13550	0	13550	0			0%
<b>Projects</b>	4254	2938	1316	26000	0	26000	6778	9458	-2680	35854	9458	26396	400	Hearing Loop		2%
<b>Events</b>	18813	7754	11060	18350	1500	16850	2765	2109	655	27723	4340	23383	6500	Awe & Wonder £4.1k from ER/Lucombe Oak Xmas lights £4k from ER	8116	-10%
<b>TOTAL</b>	<b>591858</b>	<b>104390</b>	<b>487469</b>	<b>716410</b>	<b>78696</b>	<b>637714</b>	<b>326804</b>	<b>59380</b>	<b>267424</b>	<b>779601</b>	<b>94352</b>	<b>685249</b>	<b>47500</b>		<b>74459</b>	<b>-4%</b>

Within or On Budget	
Over Budget but fully covered by Earmarked Reserves	
Over Budget by < 10% or over budget and partly covered by Earmarked Reserves	
Over budget by > 10%	

<b>Report subject</b>	To consider the investment of reserves into the CCLA Public Sector Deposit Fund.
<b>Committee name</b>	Full Council.
<b>Meeting date</b>	28 <sup>th</sup> October 2024.
<b>Report author</b>	Katharine Sheehan FSLCC, Town Clerk.
<b>Report contact details</b>	townclerk@crewkerne-tc.gov.uk.

### 1. Purpose

1.1 To consider the investment of reserves of Crewkerne Town Council into the CCLA, Public Sector Deposit Fund (PSDF).

### 2. Background information

2.1 Council is asked to consider an initial investment of £100,000 into the CCLA, Public Sector Deposit Fund (PSDF) and authority be delegated to the Town Clerk and Finance officer to set up the account, with the same signatory/two factor authentication arrangements as all other bank accounts.

2.2 This, or alternative investment arrangements, are recommended to ensure risk is spread across more than one banking institution.

2.3 Crewkerne Town Council's own investment policy commits the Council to Treasury Management, defined by CIPFA as *'The management of the Council's cashflows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks'*.

2.4 The Council's funds are all currently held with the same institution, which is not recommended.

2.5 The Council is not covered by the FSCS guarantee, as it has a turnover in excess of 500k euros.

2.6 Therefore the diversification of investment is recommended to minimise risk, as well as to obtain the best possible returns on funds.

### 3. Detailed consideration

3.1 Investment in CCLA's Public Sector Deposit Fund (PSDF) represents an investment opportunity and can be used as an easy access account whilst receiving interest monthly. As of 24/09/24:

- Fund size is £1.3bn+
- Yield is 4.9962%, net of fees

The following information is provided by the CCLA:

3.2 CCLA (Churches, Charities & Local Authorities) is a mutually owned firm of investment managers, owned by LAMIT (Local Authorities Mutual Investment Trust), the Church of England (Central Board of Finance) Investment Fund and the Charities (COIF) Investment Fund; CCLA has 35,000+ clients and manages £14bn+ of cash and investments.

3.3 The Local Government Association invited CCLA to develop the Fund in collaboration with the sector, as a result of the Icelandic banking crisis. It was launched in May 2011.

3.4 The PSDF is a “Qualifying Money Market Fund” (QMMF) which is classed as a “low volatility net asset value” (LVNAV) short term money market fund. The fund is managed with the priorities of security, liquidity and yield.

3.5 The fund is not covered by the FSCS, but it has a AAmmf credit rating by Fitch (highest possible rating). The rating was affirmed on the 6 February 2023 by the credit rating agency Fitch Ratings and offers an independent assessment of the strength of the fund. The rating reflects the Fund’s extremely strong capacity to achieve the investment objectives of preserving principal and providing shareholder liquidity through limiting credit, market and liquidity risk. The main drivers of the AAmmf rating are the high credit quality of the portfolio, the limited range of invested security types and the Fund’s highly conservative investment guidelines as well as Fitch's assessment of the competencies of CCLA.

3.6 The Fund boasts strong governance with an Advisory Board made up of representatives of the LGA, CIPFA and treasury specialists from the sector, including representatives of the LB of Waltham Forest and the GLA;

3.7 The Fund is managed on a very conservative basis (beyond the requirements of AAmmf rating), only using plain cash products and instruments with well rated (minimum F1 short term) banks: call; term and certificates of deposit - the kind of products that Councils themselves feel comfortable using. There is no exposure to the stock market, derivatives, other funds, asset backed securities - nothing exotic.

3.8 The minimum initial investment is just £25,000.

3.9 Access is same day. We have an 11:30 cut-off time for instructions.

3.10 The Annual Management Charge is currently 0.08%.

3.11 The Fund has exceeded £1.3b under management with 900+ clients (including 22 County/unitary Councils, 700+ Parish, Town and Community Councils and 100+ District/Borough Councils, Police, Fire plus the LGA, NALC, 6 County Associations, SLCC, NILGA, 3 Port Authorities and 2 crematoriums).

3.12 The assets of the fund are strictly placed within agreed limits with a diversified list of quality counterparties in order to achieve a low level of risk and high security of capital, the list of approved counterparties is constantly monitored following credit rating upgrades or downgrades. Prior to adding a counterparty to the approved list of financial institutions CCLA assesses corporate governance, approach to sustainability and climate change.

3.13 The Public Sector Deposit Fund (“PSDF”) is a UK regulated fund and is subject to the FCA COLL Regulations (“COLL”). COLL requires that the assets of a regulated fund are held by the Depositary of the fund. The Depositary is responsible for the safe keeping of the assets of the fund. The Depositary of PSDF is HSBC Bank plc. The assets of the fund cannot be co-mingled with the assets of CCLA. While CCLA is the manager of PSDF, PSDF is a

separate legal entity. The assets of PSDF could not be combined with the assets of CCLA in the event of the insolvency of CCLA.

3.14 The Public Sector Deposit Fund is a short term LVNAV Qualifying Money Market Fund. This change from the previous Constant Net Asset Value (CNAV) structure is the result of European reforms intended to replicate some of the utility of the previous CNAV funds but with greater sensitivity to market pricing and extra controls built into the fund structure to protect investors. The Fund is not covered by the Financial Services Compensation Scheme, nor is it a guaranteed investment. An investment in the Fund is different to an investment in deposits and Investors may not get back what was invested. The risk of loss is borne by the Investor. The Fund does not rely on external support for guaranteeing liquidity or stabilising the share price. Further information can be found in the Scheme Prospectus.

3.15 The Key Investor information sheet is attached with this report – all councillors are asked to read this.

#### **4. Financial implications**

4.1 Prudent financial management is necessary to minimise risk across a range of funds. At current return rates this represents an increase on the amount of interest received by current banking arrangements.

4.2 The Council's own Investment and Borrowing Management Policy delegates the choice of institution and length of deposit to the RFO in consultation with the Chair of the Policy and Resources Committee.

#### **5. Equalities considerations**

5.1 N/A.

#### **6. Council Action Plan objectives supported**

6.1 N/A.

#### **7. Recommendation**

7.1. It is recommended that the Council **RESOLVES:**

a) To trial an initial investment of £100,000 into the CCLA's PSDF for an initial period of six months, with returns, arrangements and any further investment to be reviewed by Full Council at the end of this period.

b) To delegate authority to the Town Clerk and Finance Officer to open the account, using the current councillor signatories to comply with internal control requirements.

Appendix A: Key Investor Information: The Public Sector Deposit Fund.

# Key Investor Information

## The Public Sector Deposit Fund

This document provides you with key investor information about this fund. It is not marketing material. The information is required by law to help you understand the nature and the risks of investing in this fund. You are advised to read it so you can make an informed decision about whether to invest.

**The Public Sector Deposit Fund (the fund) Income Share Class 4 ISIN: GB00B3LDFH01**  
**A sub-fund of CCLA Public Sector Investment Fund (the company).**  
**An open-ended investment company (OEIC) that is managed by CCLA Investment Management Limited, the authorised corporate director (the ACD or CCLA).**

### Objectives and Investment Policy

The investment objective of the fund is to maximise the current income consistent with the preservation of principal and liquidity by investing in a diversified portfolio of high-quality sterling denominated deposits and instruments. The primary objective is to maintain the net asset value (NAV) per share of the fund at par (net of earnings).

The investment policy of the fund is to only invest in sterling denominated investments and deposits. The principal investments will comprise certificates of deposit, call accounts, and term deposits with banks and building societies. The fund may also invest in other securities such as commercial paper, floating rate notes and bonds which may be issued or guaranteed as to principal or interest by sovereign governments and their agencies, supranational entities, corporations and financial institutions. All investments at the time of purchase will be considered by the ACD to be of high quality, meaning that the ACD has performed its own documented assessment of the credit quality of money market instruments taking into account ratings awarded by a credit rating agency registered and supervised by the Financial Conduct Authority (FCA) or European Securities and Markets Authority.

The fund is a low volatility net asset value short-term money market fund under the UK Money Market Funds Regulation

(MMFR). The weighted average maturity of the fund's investments will not exceed 60 days and the initial or remaining maturity of each investment will not exceed 397 days at the time of purchase.

The weighted average life of the fund's investments will not exceed 120 days.

Investment style: The fund is actively managed which means the ACD, as investment manager, uses their discretion to pick investments to seek to achieve the fund's investment objective.

Comparator benchmark: For comparison purposes only, the fund measures its performance against the Sterling Overnight Index Average (SONIA).

Target market: The fund is marketable to professional and retail investors but is principally targeted at public sector investors. The fund is suitable for investors who are looking for security, liquidity and yield in that order.

The shares that you will hold in the fund are income shares. This means income from the fund's investments will be paid out to you as a dividend on a monthly basis.

You can buy or sell shares daily (on each business day of the fund). Instructions (and for purchases, cleared funds) must be received by the registrar before 11.30 am London time on the relevant dealing day.

### Risk and Reward Profile



The risk and reward rating is based on historical data and may not be a reliable indicator of future risks or rewards. The risk category shown is not guaranteed and may shift over time. The lowest category does not mean 'risk free'.

A low-risk fund is not a risk-free investment. Low-risk funds target investments with low volatility and aim to maintain a constant net asset value at par. This means the risk of losing your money is small, but the chance of making gains is also limited. **Shareholders and potential shareholders should note that, in certain circumstances, the fund will not accept redemptions or subscriptions at a constant NAV per share.**

The ACD applies a liquidity management process for ensuring compliance with weekly liquidity thresholds applicable to the fund under the MMFR. Measures and various tools are at the ACD's disposal for maintaining compliance with the prescribed limits and include the imposition of liquidity fees on redemptions, redemption gates and temporary suspension of redemptions.

The risk and reward rating does not cover the following additional risks:

- **The value of the fund's shares is not guaranteed, and buying shares is not the same as making a deposit with a bank or other deposit taking body. Please see the additional information section below.**
- Investment is at your own risk. The fund has no capital guarantees and the value of your investment may go up or

down. Any loss of principal is to be borne by the investor.

- The fund aims to maintain a stable NAV per share, however there is no guarantee that a stable NAV per share will be maintained.
- The fund does not rely on external support for guaranteeing the liquidity of the fund or stabilising the NAV per share.
- The value of the fund may be affected by movements in interest rates (which may include interest rates turning negative) and the creditworthiness of the issuers of the debt instruments the fund invests in.
- **Counterparty risk** - The fund could lose money if an entity with which it does business becomes unwilling or is unable to meet its obligations to the fund.
- **Operational risk** - Operational risks arising from errors in processing transactions, preparing valuations, accounting and financial reporting, among other things, may also affect the value of your investments.
- **Credit risk** - The fund is exposed to the issuers of the securities it invests in. If these financial institutions experience financial difficulty, they may be unable to pay back some or all of the interest, original investment or other payments that they owe. If this happens, the value of the fund may fall.

Please refer to the prospectus for full details about the risks associated with this fund.

### Charges for this Fund

The charges you pay are used to pay the costs of running the fund, including the costs of marketing and distributing it. These charges reduce the potential growth of your investment.

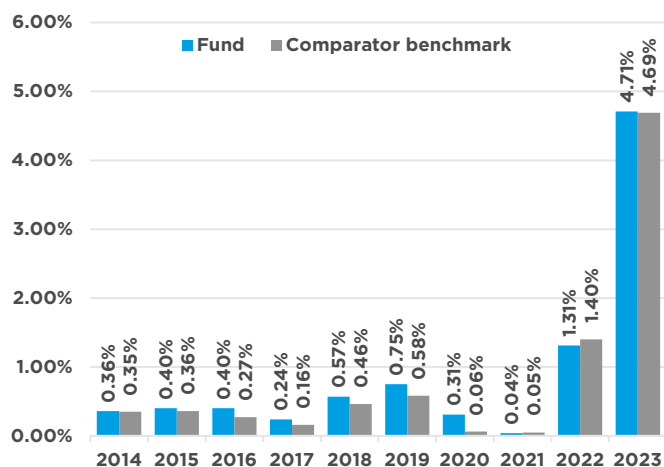
The **ongoing charges** figure is based on the annual management charge. The annual management charge is currently 0.08% per annum (having been reduced from 0.10% per annum until further notice) and is inclusive of all other ongoing charges. This figure may vary from year to year. It excludes portfolio transaction costs.

Although unlikely (reflecting the liquid nature of qualifying investments to be held), a dilution levy, which will change the prices for buying or selling shares in the fund with the aim of mitigating the effects of dealing and other charges the fund incurs, may be made on a purchase or sale of shares in the fund.

For more information about charges, please see the section titled "Charges and Expenses" of the company's prospectus, which is available at [www.ccla.co.uk](http://www.ccla.co.uk).

One-off charges taken before or after you invest	
Entry charge	0.00%
Exit charge	0.00%
The one-off charges are indicative charges that might be taken out of your money before it is invested and before the proceeds of your investment are paid out.	
Charges taken from the fund over a year	
Ongoing charges (currently)	0.08%
Charges taken from the fund under specific conditions	
Performance fee	None

## Past Performance



The fund launched on 25 May 2011. This share class started to issue shares on the 25 May 2011.

Past performance is not a reliable indicator of future results. The performance shown is net of charges and has been calculated in pounds sterling.

Comparator benchmark: SONIA. Prior to 1 January 2021, the comparator benchmark was 7 Day Sterling London Interbank Bid Rate (LIBID).

## Practical Information

### Depository

HSBC Bank plc, 8 Canada Square, London E14 5HQ.

### Documents and share prices

Copies of the prospectus and the latest annual and half yearly report and accounts (which are available in English only), along with the latest published share prices can be obtained free of charge at [www.ccla.co.uk](http://www.ccla.co.uk) or alternatively call our client services team on **0800 022 3505**. The shares are not listed on any stock exchange.

### Share classes

More share classes may be available to you. Please refer to the prospectus for the company for further details.

This document is prepared for income share class 4. Income share class 4 is also representative of income share class 3, therefore a separate key investor information has not been prepared for income share class 3. Income share class 3 is available for investment.

### Segregated liability

The company is an umbrella fund with segregated liability between sub-funds. It does not currently offer any other sub-funds in addition to the fund.

### Switching

Shares in one sub-fund or share class may be exchanged for shares in another sub-fund or share class (currently, however, as the fund is the only sub-fund available for investment there is no facility to switch between sub-funds).

### Tax

UK tax legislation may have an impact on your tax position. For further details you should consult your professional tax adviser.

### Remuneration

The up-to-date remuneration policy including a description of how remuneration and benefits are calculated, the identity of persons responsible for awarding the remuneration and benefits, and the composition of CCLA's remuneration committee, may be obtained free of charge by contacting the client services team or visiting [www.ccla.co.uk](http://www.ccla.co.uk).

### Additional information

Please refer to the [glossary](#) on our website for explanations of terms used in this communication. If you would like the information in an alternative format or have any queries, please call us on **0800 022 3505** or email us at [clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk).

The fund is not a bank account and is not covered by the Financial Services Compensation Scheme's (FSCS) deposit protection. The fund is recognised as a money-market fund under the MMFR. Therefore, under the rules of the FSCS it is an investment and is covered under the 'Investments' section of the FSCS. The maximum amount that can be claimed under the FSCS is £85,000. For further information about the FSCS please refer to [www.fscs.org.uk](http://www.fscs.org.uk) or phone 0800 678 1100.

The fund is a sub-fund of CCLA Public Sector Investment Fund, an umbrella OEIC. The prospectus and annual/half yearly report and accounts contain information about the sub-fund in CCLA Public Sector Investment Fund.

CCLA Investment Management Limited may be held liable solely on the basis of any statement contained in this document that is misleading, inaccurate or inconsistent with the relevant parts of the prospectus for the company.

CCLA  
One Angel Lane  
London EC4R 3AB

Freephone **0800 022 3505**  
[clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk)  
[www.ccla.co.uk](http://www.ccla.co.uk)

This fund is authorised in the UK and regulated by the Financial Conduct Authority.

CCLA Investment Management Limited is authorised in the UK and regulated by the Financial Conduct Authority.

This key investor information is accurate as at 16 February 2024.



# Investment and Borrowing Management Policy

## 1.0 OVERVIEW

### 1.1 Overview

This document gives guidance on borrowing and investments by Crewkerne Town Council in accordance with the Guidance on Local Government Investments ('the Guidance'), issued under s15(1) of the Local Government Act 2003, effective from 2018. It highlights that the Council is committed to Treasury Management to ensure that:

- Capital expenditure plans are affordable
- All external borrowing and other long-term liabilities are within prudent and sustainable levels, and
- Treasury Management decisions are taken in accordance with good professional practice.

The CIPFA Treasury Management Code of Practice defines Treasury Management as: 'The management of the Council's cashflows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks'.

## 2.0 INVESTMENT STRATEGY

### 2.1 Introduction

Crewkerne Town Council acknowledges the importance of prudently investing surplus funds held on behalf of the community.

Investment Strategies approved after 1 April 2018 must be in line with the Government's Statutory Guidance on Local Government Investments, which includes considerable detail on the provision of loans.

All investments will be made in line with the Council's financial procedures and observations and advice received from the Council's internal and/or external auditors.

### 2.2 Investment Objectives

In accordance with Section 15(1) of the 2003 Act, the Council will have regard to:

- a) Such guidance as the Secretary of State may issue, and
- b) To such other guidance as the Secretary of State may by regulations specify.

Crewkerne Town Council's investment objectives:

- The Council's investment priorities are the security of reserves and adequate liquidity of its investments.
- The Council will aim to maximise income from its investments commensurate with proper levels of security and liquidity.
- The Council will seek to ensure that investment income is consistent one year to the next.
- Where external investment managers are used, they will be contractually obliged to comply with this Strategy.

All investments will be made in sterling although consideration may be given to investment in property and/or land.

The Department for Communities and Local Government maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and this Council will not engage in such activity.

### **2.3 Specified Investments**

Specified Investments are those offering high security and high liquidity, made in sterling and with a maturing date of no more than a year. Such short-term investments made with the UK Government or a local authority or town parish council will automatically be Specified Investments.

For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the Council will use:

- Deposits with banks, building societies, local authorities or other public authorities.
- Other recognised funds specifically targeted at the Public Sector.

The choice of institution and length of deposit will be at the discretion of the Responsible Financial Officer, in consultation with the Chair of the Policy and Resources Committee.

Current investment is with Lloyds Bank. (to be amended if required by previous agenda item).

Where appropriate, investments will be spread over different providers to minimise risk.

### **2.4 Non-Specified Investments**

These investments have greater potential risk – examples include investment in the money market, stocks and shares.

Given the unpredictability and uncertainties surrounding such investments, the Council will not use this type of investment.

### **2.5 Liquidity of Investments**

The Responsible Finance Officer (RFO) will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.

Investments will be regarded as commencing on the date the commitment to invest is entered into, rather than the date on which the funds are paid over to the counterparty.

### **2.6 Long Term investments**

Long-term investments are defined in the Guidance as greater than 36 months.

The Council does not currently hold any long-term investments.

### **2.7 Reporting on Investment Performance**

The RFO will report regularly to the Council on the performance of the investments.

Investment forecasts for the coming year will be accounted for when the budget is prepared. At the end of the financial year, the RFO will report on investment activity to the Council.

### **3.0 EXTERNAL BORROWING STRATEGY**

#### **3.1 Introduction**

The Council acknowledges the importance of borrowing funds and the financial impact on the Council and on the precept.

#### **3.2 Principles**

Council will agree borrowing for specific capital projects as defined in section 16 of the 2003 Act and all borrowings must be approved by Full Council. Before a council can borrow money, approval must first be received from the Secretary of State by way of the Department for Communities and Local Government (DCLG) via an application made to the National Association of Local Councils (NALC) through the Somerset County association (SALC). The process to be followed and the criteria applied in deciding whether or not approval should be forthcoming, are detailed in the Guide to Parish and Town Council Borrowing in England, jointly published by NALC.

Any Borrowing Approval granted will be retained permanently as part of the Council's records.

The Council is only authorised to borrow a maximum of £500,000 in any single financial year.

The Council will ensure the following criteria is followed when considering obtaining borrowing approval:

- The borrowing should only be used for the purpose of capital expenditure as defined by section 16 of the 2003 Act.
- Any unallocated balances including, where appropriate capital receipts beyond those required for the prudent financial management of the Council, should be used in the project for which the borrowing is required.
- The Council should have a realistic budget for the servicing and repayment of the debt, taking into account the future effect on the Council's precept and cashflow.
- The Council must not mortgage or charge any of its property as security for the money borrowed.

#### **3.3 Lender**

The Council will usually borrow funds from the Public Works Loan Board (PWLB) and will research the best possible interest rates offered by the PWLB.

#### **3.4 Period of Loan**

The Council will determine the period of loan which should not exceed the period for which the expenditure is forecast to provide benefit to the Council, that is the useful life of the asset.

The Council will consider the effect on the level of repayments and therefore the effect on future precepts when considering the period of the loan.

The Council will also adhere to the requirements, namely consultation with local people about the planned project and about the intention to borrow and how the repayment will affect the budget (and residents' Council Tax). The evidence must demonstrate residents' support for the need and the need to borrow. Evidence of communications will be submitted with the borrowing application.

**4.0 REVIEW AND AMENDMENT OF THIS POLICY**

This policy will be reviewed every 2 years. However, the Council reserves the right to make variations to this policy at any time, subject to approval of Full Council.

**5.0 FREEDOM OF INFORMATION**

In accordance with the Freedom Of Information Act 2000, this document will be posted on the Council's website.

**Version control:**

Approved by Policy & Resources Committee 20<sup>th</sup> October 2014 Minute No. 21a.  
Update approved at Full Council meeting 23<sup>rd</sup> January 2017 Minute No. 16/17 177.  
Updated by Policy & Resources Committee 10<sup>th</sup> October 2022 Minute No. 22/23 16c.  
Reviewed at Full Council meeting 28<sup>th</sup> October 2024 Minute No. XXXXXX.

**Due for review:**

By October 2026.

<b>Report subject</b>	To consider a proposal to install bleed kits in the town.
<b>Committee name</b>	Full Council.
<b>Meeting date</b>	28 <sup>th</sup> October 2024.
<b>Report author</b>	Katharine Sheehan FSLCC.
<b>Report contact details</b>	<a href="mailto:townclerk@crewkerne-tc.gov.uk">townclerk@crewkerne-tc.gov.uk</a>

## 1. Purpose

1.1 To consider a proposal to install bleed kits in various locations across the town.

## 2. Background information

2.1 Councils and communities across the country are installing bleed kits in easily accessible locations to help anyone respond quickly in life-threatening situations involving severe bleeding.

2.2 Now the defibrillators in the town are all online and working, it has been suggested that bleed kits could be installed at these locations.

## 3. Detailed consideration

3.1 Bleed kits are stored in unlocked 24/7 kit dispensers and are designed to be used by any member of the public with little or no training under 999 supervision.

3.2 Bleed kits have been known to have helped patients until an ambulance arrives.

3.3 Bleed kits are needed in a range of environments and different types of emergencies: workplaces where sharp tools are used, educational establishments, road accidents, rural and remote locations, outdoor activities, household accidents, industrial facilities and forestry are all cited by the Bleed Kit Partnership.

3.4 Avon and Somerset Police have agreed a legacy fund for the ongoing free management and replacement of bleed kits in the area. The scheme includes:

- Regular checks of the kits on patrols.
- A system which notifies local policing teams of expiry dates, and also when the kits have been used.
- Replacement due to damage or theft is also included.
- A QR code on the side of the kit can be used to alert the Police to the need to replace.

3.5 It is proposed to trial a selection of bleed kits across Crewkerne, with a view to increasing availability over a period of time.

## 4. Financial implications

4.1 Although replacement of consumables is funded by Avon and Somerset Police, there is an initial start up cost of £199+VAT per bleed kit.

4.2 There are two types of kit; one that is a standalone, wall mounted unit, the other attaches to the side of defibrillator cabinets. Both are the same price.

4.3 This expenditure is not in the current year budget but could be funded from Earmarked Reserves (New Projects reserve).

4.4 Alternatively this could be a budget consideration for 25/26.

4.5 It is proposed that in the first instance, three bleed kits are purchased and trialled at the following locations mounted on defibrillators:

- The George Shopping Centre
- Kithill Nisa Store
- North Street Dental Centre

However, these locations could be varied should Council feel they are better located elsewhere, or that more units should be purchased.

## **5. Equalities considerations**

5.1 Supporting improved health outcomes for residents and visitors.

## **6. Council Action Plan objectives supported**

6.1 None.

## **7. Recommendation**

7.1. It is recommended that the Council **RESOLVES:**

- a) To purchase three bleed kits at a total cost of £597 for installation at the above locations.
- b) To consider additional bleed kit provision as part of the 25/26 budget.

Appendix A: Bleed Kit Partnership: Delivering Bleed Kits to Communities Across Avon and Somerset.





**Delivering Bleed Kits To Communities  
Across Avon and Somerset**  
Supported By...



**LEARN MORE**

and many more partners in our community & the UK...



# Legacy Statement

Avon and Somerset Police, HeartSafe UK, and NHS England South West have joined forces to provide emergency bleed kits in public spaces across local communities.














These kits are easily accessible to help anyone respond quickly in life-threatening situations involving severe bleeding.

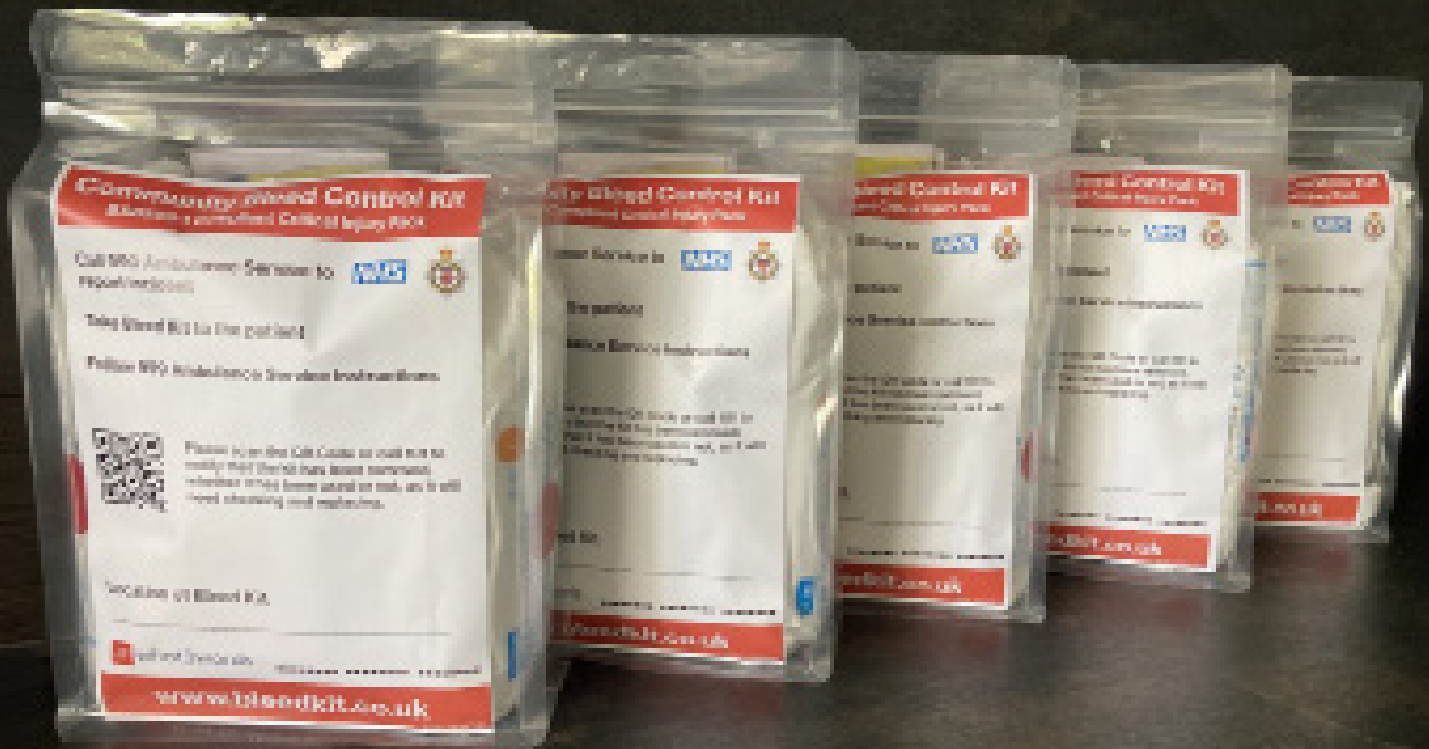
With 24/7 availability, these kits empower the public to act in the crucial first moments after an injury, potentially saving lives before emergency responders arrive.





# Our Guiding Principles

-  Immediate Availability – Don't lock bleed kits in cabinets. Obtaining access code costs time!
-  Make it Simple – Keep kits easy to obtain, understand and use in an emergency
-  Provide Open mapping - Updated daily to keep communities aware of bleed kit sites
-  Maximise Rollout – Money is tight! Simple dispensers instead of cabinets give at least double the number of locations per £ spent.
-  More kits = More chances to save a life!
-  Be Everywhere! – Kits installed indoor/outdoor wherever wanted or needed
-  Drive Visibility – Prominent kits drive community engagement on knife crime prevention
-  Long-term Solution - Legacy funding means replacements and repairs are managed by the partnership
-  Full replenishment mechanism – Simple QR scan sends an alert that the kit needs replacing
-  Expandable across UK - An easy partnership model for police forces across the UK to adopt.
-  Personalised branding - we can add logos to bleed kit dispensers (min. order applies)



# Critical Trauma Pouch

## (Bleed Control Kit)

Meets requirements of BS8559-1

### Compliant Critical Injury Pack

The core of our mission. A simple, easy to understand kit of life-saving essentials designed for use under 999 guidance to help treat a catastrophic trauma patient until emergency services arrive.

Developed with the support of the NHS and 999 emergency services, this kit is designed to include essentials for use by untrained members of the public.

**These kits are stored in unlocked, 24/7 Bleed Kit Dispensers, making them easily accessible to everyone at any time.**

**“ NHS ambulance crews and trauma teams do a great job when confronted with a patient who’s losing a lot of blood, but we wanted to go further in those crucial minutes when an ambulance was still on its way... ”**

**- Dr Michael Marsh**

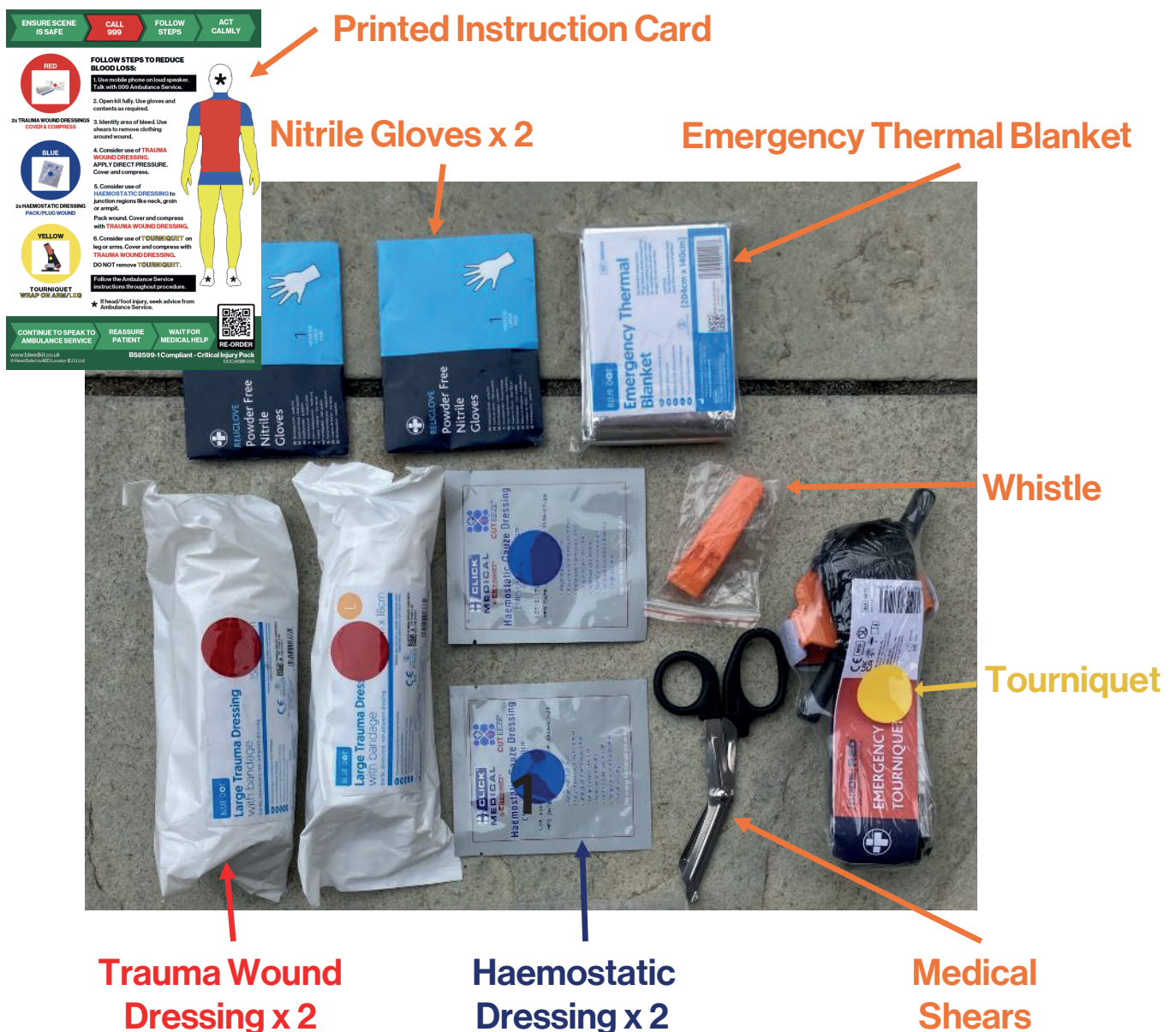
NHS, South West Medical Director

# Inside The Bleed Kit

## BS8559-1 Compliant Critical Injury Pack

Working together with HeartSafe, we devised a community Bleed Kit that can be used by any member of the public with little or no training under 999 supervision.

Given that most members of the public will likely not have any training we prepared simple colour coded steps so that the instructions are clear and easy to use when someone is in a critical situation.



Items shown represent contents included in the Community Bleed Kit Pouch and may change depending on availability

# Instructions

The first instruction is to call 999, so any intervention is supported by a call handler with the kit aimed to help control the bleed in the few minutes before an ambulance arrives.

**ENSURE SCENE IS SAFE** → **CALL 999** → **FOLLOW STEPS** → **ACT CALMLY**

**RED**  
2x TRAUMA WOUND DRESSINGS  
COVER & COMPRESS

**BLUE**  
2x HAEMOSTATIC DRESSING  
PACK/PLUG WOUND

**YELLOW**  
TOURNIQUET  
WRAP ON ARM/LEG

**FOLLOW STEPS TO REDUCE BLOOD LOSS:**

1. Use mobile phone on loud speaker. Talk with 999 Ambulance Service.
2. Open kit fully. Use gloves and contents as required.
3. Identify area of bleed. Use shears to remove clothing around wound.
4. Consider use of **TRAUMA WOUND DRESSING**. **APPLY DIRECT PRESSURE**. Cover and compress.
5. Consider use of **HAEMOSTATIC DRESSING** to junction regions like neck, groin or armpit. Pack wound. Cover and compress with **TRAUMA WOUND DRESSING**.
6. Consider use of **TOURNIQUET** on leg or arms. Cover and compress with **TRAUMA WOUND DRESSING**. **DO NOT** remove **TOURNIQUET**.

Follow the Ambulance Service instructions throughout procedure.

\* If head/foot injury, seek advice from Ambulance Service.

**CONTINUE TO SPEAK TO AMBULANCE SERVICE** → **REASSURE PATIENT** → **WAIT FOR MEDICAL HELP**

www.bleedkit.co.uk  
© HeartSafe t/a AED Locator (EU) Ltd

BS8599-1 Compliant - Critical Injury Pack  
DOC:HSBK009

RE-ORDER

Simple step-by-step instructions. 999 call is prioritised.

Colour-coded pack contents correspond to use depending on location of injury

Guidelines for use of pack contents under 999 supervision

QR Code to allow re-order of new pack after use. Full ongoing end-to-end management and replacement system provided by the partnership

Together with HeartSafe we have created a set of instructions that are clear and encourage best practice for use by someone who is likely to be in a state of panic.

Simple colour coordination allows for easy identification of all contents when opened and quick application of what is needed to best help the patient.



# Where are they needed?

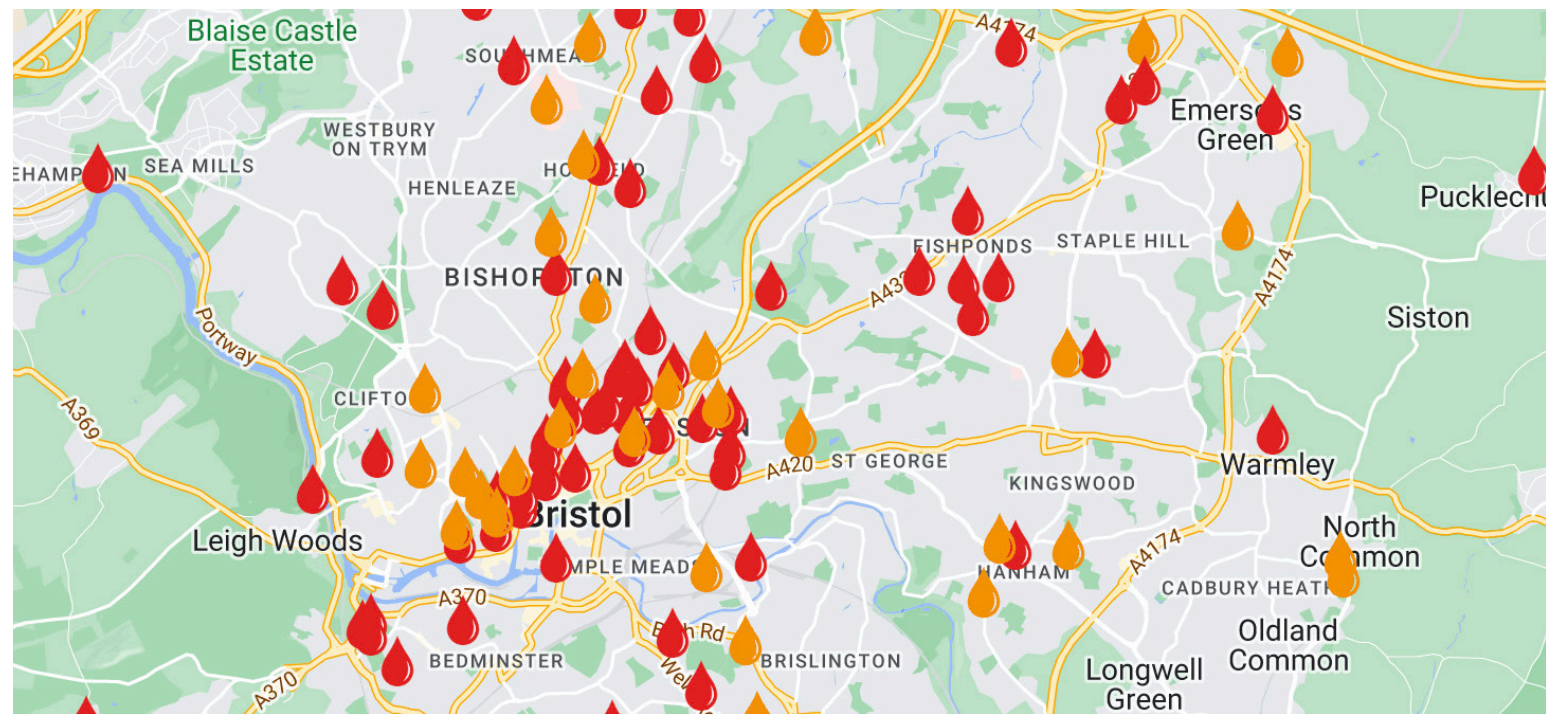
Bleed control kits are vital in managing emergencies involving severe bleeding, this can occur in a range of environment and situations.

For example:

- Workplaces:** Especially in industries such as construction, manufacturing, and hospitality, where sharp tools and machinery are used.
- Crime:** Injuries caused by a knife/violent offences etc.
- Schools and Universities:** In the event of an accident in science labs, during sports, or unfortunate incidents of violence.
- Highways and Roads:** For use in traffic accidents, where timely medical intervention can save lives before emergency services arrive.
- Rural and Remote Locations:** Areas where access to immediate medical care is limited, making it vital for travellers or residents to manage emergencies independently.
- Outdoor Activities:** Hiking, camping, and hunting, where cuts, falls, or animal attacks can cause severe bleeding.
- Home Use:** Household accidents, such as cuts from kitchen knives or power tools, where immediate action is required to stop bleeding.
- Industrial Facilities:** Where machinery or hazardous materials can cause serious injuries.
- Agricultural Operations:** Farms and processing plants have risks from machinery and tools.
- Forestry and Logging:** High-risk of cuts or punctures from chainsaws, equipment and falling trees.

And more...





# The Map

**Containing the locations of all installed and upcoming bleed kit locations in Avon and Somerset**



**= Installed**



**= Coming Soon**

HeartSafe have created an interactive public facing map to mirror the success of their AED Locator map used to familiarise communities with the location of the nearest defibrillator.

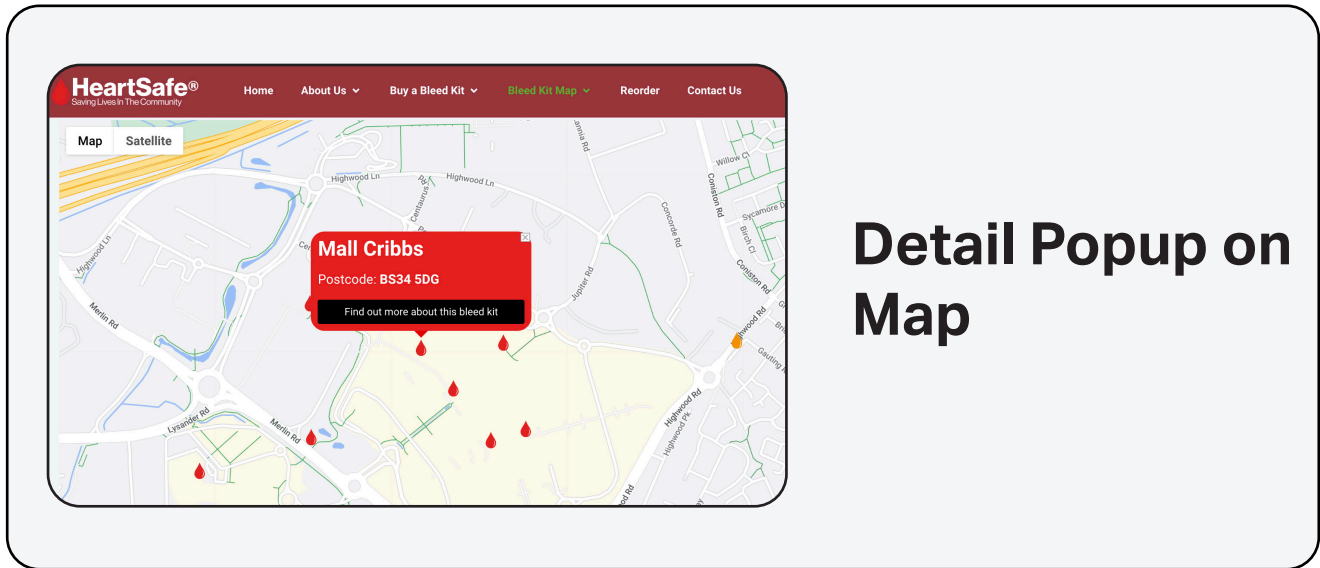
The Bleed Kit map now shows all locations and is updated daily with any newly registered kits.

Locations are added via a simple web form, we also add 'coming soon locations' to show where we are expanding the scheme. The map also has a search feature so people can easily identify the closest bleed kits by entering an address, whether their home or workplace.

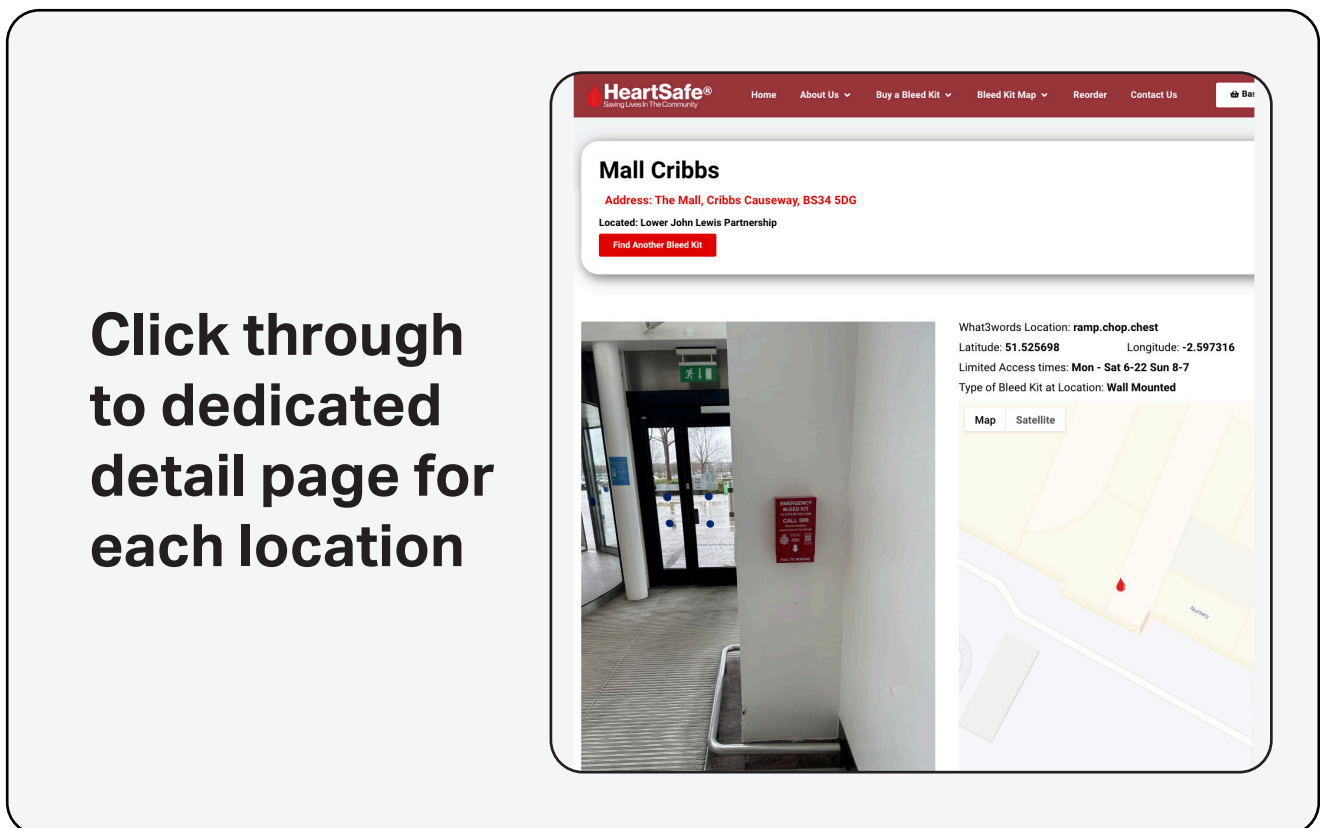
# Kit Location Details

## The attention each kit gets...

Each bleed kit has a dedicated location page, this shows a detailed map and an image of the kit. This allows real community engagement and drives ownership and care for local bleed kits

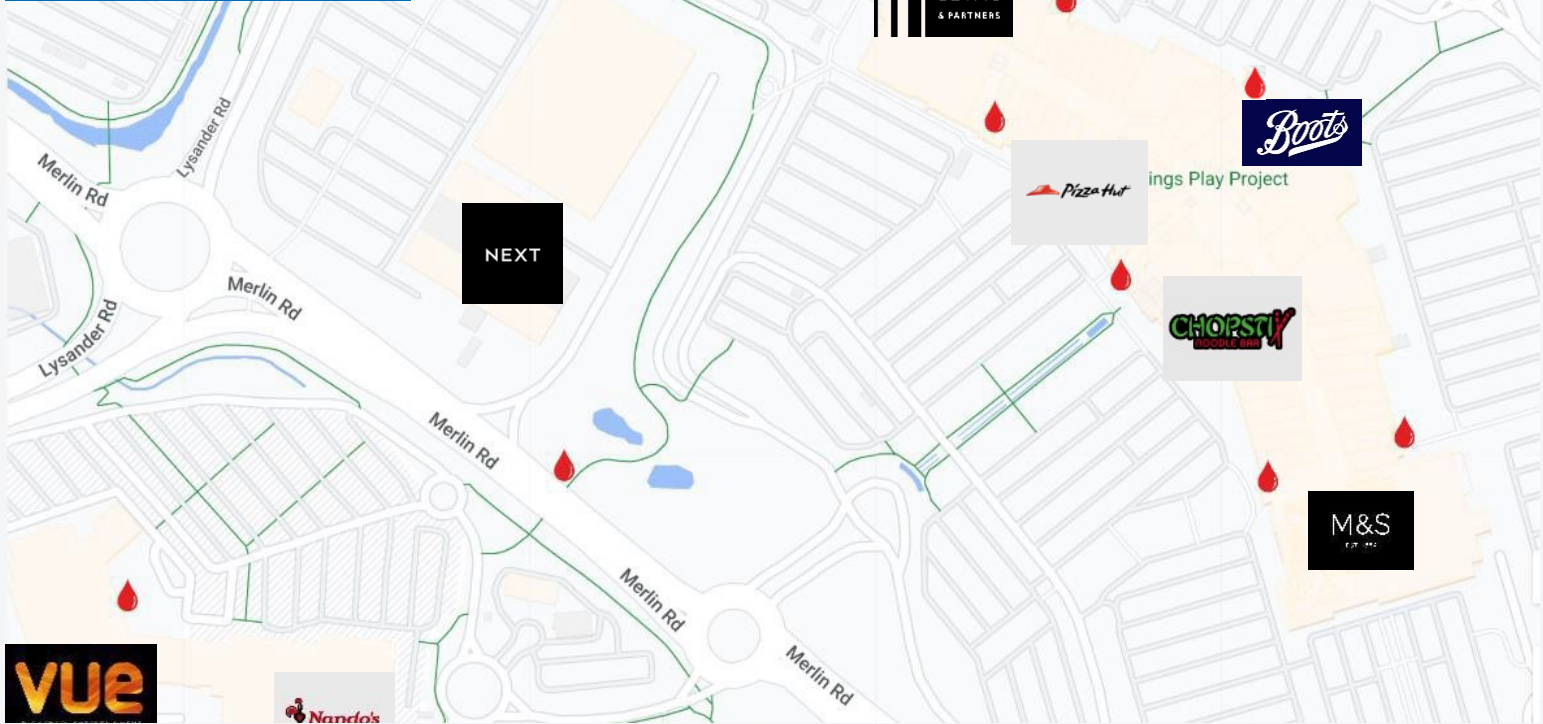


Detail Popup on Map



Click through to dedicated detail page for each location





# New Local Partnerships

## The Mall, Cribbs Causeway

The Mall is the largest regional shopping and leisure hub in the South West of England. Through our partnership with HeartSafe we have been able to connect and engage this key partnership, adding 10 kits across the site.

All of these kits were funded and will be managed by the Mall on an ongoing basis.

This is one of several partnerships we have created with private organisations, communities and local councils to help move this scheme forwards without government funding.



# Future Kit Management

Avon and Somerset Police have agreed a legacy fund for the ongoing, **free** management and replacement of Bleed Kits in their region

The ongoing management scheme incorporates:

- Regular checking of all sites on local policing unit's patrols.
- A system with HeartSafe which notifies when items in each kit with expiry dates need to be replaced.
- A system with HeartSafe to alert local policing teams when a kit has been used.
- A simple QR scan system to allow replacement kits to be reordered in the event of usage, theft or damage.





# Bleed Kit Dispenser 'Limpet' Model 1

**£199 +VAT**

Fits directly to the side of the many thousand HeartSafe AED Cabinets across the UK. (Will also fit many other types of similar AED cabinets) Immediate 24 Hour Access, easy to follow "Pull to Remove" instructions.

**Each Kit Contains:**

- 1 x 'Limpet' Bleed Kit Dispenser (Pull to Remove Feature)
- 1 x Installation Kit (Template, Drill, Fasteners and Security seals)
- 1 x BS8599-1 Compliant – Critical Injury Pack Sealed Community Bleed Kit Pouch Containing:
  - 2 x Trauma Dressings
  - 2 x Haemostatic Dressings
  - 1 x Tourniquet
  - 2 x Individual Pair of Nitrile Gloves
  - Medical Shears/Scissors
  - Foil Blanket CPR Face Shield Whistle





# Bleed Kit Dispenser 'Standalone' Model 2

**£199 +VAT**

Can be installed anywhere. Indoor or outdoor, wall mounted and registered to the HeartSafe Bleed Kit Map.

Immediate 24 Hour Access, easy to follow "Pull to Remove" instructions.

## **Contains:**

1 x 'Standalone' Wall Mount Bleed Kit Dispenser  
(Pull to Remove feature)

1 x Bleed Kit Dispenser Fitting Kit (Template and Security seals)

1 x BS8599-1 Compliant – Critical Injury Pack

Sealed Community Bleed Kit Pouch containing:

- 2 x Trauma Dressings
- 2 x Haemostatic Dressings
- 1 x Tourniquet
- 2 x Individual Pair of Nitrile Gloves Medical
- Shears/Scissors
- Foil Blanket CPR Face Shield Whistle



# Easy Customisation

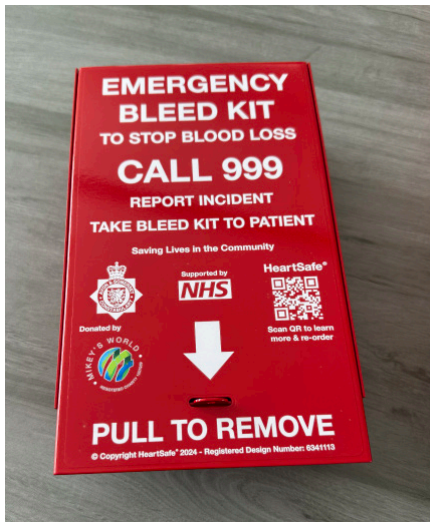
for Police Forces, Local groups or Sponsors

We have the ability to scale quickly, and support wider rollout.

We are also a proud UK based supply chain with ISO9001 quality systems.



**MANUFACTURED  
IN THE UK**



Logos can be added to the livery for any Police Force, charity or local group (subject to a 25 unit minimum order)

# FAQs about Bleed Kit Dispensers

## **Why aren't the kit dispensers locked?**

If someone is experiencing a catastrophic bleed, it can take just minutes for it to become fatal. Bleed kits need to be instantly accessible in emergencies. Unlike defibrillators, these kits can be used by non-trained individuals without needing a code.

## **Is anything in the kits dangerous?**

No. The kits contain various dressings to control bleeding and a pair of medical scissors, which are safe and similar to those in standard first aid kits.

## **Do I need training to use the kit?**

No. The kits come with clear instructions and 999 operators can guide you until emergency services arrive.

## **What happens when a kit gets used?**

If a kit is used or needs replacing due to damage/theft then the partnership will do this for you, thanks to legacy funding through Avon and Somerset Police.

If a kit is used, there is a QR code on the kit that can be scanned to alert HeartSafe and Avon and Somerset Police that it needs replacing.

There is also a system in place to alert HeartSafe whenever an item within the kit need has expired and needs replacing. All of this is covered by the partnership when a bleed kit is purchased.

For more information about our bleed kit partnership, scan the QR code on the back or email us at [communitybleedkit@avonandsomerset.police.uk](mailto:communitybleedkit@avonandsomerset.police.uk).









Supported By...



GET INVOLVED

CommunityBleedKit@avonandsomerset.police.uk

www.bleedkit.co.uk

## OUTSIDE BODY REPORT

**Outside Body:**

ROBERT BIRD ALMSHOUSES

.....

**Date of Meeting:**

16TH SEPTEMBER 2024

.....

**Councillor/s Attending:**

CHRISTINE RAWE

.....

**Others Attending:**

J. McALISTER, REV C.J. DAVIS, MRS P SMITH, MR G ATKINSON, MRS G. CLOTWORTHY

.....

.....

**Main points/decisions:**

Previous annual accounts agreed

Report from visit of Almshouses Association representative. Report was satisfactory, no areas of immediate concern. Decision regarding internal decoration of properties to be considered at later date.

Tenants should be known as residents as tenancy implies lease held.

All residents in good health and properties being maintained

Clerk will arrange for Cllr. Rawe to visit one of the residents to see the property.

**Date of next meeting:** ...24<sup>th</sup> March 2025.....