

RTC Full Council meeting 29th March 2021

Agenda item 8a – Bank reconciliation

Royston Town Council 2020-2021			
Bank Reconciliation February 2021			
<u>Receipts</u>		<u>Payments</u>	
B/F	1,040,723.20	B/F	361,015.25
February income	3,168.50	February payments	21,602.71
	1,043,891.70		382,617.96
Receipts to date	1,043,891.70		
Less Payments to date	382,617.96		
	661,273.74		
Represented by			
RTC Current Account -		64,826.10	
Less un-cleared Chqs		- 9,731.65	
		55,094.45	
Business Premium account		9,695.29	
Treasury Deposit		-	
Treasurers BPA (Stamford Yard)		65,722.00	
Treasurers BPA		430,572.00	
Public Sector Deposit Fund		100,000.00	
Takings Account		190.00	
		661,273.74	
<u>War Memorial Account</u>			
<u>Receipts</u>		<u>Payments</u>	
B/F	3,885.31	B/F	-
February Receipts		February Payments	
	3,885.31		-
Receipts to date	3,885.31		
Less Payments to date	-		
	3,885.31		
	In Treasurers BPA	In Current	Total
RTC War Memorial	3,706.00	179.31	3,885.31
			3,885.31
		Unpresented cheques	-
			3,885.31
Petty Cash for noting	01/02/2021	28/02/2021	
Office	100.06	100.06	
Museum	90.09	90.09	
Markets	5.00	5.00	
Cave	100.00	100.00	
Totals	£ 295.15	£ 295.15	
Prepared by Town Clerk		Date	
Agreed by RFO/Town Clerk		Date	
Approved		Date	

Royston Town Council 2020-2021
Charity Accounts - February 2021

Cave Account

<u>Receipts</u>		<u>Payments</u>	
B/F	34,895.47	B/F	-
February Receipts		February Payments	
	34,895.47		-
Receipts to date	34,895.47		
Less Payments to date	-		
	34,895.47		
Represented by			
RTC - Cave Account	34,895.47		
Less un-cleared Chqs	-		
		£ 34,895.47	

Leete Account

<u>Receipts</u>		<u>Payments</u>	
B/F	20,167.82	B/F	1,635.45
February Receipts	159.22	February Payments	6.35
	20,327.04		1,641.80
Receipts to date	20,327.04		
Less Payments to date	1,641.80		
	18,685.24		
Represented by			
RTC - Leete Account	18,685.24		
Less un-cleared Chqs			
		£ 18,685.24	

Town Mayor's Community Trust Fund

<u>Receipts</u>		<u>Payments</u>	
B/F	21,668.53	B/F	57.00
Receipts		Payments	6.00
	21,668.53		63.00
Receipts to date	21,668.53		
Less Payments to date	63.00		
	21,605.53		
Represented by			
Mayor's Charity monies	683.47		
Community Fund	20,922.06		
Less un-cleared Chqs			
		£ 21,605.53	

Prepared by Town Clerk

Date

Agreed by RFO/Town Clerk

Date

Approved

Date

Agenda item 8b – Income and Expenditure

ROYSTON TOWN COUNCIL																	
Summary of Royston Town Council Income & Expenditure for 2020-2021 to-date against allocated budget																	
EXPENDITURE	Quarter 1			Quarter 2			Quarter 3			Quarter 4				QTD Variance	Year to Date	Agreed Budget	YTD Budget variance
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Estimated Quarterly Budget				
Admin/Democracy	9,561	8,955	8,588	9,649	9,486	17,866	11,638	10,684	9,124	9,320	8,862	-	32,543	84%	113,732	117,443	106%
Museum	6,636	6,244	7,654	6,069	3,497	7,129	4,381	2,956	4,577	3,079	2,250	-	27,252	29%	54,472	100,819	59%
Town Hall	3,553	2,810	2,980	2,626	2,853	3,184	2,941	2,711	3,176	2,368	1,855	-	19,123	33%	31,059	57,337	59%
Priory Rooms	334	353	319	319	319	375	345	345	345	345	357	-	11,397	9%	3,756	14,428	28%
Market Hill Rooms	4,866	1,247	1,553	1,702	1,423	804	1,814	1,273	847	1,810	1,004	-	6,130	69%	18,343	23,853	84%
Other Expenses	2,847	668	-	-	-	-	200	143	-	2,332	-	-	8,073	43%	6,190	35,385	19%
Royston Cave	726	839	623	637	987	717	1,227	1,690	1,132	870	1,282	-	4,740	68%	10,731	19,224	61%
Allotments	353	235	757	213	213	250	230	230	632	230	238	-	1,696	41%	3,580	4,409	89%
War Memorial	597	118	106	106	106	125	115	115	615	115	119	-	343	102%	2,237	2,864	85%
30 Kneesworth Street	371	59	53	53	53	63	57	57	57	57	60	-	334	53%	940	2,010	51%
Plantations	776	235	840	806	213	563	543	543	4,523	933	551	-	8,235	27%	10,528	18,039	64%
Public Conveniences	167	177	159	159	159	188	172	172	172	172	179	-	1,694	31%	1,876	5,084	40%
Markets and Parking	3,498	3,539	3,680	13,137	3,535	3,891	3,547	3,919	3,503	13,189	2,983	-	21,497	113%	58,422	67,200	95%
TOTAL EXPENDITURE	34,285	25,480	27,312	35,476	22,844	35,155	27,211	24,838	28,704	34,821	19,740	-	143,057		315,866	468,095	74%
INCOME	Quarter 1			Quarter 2			Quarter 3			Quarter 4				QTD Variance	Year to Date	Agreed Budget	YTD Budget variance
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Estimated Quarterly Budget				
Interest	50	66	59	25	16	145	11	7	20	4	3		320	3%	407	1,500	30%
Town Hall	-	-	-	-	-	1,041	1,726	217	402	-	-	-	6,236	0%	3,385	22,600	16%
Priory Centre	-	-	-	-	-	-	-	-	-	-	-	-	3,096	0%	-	6,200	0%
Market Hill Rooms	-	30	-	-	-	122	305	71	42	-	-	-	2,676	0%	509	14,600	4%
Cave	-	-	-	-	-	-	-	-	-	90	61	-	-	-	151	12,000	1%
Allotments	261	66	77	194	41	24	171	85	2,830	1,244	856	-	2,877	109%	5,849	5,399	118%
30 Kneesworth Street	-	-	4,128	-	-	3,813	-	-	3,813	-	-	-	3,590	0%	11,753	15,565	82%
Museum	-	-	4	-	-	538	-	-	-	-	-	-	57	0%	542	1,000	59%
Markets and Parking	3,953	1,415	1,863	3,962	2,425	8,876	5,832	5,529	2,053	6,127	1,710	-	15,019	78%	43,745	60,000	80%
TOTAL INCOME	4,234	1,547	6,129	4,181	2,482	14,558	8,044	5,910	9,159	7,465	2,630	-	33,873		66,340	138,864	52%
PRECEPT	158,955					158,955									317,910	317,910	
CTRS grants	5,661					5,661									11,322	11,321	
Balance															£ 79,705	£ -	

Agenda item 10 – Investment strategy

Draft Royston Town Council Investment Strategy 2021-2022

Approved by Full Council 29th March 2021 – Minute number XX/21

1. Introduction

Royston Town Council (the Council) acknowledges the importance of prudently investing the temporary surplus funds held on behalf of the community. This strategy complies with guidance issued by the Secretary of State under section 15(1)(a) of the Local Government Act 2003.

2. Investment Objectives

The general policy objective for the Council is the prudent investment of its balances. The Council's investment priorities are:

- a) The security of its reserves
- b) The liquidity of its investments
- c) The yield obtained from any investment

The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

All investments will be made in sterling.

3. Specified Investments

Specified investments are those offering high security and high liquidity, made in sterling and with maturity of no more than a year. Such short term investments made with the UK Government or a Local Authority (as defined) or a Town/Parish Council will automatically be specified investments.

For the prudent management of its treasury balances, the Council may use:

- Deposits with banks, building societies, local authorities or public authorities
- Treasury deposits with UK clearing banks
- Money market funds
- UK Government issued gilts
- Other approved public sector investment funds

The choice of institution and length of deposit will be at the approval of the Finance Committee/Full Council.

4. Non Specified Investments

These investments have greater potential risk and are usually for longer periods and with bodies that are not as highly credit rated. Examples include investment in money markets, stocks and shares. Given the unpredictability and uncertainty surrounding such investments the Council will not use this type of investment.

5. Liquidity of Investments

The Responsible Financial Officer, in consultation with the Finance Committee or Full Council, will determine the maximum periods for which funds may be prudently committed so as not to compromise liquidity.

6. Long Term Investments

Long term investments shall be defined as greater than one year. The Council does not currently hold any long term investments.

7. Risk Assessment

The Town Council's funds are not covered by the Financial Services Compensation Scheme as turnover exceeds 500,000 euros and must therefore be carefully managed to mitigate the risk of losses.

To reduce risks, funds should be held in more than one organisation/fund. The Council will only invest in institutions of "high credit quality". The Council will monitor the risk of loss on investments by reference to credit ratings. The Council will also have regard for the general and political environment in which institutions operate.

The investment position will be reviewed by the Responsible Financial Officer and reported to the Finance Committee or Full Council if necessary.

The Council does not employ, in-house or externally, any financial advisors but will rely on information which is publicly available.

8. Investment Strategy 2021-2022

The Council will invest as much of its balance as possible in a low risk product in order to achieve its investment objectives.

The Public Sector Deposit Fund (PSDF) has been identified as a low risk, high liquidity option. Funds can be moved in or out on the same day and it has an AAmmf credit quality and sensitivity rating by Fitch. £100,000 will remain in this investment for 2021-2022 subject to its performance and credit rating being monitored.

The balances remaining, after accounting for working capital requirements, will be invested in either a Treasury deposit with Barclays Bank or a Treasury Business Premium account with Barclays Bank. The Treasury deposit is invested for one or two months, the amount being determined and instructed by the Town Clerk.

Due to very low interest rates on Treasury deposits caused by uncertainty due to Covid-19, if a better rate can be achieved by leaving the funds in the Treasury Business Premium Account, then it will be left there. This account is a deposit account and provides instant access to funds. As at March 2021, this account has a balance of £500,000.

Barclays currently has an A+ Negative rating from Fitch.

Whilst the Treasury deposit is slightly less liquid than the PSDF or the Treasury Business Premium account, it is deemed unlikely that any funds invested in it will need to be accessed sooner than the investment period.

Working capital sums will be held in bank accounts at Barclays bank.

The Town Clerk shall have delegated authority (as contained within the Financial Regulations) to set up any accounts/funds as approved in this policy, and undertake transfers between Barclays accounts and the PSDF as required.

9. Review and Amendment of Regulations

The investment strategy will be reviewed annually by Full Council and revised if considered necessary.

The Council reserves the right to make variations to the investment strategy at any time subject to the approval by Full Council. Any variations will be made available to the public.

10. Freedom of Information

In accordance with the Freedom of Information Act 2000, this document will be posted on the Council's website and a hard copy will be available from Royston Town Council offices.

Agenda Item 11 – Marking the Death of a Senior National Figure

Royston Town Council Marking the Death of a Senior National Figure Agreed by Full Council on 25th March 2019 – minute number 388/19 Reviewed and approved by Full Council 29th March 2021 – minute number /

This procedure is for marking the death of the reigning monarch, their spouse/consort and the heir to the throne.

At the time of writing, this relates to the Queen, the Duke of Edinburgh and the Prince of Wales. By agreement of the Full Council, it may also be used for other prominent people.

The Queen will be given a State Funeral. The Duke of Edinburgh and the Prince of Wales will be given a Ceremonial Royal Funeral.

High Sheriffs have responsibility for reading the Proclamation within their county and will work closely with the county Lord-Lieutenant.

Plans to mark a death should only be implemented when a formal announcement has been made.

Flags

Currently there is no flag pole in Royston owned by the Town Council. However, if there were, it should be lowered to half-mast from the time of the announcement until 8am on the day following the funeral.

Book of Condolence

A Book of Condolence will be opened on the first working day after the day of death. The Town Council will provide the Book of Condolence and it will be available in the reception area of the Council offices during opening hours. A good-size table covered with a suitable cloth, a chair and a supply of pens will be provided. If a suitable photograph is available, that may be in a frame on the table, adorned with black ribbon and a small flower arrangement will be provided.

The Book of Condolence should be closed at the end of day 11, the day following the funeral. The book is a historical record of the sentiments expressed by local people on the death of the national figure. The pages will be collated and bound with a letter being sent to the Private Secretary at Buckingham Palace advising that the Book of Condolence is held in the Council archives.

In circumstances where the Town Council reception is not open to the public, for example during a pandemic, local residents will be directed to an online condolence book by a message on the website.

Website

The Council's website homepage will be overwritten with a black page carrying a portrait of the national figure who has died. There will be a tab to the Council's homepage during the period of mourning. The website will include details of the Council's arrangements agreed in this procedure and any other relevant information. A statement from the Mayor will also be added to the Council's homepage.

Events and Activities

From the day of the death until the day after the funeral, careful thought should be given to the types of events and activities which should take place. The question 'why is it really necessary and appropriate for this event to go ahead' should be considered. For instance, if a celebratory event were to be due to take place during the time of mourning, it may not be appropriate, but it might be possible to hold Council meetings with an appropriate period of silence at the start.

Dress Code

Councillors will be encouraged to dress soberly on official business. The Councillors and the Clerk will be provided with black arm bands.

Public Holiday

The day of the state funeral will be a Public Holiday and the Council offices and all other Council sites will be closed on that day.

Area to Lay Flowers

The Town Council will inform local residents where the agreed area is to lay flowers in remembrance. This will be included in the information published on the website.

Review date - to be reviewed in March 2024 or when legislation dictates.

Agenda Item 12 – Training and Development policy for staff and councillors

Royston Town Council

Training and Development Policy for Staff and Councillors

1. The Town Council's Commitment to Training and Development

Royston Town Council aspires to be a first class Council. In order to achieve and maintain this level of performance the Council is committed to providing employees and members with the necessary training and development opportunities to ensure that the Council can meet its aims and objectives.

The Council will ensure that staff and members will be provided with the means to develop and enhance their skills and abilities to deliver high quality services, along with management skills to manage and plan those services and be kept informed of all new legislation.

The Council values the time given by its members to their community and needs to maximise the rewards from that time by ensuring that its members understand and enjoy their role in the community.

The Town Council will commit itself to the following:

- To develop employees and members to achieve the objectives of the Town Council
- To regularly review the needs of, and to plan training and development for employees and members
- To regularly evaluate the investment in training and training budgets

2. Identifying training needs

Employees

- Induction training and an employee's folder will be provided for new members of staff. Contracts of employment and job descriptions will include details of the Council's commitment to training.
- Current or any new Clerk to hold CiLCA or equivalent. Clerk to be a member of the Society of Local Council Clerks (SLCC). Training provided to be no less than the minimum requirement of Continuous Professional Development.
- Employees are encouraged to be proactive in identifying their own training and development needs linked to achieving the aims of the Council.
- Staff training will be identified by the Clerk through annual appraisals, staff meetings and informal discussions in the light of the overall objectives of the Council.
- Relevant additional training may be requested at any time.

Members

- A members folder will be provided for all newly elected members setting out the Town Council's policies and procedures
- Training requirements for members may be identified by the Chairman, Clerk, or the members themselves and opportunities to attend courses will be investigated by the Clerk who will make all training bookings
- Members are not permitted to book their own training. The Clerk will ensure that any requested training is relevant and there is adequate budget.
- Newly elected members are encouraged to attend the HAPTC 'Basic Councillor Training'
- Members of the Planning Committee are encouraged to attend planning training
- Councillors who wish to refresh their skills/knowledge can request to attend authorised courses at any time during their term of office
- Specialist training will be provided on an ad-hoc basis

Local area

- The Town Council is committed to offering support to its local area Parish/Town Councils
- The Town Council is committed to networking with other councils as it sees this as an effective means of information gathering, and where possible to link in with training events held by other councils

3. Training Resources/Providers

Annual budgets will be set for employee training and Members training.

All employees or members attending training may claim travel expenses.

The Town Council will ensure that membership fees for HAPTC (including NALC) and SLCC are included annually in the budget.

Training Providers for both employees and members

- Society of Local Council Clerks
- Hertfordshire Association of Parish and Town Councils
- National Association of Local Councils
- Regional and national seminars/conferences
- Principal Authorities
- In-house
- Seminars and webinars

4. Review

This training and development policy is to be reviewed by the Town Clerk and the Human Resources committee and presented to the Council for its approval.

Adopted by Full Council 30th April 2018 – minute number 423/18

Reviewed and adopted by Full Council 29th March 2021 – minute number XX/21

Review date – September 2024



Royston Town Council Health, Safety & Welfare Policy 2021

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Health, Safety and Wellbeing POLICY STATEMENT

1. Introduction

This Policy provides a business framework for the implementation and development of an effective Health & Safety management system for Royston Town Council that facilitates a high standard of employee care and wellbeing together with compliance to the Health & Safety at Work Act 1974 and other legislation. It has an overriding purpose to reduce, as far as reasonably practicable, the risk of injuries, ill health and other losses. This applies to the employees of the Town Council, elected members, the general public and other organisations that may be affected by our actions.

2. Purpose

- To promote a positive Health, Safety and Welfare culture throughout the organisation;
- To provide adequate control of the health and safety risks arising from our work activities as far as reasonably practicable;
- To consult with our employees on matters affecting their health and safety;
- To promote clear channels of communication for Health, Safety and Welfare between all services;
- To provide information, instruction and supervision for employees;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances (COSHH);
- To ensure all employees are competent to do their tasks and to give them adequate training;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions;

3. General statement

The health and safety of our employees is of paramount importance. We aim to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide them with the necessary information, instruction and training to achieve this aim.

Appropriate preventive and protective measures are and will continue to be, implemented following the identification of work-related hazards and assessment of the associated risks.

We recognise the importance of employer/employee consultation on matters of health and safety and the value of individual consultation prior to allocating specific health and safety functions. We also accept our responsibility for the health and safety of other persons who may be affected by our activities.

The allocation of duties for safety matters, the identity of competent persons appointed with particular responsibilities and the arrangements made to implement this policy are set out in this policy and in associated risk assessments and safety documents and records.

Expert advice will be sought as necessary when determining health and safety risks and the measures required to guard against them.

The objectives of this policy statement can only be achieved through the support and co-operation of employees and all other persons who use our premises, e.g. members of the public (hirers, customers, users), Councillors, contractors and visitors.

The contents of this policy statement is informed by statutory guidance and good practice issued by the Health & Safety Executive (HSE) or industry recognised bodies.

The Policy will be reviewed formally every three years or earlier if conditions dictate.

4. Roles and Responsibilities

Full Council has the overall responsibility for the Town Council's health, safety and welfare policy, and review and consider this policy at the agreed intervals. The committee which undertakes the internal review of the effectiveness of internal audit controls will review all of the council's risk assessments on an annual basis.

The responsibility for ensuring the application of this policy is delegated to the Town Clerk. The following staff have responsibility for health and safety standards for their respective service areas:

Nominated Staff Member	Service areas
Administration Officer	Town Hall, Annex, Market Hill Rooms
Market Manager	Market Place
Curator/Museum Lead	Museum
Cave Manager	Royston Cave
Assistant Town Clerk	Allotments, War Memorial, Plantations

Staff are accountable to the Town Clerk for the effective implementation of and legal compliance with health & safety legislation, this policy, agreed practices and be responsible for safety management responsibilities as determined, directed or defined as part of their role (including the production, implementation, review and monitoring of documented risk assessments).

All employees are expected to:

- Co-operate with managers on all health, safety, welfare/wellbeing matters;
- Actively consider their safety and the safety of others and help RTC develop and maintain a good safety culture with a low level of risk. All employees are encouraged to make suggestions to improve health, safety and welfare in their workplace;
- Correctly use work items, including personal protective equipment as instructed;
- Not misuse or interfere with anything provided in the interests of health and safety;
- Read all relevant risk assessments and comply with the control measures;
- Report all accidents, incidents, near misses and dangerous occurrences, whether there is injury/damage or not, and complete a form provided for the purpose;
- Promptly report foreseeable hazards (or situations considered to be potentially hazardous);
- Report all property and equipment defects;
- Use any machinery, equipment, substance, transport or safety device provided in accordance with training and instructions, in compliance with regulations;
- Inform their Manager of any work situation or shortcomings in protective arrangements which he/she considers represents a significant risk to health, safety and welfare, or a risk to other persons (i.e. contractors, visitors, customers, the general public and members); and
- Take reasonable care of their own health and safety.

MANAGING HEALTH AND SAFETY

5. Accidents

Health and Safety at Work Act 1974

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Reporting and Recording Accidents

There is a legal duty placed upon the Council to report and record all accidents at work.

Details of all accidents involving employees or members of the public shall be recorded in an Accident Book and submitted to the Town Clerk.

Individual employees are responsible for reporting accidents and potential accidents/near misses that occur at work on the mandatory Accident Record Forms in the accident books which are available from the Town Hall Office, Caretaker's Office and Museum, and have been distributed to the Market Manager and Cave Manager.

Details of all accidents/near misses and Accident Record Forms will be kept in a file in the Town Hall Offices.

All accidents and cases of ill health as a result of an accident at work are to be recorded in the accident book. The Town Clerk will ensure that accidents and work-related causes of sickness absences are investigated and that the causes are analysed to assist in formulating preventative measures and will report to the Council's HR committee who will ensure the agreed preventative measures are implemented.

The Town Clerk is responsible, where required by law, for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

6. Employee Consultation

Health and Safety (Consultation with Employees) Regulations 1996

Safety Representatives and Safety Committees Regulations 1977

Consultation with employees will be undertaken at:

- Sub-committee and working party meetings; and
- One to one meetings with individual staff members.

7. Fire & Evacuation Procedures

Dangerous Substances and Explosive Atmospheres Regulations 2002

Regulatory Reform (Fire Safety) Order 2015

UK fire regulations require a fire risk assessment for all workplaces. Nominated Staff Members are responsible for ensuring a fire risk assessment is undertaken and implemented, including appropriate provision of fire exits, signs, alarms and extinguishers.

Exit corridors, landings and stair cases must be kept clear at all times.

Fire extinguishers should be visually inspected in the Town Hall, Annex and Market Hill Rooms by the caretaker, in the Museum by the Curator/Museum Lead and maintained and checked regularly by compliance contractors and the Fire Protection Service.

Fire Alarm call points are tested alternatively on a weekly basis and tested by the Fire Protection Service on an annual basis.

Emergency evacuation procedures must be tested six monthly. Fire evacuation procedures are to be provided at each place of work/public office

Flammable materials must not be stored, even for a temporary period, in the offices or corridors, unless the storage is in a fire resistant structure such as a metal cupboard or bin, clearly marked "Flammable Materials".

Emergency lighting should be tested regularly in the Town Hall, Annex, Market Hill Rooms, Cave & Museum by the compliance contractors and the Fire Protection Service.

All staff will attend fire marshal training.

8. First Aid

The Health and Safety (First Aid) Regulations 1981

First aid means treating minor injuries at work and giving immediate attention to more serious casualties until medical help is available. Through this initial management of injury or illness suffered at work, lives can be saved and minor injuries prevented from beginning major ones. All staff are required to attend an "Emergency First Aid at Work Course". First aid equipment is readily accessible at each premises and is kept stocked, clean and ready for use.

9. Contractors & Visitors

Fire & Evacuation Procedures

Fire action notices are positioned around all the Council's premises to inform visitors of the action to be taken in an emergency. Fire exits are clearly marked.

Contractors

Contractors shall, at all times, comply with the requirements of the Health and Safety at Work Act and the Management of Health & Safety at Work Regulations 1992 and of any other Acts Regulations or Orders pertaining to the health and safety of employees.

The Contractor shall identify risks to the health and safety of employees and others and provide Risk Assessments, method statements or other depending on the type of work being undertaken. The Contractor shall have regard to the Council's Health and Safety Policy and whilst on premises owned by the Council the Contractor shall ensure that his employees comply with the policy.

10. Personal Protective Equipment

Nominated Staff Members will be responsible for ensuring that Personal Protective Equipment is supplied where necessary.

Periodic reviews are to be initiated to ensure that Personal Protective Equipment is compatible with the wearer, in hygienic condition, in effective working order, in good supply and that the measures are satisfactory for the work being undertaken.

11. Risk Assessments

Risk assessments will be undertaken by the Nominated Staff Members for all activities carried out. Where technical expertise is required and/or there are serious/significant risks being assessed, the staff member will liaise with qualified experts to advise and undertake the assessment. Employees will also help to inform the assessments.

All risk assessments will be reviewed by the members of the committee for the internal review of the effectiveness of internal audit controls. The risk management assessment will be approved by Full Council in accordance with statutory requirements.

Action required to remove/control risks will be approved by the Town Clerk or Nominated Staff Member.

The Nominated Staff Member will be responsible for ensuring the action required is implemented and will check that the implemented actions have removed/reduced the risks.

Employees will be made aware and a copy of the risk assessment/s applicable to their area of work will be made available to them.

Risk Assessments will be reviewed annually or when activities change, whichever is sooner.

12. Training

Training will be identified, arranged and monitored by the employees Manager who will also make arrangements for refresher training to be completed on an annual basis or such approved frequency determined by the risk assessment.
Centralised training records are kept by the Administration Officer.

13. Workplaces (Health, Safety & Welfare)

Nominated Staff Members are responsible for ensuring that a periodic review is undertaken in their service areas to check working conditions and ensure safe working practices are being followed.

All Employees have a duty to familiarise themselves with the Risk Assessments relevant to their work and adopt the procedures and working practices contained within them.

RISKS TO HEALTH AND SAFETY

14. Asbestos

The Control of Asbestos Regulations 2012

Asbestos is the largest single cause of work related fatal disease and ill health in Great Britain. Where people work with asbestos or come into contact with it during repair and maintenance work, they are at risk. Working with asbestos should be avoided if possible but, if not, it must be done safely. Working with asbestos must only be carried out by professional contractors and not staff members.

The Control of Asbestos at Work Regulations 2002 (CAWR) introduces an explicit duty to manage asbestos in non-domestic premises, to manage the risk of exposure to asbestos or asbestos containing material (ACM). The duty to manage requires those in control of premises to:

- Take reasonable steps to determine the location and condition of materials likely to contain asbestos;
- Presume materials contain asbestos unless there is strong evidence that they do not;
- Make and keep an up to date record of the location and condition of the ACMs;
- Assess the risk of the likelihood of anyone being exposed to fibres from these materials;
- Prepare a plan setting out how the risks from the materials are to be managed;
- Take the necessary steps to put the plan into action;
- Review and monitor the plan periodically; and
- Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

Nominated Staff Members are responsible for ensuring that a copy of the applicable Council's 'Asbestos survey' is issued to Employees/Contractors who carry out any type of maintenance, repair or refurbishment work. The survey is completed regularly by the compliance contractors.

15. Display Screen Equipment

Health and Safety (Display Screen Equipment) Regulations 1992

Using a computer or other kinds of display screen equipment (visual display units) can give rise to back problems, repetitive strain injury or other musculoskeletal disorders. These health problems may become serious if no action is taken. They can be caused by poor design of work stations (and associated equipment such as chairs), insufficient space, lack of training or not taking breaks from display screen work. Working with a screen does not cause eye damage, but many users experience temporary eye strain or stress. This can lead to reduced work efficiency or taking time off work.

All employees will be given any necessary training and complete a display screen risk assessment.

16. Hazardous Substances

Control of Substances Hazardous to Health Regulations 2002 (COSHH)
Classification, Labelling and Packaging Regulations 2008 (CLP)
Control of Lead at Work Regulations 2002

COSHH

COSHH Guidance Procedures and safety data sheets are in the caretaker's office. Nominated Staff Members are responsible for identifying substances which need a COSHH assessment and a product safety data sheet. Employees who use hazardous substances will be responsible for undertaking to comply with Health and Safety guidelines whilst they are being used. Those employees will undertake COSHH training.

17. Working at Heights

Provision and Use of Work Equipment Regulations 1998
Lifting Operations and Lifting Equipment Regulations 1998
Construction (Design & Management) Regulations 2015

A fall from height has sudden and irreversible consequences and can only be prevented by ensuring that each task associated with working at height is carefully planned before deciding if the method of gaining access is appropriate. The overriding principle is to do all that is practicable to prevent anyone falling. Strict adherence to the principles and practices within the Work at Height Regulations 2005, and its Schedules, is the only acceptable solution.

18. Lone Working

Staff working alone have the responsibility to take reasonable care of themselves and other people affected by their work. They should ensure that any entry doors are secure and entry to the building by visitors is within their control. Staff should check credentials if they are not satisfied as to the bona fides of any visitor acting in an official capacity.

Staff should be trained in emergency procedures (fire, first aid etc.)

Under no circumstances should staff use ladders or work at height if working alone.

Should a member of staff working alone become ill or sustain an accident and require medical attention they should (if able) ring the emergency services.

Staff should be in ready contact with the office through a mobile phone or similar. Arrangements must be in place to have contact with a third party during any lone working situation.

Staff should be trained on how to handle potentially dangerous situations. These may include aggressive behaviour, being approached for valuables, etc.

Officers using their own vehicles should ensure their vehicle is serviced, maintained and correctly insured.

19. Machinery

Management of Health and Safety at Work Regulations 1999

Provision and Use of Work Equipment Regulations 1998

Vibration from work with powered hand held tools, equipment or processes can damage the hands and arms of users causing 'hand-arm vibration syndrome'. This is a painful, irreversible condition which includes 'vibration white finger' and the effects can be impaired blood circulation, damage to the nerves and muscles, and loss of ability to grip properly.

The Nominated Staff Members are responsible for ensuring that an assessment is carried out in respect of all new machinery and equipment.

Staff are advised to report any faults immediately to their Manager.

The use of the Council's equipment is restricted to only the trained operatives and staff.

20. Maintenance & Building Work

Construction (Design & Management) Regulations 2015

Construction (Design and Management) Regulations 1994

Lifting Operations and Lifting Equipment Regulations 1998

Provision and Use of Work Equipment Regulations 1998

Confined Spaces Regulations 1997

All contractors should be qualified and competent for the work to be carried out. The Contractor shall provide Risk Assessments, method statements or other depending on the type of work being undertaken.

The Contractor shall have regard to the Council's Health and Safety Policy and whilst on premises owned by the Council the Contractor shall ensure that his employees comply with the Policy.

21. Manual Handling

Manual Handling Operations Regulations 1992

Management of Health and Safety at Work Regulations 1999

The Manual Handling Operations Regulations apply to the manual handling of loads, i.e. human effort, as opposed to mechanical handling by crane or forklift truck.

The Regulations impose the need to avoid manual handling tasks wherever reasonably practicable. If it is not reasonably practical to avoid moving loads, or the operation cannot be automated or mechanised – and there is a risk of injury – then the task must be assessed, risks reduced and adequate information, instruction and training provided in the residual risk.

Nominated Staff Members must ensure that all manual handling tasks are identified within the areas of their control, and where appropriate, carry out manual handling assessments. All actions arising from the assessments must be addressed.

All Staff who are required to conduct manual handling tasks will need to decide for themselves how they will carry out any manual handling tasks they undertake but they must recognise their own limitations and use mechanical devices to reduce all instances of manual handling. Once they have been trained they must put the training into action.

It is compulsory for all staff to complete manual handling training. Training options on line or otherwise will be provided to staff. In addition, practical attendance training will be provided

for staff at higher risk if circumstances allow face to face training.

On line training is available at <https://www.youtube.com/watch?v=Nt4PEss3Ppk>

Refresher training is required to be completed on a 24 monthly rolling cycle. New employees must complete training within 4 weeks of starting employment.

Procedures and Practices

First principles of manual handling are not to undertake such a task in the first place if you can avoid doing so. Recognising this is often impractical, manual handling tasks should be identified during a pre-assessment walk through. This can be part of the procedure for general risk assessments required under the Management of Health and Safety at Work Regulations.

The regulations clarify that the risk assessment should specifically consider:

- The physical suitability of the employee to carry out the operations;
- The clothing, footwear or other personal effects he/she is wearing;
- His/her knowledge and training;
- The results of any relevant risk assessment carried out to comply with management regulations;
- Whether the employee is within a group of employees identified by that assessment as being especially at risk; and
- The results of any health surveillance provided for that employee.

In most cases managers should be able to carry out the assessments themselves as they are best placed to know about the manual-handling taking place in their own departments. There may be a requirement to draw on the knowledge of others who have greater knowledge, experience and have been trained in risk assessment to advise or assist in the assessments.

If after assessment it is determined that staff require training to minimise the residual risk then training must be carried out by competent/qualified trainers. Staff must be made aware of the fact that safe handling is not just work related but also a lifestyle issue.

Manual handling risk reducing principles should be adopted for all types of lifting or when the manual movement of an item is being contemplated. By applying a simple dynamic risk assessment before commencing with a manual activity the risk of injury can be greatly minimised. It is a simple thought process, ask yourself:

- Does the object look awkward to hold, has it sharp edges or is difficult to grip;
- Have I lifted the same type of object before, how did I feel, did I cope;
- Is it heavy - perhaps just rock the object backwards and forwards to make a judgement on how heavy it is;
- Could the load have an unequal centre of gravity that could put me off balance or add to straining;
- What is my capability today at this time, am I tired or have I suffered with recent back pain or twinges;
- Are sack trucks or a trolley available to take the load;
- Can I ask someone to help me with a two person lift; and
- Where do I need to take the object, are there stairs or is the walking surface slippery.

By asking these simple types of question you can risk assess the task and give yourself the best chance to avoid injury, remember if in doubt – do not lift.

22. Noise at Work

The Control of Noise at Work Regulations 2005

Noise at Work Regulations 1989

High levels of noise at work can cause hearing loss. This can take many years to become serious. Young people can be damaged as easily as the old and deafness can make people feel isolated from their family, friends and colleagues.

A preliminary decision on whether an assessment is needed can usually be reached without making detailed noise measurements.

As a rough guide, an assessment of daily personal exposure (L_{ep,d}) will usually be needed wherever people have to shout or have difficulty being heard clearly by someone about 2 metres away or they find it difficult to talk to each other.

Whenever it is decided that a more detailed assessment is needed, expert advice will be sought.

23. Plant, Mechanical and Electrical Equipment

Provision and Use of Work Equipment Regulations 1998

Lifting Operations and Lifting Equipment Regulations 1998

Supply of Machinery (Safety) (Amendment) Regulations 2011

Work equipment covers an enormous range of items. Important points include: selecting the right equipment for the job, making sure equipment is safe to use and keeping it safe through regular maintenance, inspection and, if appropriate, thorough examination, training employees to use equipment safely and following manufacturers' or suppliers' instructions. Accidents involving work equipment happen all the time – many serious, some fatal.

Royston Town Council is committed to ensuring that equipment is suitable for its intended use.

Nominated Staff Members will:

- Ensure that all inspection and maintenance regimes are complied with;
- Will check that new plant & equipment meets health & safety standards before purchased;
- Arrange for periodic inspections of portable items;
- Ensure all persons are adequately trained in using electrical equipment; and
- Ensure any fixed electrical installations are safe and tested on a regular basis

Electrical Equipment

Electricity at Work Regulations 1989

Electricity can kill. Even non-fatal shocks can cause severe and permanent injury. Shocks from faulty equipment may lead to falls from ladders, scaffolds or other work platforms. Those using electricity may not be the only ones at risk. Poor electrical installations and faulty electrical appliances can lead to fires which can also result in death or injury to others.

User checks on electrical equipment can be made by the person using the equipment. Aspects to look for should include damage to the plug, cable or equipment casing, use of tape to join wiring, overheating, and whether the item has been exposed to conditions for which it is not suitable, e.g. a wet environment. Formal visual inspections and changing plugs or altering electrical equipment must be completed by a qualified electrician.

Any items on council premises that have not been PAT tested must not be connected to the Council's electricity supply.

Any faults with electrical equipment should be reported immediately to the person responsible for the maintenance and the equipment taken out of use immediately.

24. Stress at Work

Management of Health and Safety at Work Regulations 1999

There is a clear link between poor work organisation and subsequent ill health. The Health & Safety Executive defines stress as “*the adverse reaction people have to excessive pressure or other types of demand placed on them*”. Stress at work can be tackled by identifying the hazards, assessing who is at risk and the level of risk, deciding how to manage the risk and putting the plans into action.

In order to reduce stress in the organisation, Managers and the staff they are responsible for should keep in regular contact. Managers should ensure they hold regular meetings with individual members of staff, providing an opportunity for all to raise any issues of concern and explore a way to resolve them.

Any member of staff who is absent from work, even for one day, should complete a return to work form and have a conversation with their Manager about the reasons for absence and whether any support or action can be taken to prevent future reoccurrences.

25. Trip & other Dangerous Hazards

Workplace (Health, Safety and Welfare) Regulations 1992

The most common cause of injuries at work is the slip or trip, resulting in falls which can be serious. It's a particularly important subject since members of the public use our premises. Measures to prevent such injuries are often simple, cheap and lead to other benefits.

Where any member of staff discovers spillages, wet surfaces, broken objects, damaged furniture or equipment, they must take every step to initially make the area safe and where the member of staff can deal with the danger safely, they must do so. Otherwise it should be immediately reported to the appropriate responsible officer.

26. Pandemics

If a pandemic is announced then all council activities and functions will be risk assessed and any necessary procedures and restrictions will be implemented.

Government advice will be strictly adhered to and checked regularly and procedures will be updated as required.

Health and safety and wellbeing of staff, councillors, service users and members of the public is paramount.

27. Abuse and Threats to Staff

Abuse and threats to staff from members of the public, councillors or other employees will not be tolerated in any circumstances.

Appropriate action will be taken which may include, but is not limited to, reporting the abuse and threats to the police, reporting members under the council's code of conduct and utilising the council's policies such as the disciplinary procedure and the vexatious complaints policy.

Policy approved by Full Council: 29th March 2021

Minute number:

Review date: March 2024 or earlier if conditions dictate

**ROYSTON & DISTRICT MUSEUM & ART GALLERY
MOVING FORWARDS
A REPORT FOR ROYSTON TOWN COUNCIL**

1. Consultancy Brief

Royston Town Council engaged Sam Hunt Consulting to review the current management arrangements for Royston Museum and to look at options for moving the Museum from a directly managed function into an independent charitable trust. This report has been prepared following meetings with representatives of the Royston and District Local History Society and separately with the Town Clerk and Cllr. John Davison. This report summarises the current situation and recommends a way forward based on information provided and expressed views of consultees.

2. The Museum

Royston Museum is directly managed by the Town Council who employ a Curator and Assistant Curator. The post of Curator is currently vacant and the Museum has been closed during Covid lockdowns, though it is planned to re-open to the public this coming summer. The Museum building is leased with seven years remaining and the Council pays a rental. It is Fully Accredited under the Museums Accreditation Scheme. The Museum attracts around 8,000 visitors per annum and is a valued community resource, providing a range of popular events and workshops, school activities and reminiscence sessions. The Museum is supported by an active Friends group who are constituted as an independent charity.

The collections present a historical perspective of Royston and the surrounding area; the main focus being 19th and 20th century social history. The bound copies of the Royston Crow and a collection of paintings by Herbert Whydale are of note. The Museum displays are constrained by available space and density of exhibits but with flair and a modest investment could present Royston's stories, past and present in a compelling and engaging manner. Importantly the Museum has potential to develop its activities and role, supporting wellbeing within local communities, civic pride and a sense of identity within a growing township.

3. Current Situation

The current management agreement between the Royston & District Local History Society (the Society) and Royston Town Council (the Council), whereby the Society agreed to lend its collections to the Town Council who for their part agreed to undertake the management and operation of the Museum is due for review. There is a concern that town councils do not have powers under the 1972 Local Government Act to directly manage a museum or art gallery, unless it is a delegated function by a district or county council. There has been some ambiguity about this in the past, but a recent case at Newark confirmed the need for a delegation to be in place. Also, as the Society is not a registered charity the Accredited status of the Museum could be at risk as the collections are technically unsecured and could be sold or dispersed by the Society.

That apart current management arrangements have come under strain; the Society feeling that they have been 'squeezed' out of decision making, exacerbated by the inability of the Advisory Committee to meet during Covid lockdowns.

Following meetings with both Town Council and Society representatives there seems to be an accord that now is the right time to review the arrangements so that the Museum can prosper and achieve its undoubted potential as a community resource for the Town.

4. Options

In summary there are four basic options open to the Town Council:

(a) Closure

The Council would need to give three years notice under the current agreement and seven years would remain as a lease commitment on the building. The collections would revert to the Society at the expiry of the notice period. Whether the Society would be willing or have the capacity to take on the management of the Museum is uncertain. Equally uncertain is whether the Town Council would provide ongoing financial support for the Society to manage the Museum.

(b) Status Quo

This is probably not now an option for the Town Council following recent advice concerning direct management of museums and galleries. The desire by the Society to have closer involvement with the collections could also give rise to difficulties regarding the Council's ability to manage and operate the Museum as it sees fit.

(c) Independence

Creation of a new independent charitable trust supported by a service level agreement with the Council and a loan agreement with the Society for the collections offers the best way forwards. There seems to be a high degree of support for this as a way forward. Similar arrangements exist elsewhere.

(d) Agency

The Council could consider offering an agency agreement to another museum to manage Royston Museum. This however is likely to be a more expensive option given management overheads and staff travel. The issue of the Society's collections and management arrangements would remain, also that the Town Council does not have the powers to operate a museum. There is a mixed track record of agency arrangements elsewhere.

5. Way Forward

A growing number of local authorities no longer operate museums and galleries as directly provided services, instead setting up alternative arrangements, usually by creating an independent charitable trust to manage the service with accountability through a Service Level Agreement. Lowewood Museum at Hoddesdon provides a recent example of a local authority transfer in Hertfordshire. Penzance Town Council in Cornwall is currently looking into transferring the Penlee House Museum and Art Gallery into trust status. Typically, the assets – buildings and collections continue to be held by local authority or current owner to ensure their protection in case of failure.

Independent trusts are well positioned to attract external investment and fundraise to develop their activities. Through a process of careful selection and nomination a trust board can provide a high-level balance of skills and experience to complement the work of staff and volunteers. Importantly in the case of Royston Museum an independent board would provide a neutral ground for collective decision making with nominated positions for both organisations.

Following conversations with representatives of the Town Council and the Society there seems a will to set up an independent charity to manage and operate the Museum. The current agreement would be replaced by an SLA with the Town Council and a loan agreement with the Society. It is recommended that a Charitable Incorporated Organisation (CIO) is created as the governance model. This has the benefit of incorporation which provides a limitation on liability of individual trustees. Many organisations including existing charities are converting to CIO status. The process is now relatively straightforward and unless there are particular complications does not require legal input. The key stages to take this forward would be to:

- Create a working group with representatives from the Town Council and Society
- Draft constitution (Foundation model) using Charity Commission template
- Agree charitable purposes of the CIO, number and composition of trustees
- Agree first trustees (must be fit and proper persons)
- Agree key policies required by the Charity Commission to support an application
- Apply to Charity Commission
- Draft 3- year business plan
- Draft SLA with Town Council and loan agreement with the Society
- Undertake a skills and experience audit
- Recruit additional trustees and provide trustee role induction
- Set up organisation (bank account, standing orders etc)
- Recruit a Curator or make arrangements for curatorial support
- Society applies to become a registered charity
- Update details to ensure continued Full Accreditation

It should be possible to complete the process within a year provided there are no complications or delays.

6. Other Considerations

Current Lease

One area that does require some thought is the current lease which has 7 years to run. If the CIO is to attract public sector funding it will need to be able to demonstrate reasonable tenure of premises, normally 25 years from the point of application. It is recommended that the current lease is extended by the Council with the Museum occupying the building on a peppercorn rent or that allowance is made in the funding agreement as part of the SLA. The Council will need to check that this is within their defined powers. Alternatively, a new lease may need to be negotiated between the landlord and the CIO.

Financial Support

It is assumed that budgetary provision for the Museum would continue at the current level with inflation, subject to say a three -year review of performance against agreed KPIs and submission of annual reports to the Town Council. This would form part of the SLA that would also set out key obligations and requirements of the CIO and Town Council, including compliances areas, key policies, maintenance, repairs and renewals, insurance and delivery of an achievable business plan. The Museum has limited capacity to generate revenue, given its size and locality. It is assumed that it would continue to be free to enter.

Trustees

Agreement of the number of nominated trustee positions held by both the Society and Town Council need to be agreed and written into the constitution. Nominating bodies may of course choose to

appoint from outside their own organisations to ensure that the CIO has the skills and experience within the trustee body to ensure the Museum can prosper and operate to high standards. Accountability to the Society in respect of its collections and the Town Council in respect of service delivery is more properly achieved through agreements with the two bodies.

A suggested balance for the new trustee body is three nominated appointments each for the Town Council and the Society and up to four independently appointed trustees, giving a maximum of ten trustees. Current guidelines recommend that the number of trustees does not exceed twelve. The Chair would be appointed by the trust board.

Reserves

The CIO will of course as a new body need to build up reserves against unforeseen changes in circumstance that might arise and to allow for contingencies. The Town Council may consider an interest free loan repayable after a fixed period to provide the new trust with a degree of security.

Curation

There are a number of options here for curatorial support and management of Royston Museum. Either a Curator or Museum Development Manager; the latter specifically charged with service development. In the longer term, if volunteer capacity and skills are well-developed, this post could become part-time. An experienced museum professional on the Trustee Board providing support and guidance as well as informed challenge would be highly desirable.

Future Development

There is pressing need to improve the standards of display and interpretation in the Museum. The jumble of showcases needs to be replaced to allow for better viewing with the display material selected to better tell the stories of Royston and the surrounding area, with greater flexibility to mount exhibitions. However, attracting development funding from NLHF and other funding bodies will require a longer lease for the property.

The Society

A final step in the transition process would be for the Society to become a registered charity to ensure the safeguarding of the collection. There seems a recognition that this needs to happen. It is recognised good practice for collections to be held in a holding trust, separate from the operating trust, to prevent their dispersal or sale if the operating trust were to fail and its assets sold off. It is important that the charitable purpose complement those of the CIO to avoid any complications with the Charity Commission over duplication of role.

7. Recommendations

It is recommended that the Town Council:

- (a) Sets up a joint working group to oversee the process of setting up a CIO to manage the Museum and negotiate an SLA and loan agreement with the Council and Society.
- (b) Does not renew the current agreement between the Society and Town Council.
- (c) Enters into discussions with the landlord for a new 25 lease for the building and sub-let to the CIO.

It is recommended that the Society:

- (a) Agrees to the proposals and process outlined in this report.
- (b) Agrees its representation on the working group.
- (c) Considers becoming a registered charity.

Agenda item 16 – Town Hall Maintenance Reserve

Below is a quote for the replacement server and associated equipment that is needed for the cinema. Without this the cinema cannot be operated.

There is a lead time of 6-8 weeks for delivery and installation and the cinema would like to re-open on May 21st 2021.

To clarify the quote:

BARCO ICMP-X SDI 3*2TB is a digital server with built-in media block. This device stores the film and sends it to the projector for screening.

PROYESSON PAA 20 + is an interface device which allows the digital server to send commands to external devices, e.g. to dim the auditorium lights, change the volume, change the screen masking ratio.

Quotation

Good morning, please see below pricing for Royston, do let me know if you are happy to proceed and I will have the appropriate invoice sent over to you.

Many thanks
Simon

		Item	Charge inc. shipping
Royston Picture Palace	1	BARCO ICMP-X SDI 3*2TB	£7,585.92
Town Hall	1	PROYESSON PAA 20 +	£324.13
Melbourn Street	1 day	Installation	£550.00
Royston		Total	£8,460.05
SG8 7DA			

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Members are to approve expenditure of £8,460.05 from the Town Hall Maintenance Reserve.

Agenda item 18 - Town Hall s106 application

There are two pots of section 106 money which are allocated to be used for Town Hall capital projects.

10/01066/1 (Site C) - £28,792.40 (payback is 10/06/2024)

13/00409/1 (Site A) - £79,145.31 (does not appear to have a payback clause)

There is outline agreement from NHDC (subject to the formal s106 approval processes) that we will be able to use some of these funds for improved access to the kitchen area, new kitchen facilities and to install a permanent hearing loop in the hall.

We are preparing the specification for the works (draft attached) and awaiting kitchen design before going out to tender.

The access and facilities are currently very restricted.

There is no disabled access to the kitchen and a very narrow walkway behind the bar into the kitchen area. There is also a very heavy fire door which is difficult to navigate.

Last year, the council had a hirer who used the hall for catering but due to the access and lack of facilities they had to move to alternative premises in Royston. The proposed changes would allow groups such as this to use the facilities.

RTC is working with the Police to introduce regular youth cinema nights at the Town Hall. The current layout would not be suitable to be able to supervise the attendees. The new layout would provide an open space where refreshments could be served safely and openly.

The majority of service users at the Town Hall are elderly and facilities need to be adapted so that they are user friendly.

There have been enquiries about using the Town Hall as a Memory café or similar, and the current facilities do not lend themselves to this. An open space with good access would be welcoming and able to be used by people of all ages.

The installation of a permanent hearing loop at the Town Hall would improve the facilities for those with hearing issues. The Hall is run as a cinema several nights each week and whilst there is an Audio Description system, there is currently no effective solution for people with restricted hearing. The hearing loop would open up the cinema to a new set of customers who would then successfully be able to be accommodated.

Members are asked to resolve to support a s106 application for the improvement of access to the kitchen, refurbishment of the kitchen and bar area and to install a permanent hearing loop in the hall.

Caroline Mills

Town Clerk to Royston Town Council

18th March 2021

Preparation kitchen area

Remove all existing kitchen units and cupboards
Disconnect plumbing and electrics
Retain corner cupboard housing hot water cylinder marked (A)
Retain existing fridge for reuse (B)
Remove stud partition – assumed non-bearing load (shown red)
Retain drinks cabinet for reuse (C)
Remove existing lighting tubes
Remove wall tiling
Remove floor covering
Remove flaking from ceilings and walls

Preparation bar area

Remove existing bar and disconnect sink and remove plumbing
Remove security grill
Remove wood panelling from walls
Remove suspended ceilings and lights

Q. There are 2 areas of suspended ceiling in the bar area either side of the grill. I expect the ceiling in the bar area will be the same as kitchen.

Q. Lighting in bar area needs to be good – do we want a suspended ceiling? How accommodate the height difference when partition is removed?

Initial works

Underlay ceiling with 12mm plasterboard and skim
Plaster skim walls
Check existing electrical system (part P electrician) and check plumbing system
Make good where partition removed

New work

New kitchen supplied and fitted (by others)
Checked and inspected electrical work reconnected with a minimum of 8 new double power points, hob and oven connections (part P electrician)
Provide and fit a minimum of eight 900mm ceiling lights
Adjust fire and heat detection system as required
Adjust or replace any plumbing or electrics affected
Plumbing reconnected
Top grade extractor system fitted above hob to outside air (probable 150mm system)
Replace existing non-functional window with UPVC openable sash window to match existing style with security bars fitted to frame (to allow bottom section to be raised for ventilation and emergency escape) – work by an approved window installer
Supply & fit new tiled splashback to kitchen units–allow £30/square metre for supply of tiles chosen by client
Allow for new vinyl interlocking floor system or hard tiles to clients choice
Allow to white paint all woodwork, ceilings and walls

Special item

Allow for a new bar with a worktop of at least 900mm wide in hardwood
Bar to be in white easy clean material to be agreed
Existing drinks cupboard to be relocated
A secure lockable cupboard is to be formed under the bar area
Relocate BT hub (nb Ethernet connection to pod)
13 amp power supplies as required

A new open mesh security grill is to be provided in the location shown by red dotted lines – style to be agreed with client

Completion

Leave site tidy and remove all rubbish and unwanted items

Hand all certificates, guarantees and handbooks to the client

