

Public Document Pack

To: Councillor J Hubbard (Town Mayor)
Councillor C Goodhind (Deputy Town Mayor)
Councillor P Alford
Councillor P Aves
Councillor G Cooke
Councillor J Crundell
Councillor S Crundell
Councillor G Ellis
Councillor C Forgacs
Councillor C Houghton
Councillor L Lewis
Councillor S Mortimer
Councillor J Oatley
Councillor T Price
Councillor S Rabey

28 March 2022

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are summoned to attend the **Full Council** meeting of Melksham Town Council. The meeting will be held at the Town Hall on **Monday 4th April 2022** commencing on the rising of the preceding Economic Development and Planning committee meeting.

A period of public participation will take place in accordance with Standing Order 3(e) prior to the formal opening of the meeting. The Press and Public are welcome to attend this meeting in person, alternatively the public and press may join the meeting via Zoom.

In accordance with the Council's commitment to being open and transparent; all town council meetings are recorded and broadcast live. The right to do so was established under the Openness of Local Government Bodies Regulations

Yours sincerely



Mrs L A Roberts BA(Hons), PGCAP, FHEA, FSLCC
Town Clerk and RFO

Melksham Town Council
Full Council

Monday 4 April 2022

In the exercise of Council functions. Members are reminded that the Council has a general duty to consider Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity. The Council also has a duty to tackle discrimination, provide equality of opportunity for all and foster good relations in the course of developing policies and delivery services under the public sector Equality Duty and Equality 2010.

Public Participation – To receive questions from members of the public.

AGENDA

Virtual Meeting Access

Please follow the joining instructions below for the virtual Zoom meeting which is the same as the preceding Economic Development and Planning meeting:

Join Zoom Meeting:

<https://us02web.zoom.us/j/83132776861?pwd=L0lBS2FDS0tLVEdxQWpYRDZRVdItZz09>

Meeting ID: **831 3277 6861**

Passcode: **296998**

1. Apologies

To receive apologies for absence.

2. Declarations of Interest

To receive any Declarations of Interest in respect of items on this agenda as required by the Code of Conduct adopted by the Council.

Members are reminded that, in accordance with the Council's Code of Conduct, they are required to declare any disclosable pecuniary interest or other registrable interests which have not already been declared in the Council's Register of Interests. Members may however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared on the Register, as well as any other registrable or other interests.

3. Minutes (Pages 1 - 18)

To confirm as a correct record the minutes of the Full Town Council meetings held on 24 January 2022 and 21 March 2022.

4. Accounts

4.1 List of Payments to 31 January 2022 (Month 10) (Pages 19 - 22)

To approve the list of payments made by Direct Debit, cheque, debit card, and BACS from the Town Council's Co-op Bank Account for the period from 01/01/2022 to 31/01/2022 (see attached).

To approve the list of payments made by Direct Debit, cheque, debit card, and BACS from the Town Council's Assembly Hall Lloyds Bank Account for the period from 01/01/2022 to 31/01/2022 (see attached). The list of payments was noted and approved by the Finance, Administration and Performance committee on 14 March 2022.

4.2 Petty Cash to 31 January 2022 (Month 10) (Pages 23 - 24)

To approve the payments made by petty cash for the period to 31/01/2022 (see attached).

4.3 Monthly Financial Statement to 31 January 2022 (Month 10) (Pages 25 - 26)

To note the monthly Financial Statement attached and that the Statement was noted by the Finance, Administration and Performance committee on 14 March 2022.

4.4 Detailed Income and Expenditure Report at 31 January 2022 (Month 10)

To note the Income and Expenditure report and that the report was noted by the Finance, Administration and Performance committee on 14 March 2022.

4.5 Town Council Income Received Report to 31 January 2022 (Month 10) (Pages 27 - 28)

To note the Detailed Town Council Income Received report and that the report was noted by the Finance, Administration and Performance committee on 14 March 2022.

4.6 Earmarked Reserves at 31 January 2022 (Month 10) (Pages 29 - 30)

To note the Earmarked Reserves and that the Reserves were noted by the Finance, Administration and Performance committee on 14 March 2022.

5. Financial Risk Assessment (Pages 31 - 36)

Members are requested to approve the Council's Financial Risk Assessment (see attached).

6. Neighbourhood Plan

Members to note that Town Council representatives are still required for the subgroups as highlighted (****) below:

- Local Green Space (Simon Crundell - MTC, John Glover - MWOP, Patsy Clover - MTC, Deputy Town Clerk)
- Implications of the By-Pass (Mike Sankey, Wiltshire Councillor, Graham Ellis –

- MTC, John Harris and John Hamley, Steering Group members)
- Town Centre Masterplan (Saffi Rabey - MTC, Linda Roberts – MTC, Town Clerk)
- Environmental Issues (Shirley McCarthy – Steering Group member, Tom Price – MTC)
- **** Implications of the Melksham Canal Link – Town Council representative required.
- **** Housing Allocations (Richard Wood - MWOP, David Pafford – MWOP, Linda Roberts – MTC, Town Clerk) - Town Council representative required.
- **** Strengthening Existing Heritage Policy: Creating a local list of Heritage Assets - Town Council representative required.

7. Assembly Hall

7.1 Report of the Acting Head of Operations (Pages 37 - 42)

To receive the report of the Acting Head of Operations regarding the operation of the Assembly Hall for the coming financial year, and to approve the revised pricing structure.

7.2 Request to install a Plaque on the Assembly Hall (Pages 43 - 44)

Members to consider the request to hang a plaque on the Assembly Hall to commemorate 20 years of Melksham Rock and Roll at the Assembly Hall (see attached).

8. CCTV Protocol (Pages 45 - 150)

To approve the following documents:

- Home Office – Surveillance Camera Code of Practice.
Council is obliged to adopt this code in order to operate a CCTV system.
- Closed Circuit TV System – Melksham Internal Operations Procedure Manual.
Members are requested to approve the procedure manual.
- Good Practice guide for the Implementation of Redeployable CCTV.
- SCC Councillors Guide – for information.
- Surveillance Camera Commissioner – Self Assessment Tool.
The Self-Assessment Tool has been completed and included in the agenda for member's information. It is not for submission or adoption; it serves as a useful guide to ensure that the town council are complying with the Home Office Surveillance Camera Code of Practice.

9. Adoption of Policies

Members are requested to approve the adoption of the following policies:

9.1 Publication Scheme Policy (Pages 151 - 156)

9.2 Recording of Meetings Policy (Pages 157 - 158)

9.3 Roundabouts, Gardens and Planters Sponsorship Policy (Pages 159 - 170)

9.4 Reserves Policy (Pages 171 - 174)

Members are requested to approve the re-adoption of the Reserves Policy.

9.5 No Fly Posting Policy (Pages 175 - 178)

Members are requested to approve the re-adoption of the No Fly Posting Policy.

10. Items for Information

To receive the meeting notes from Groups who have representation from Melksham Town Council.

10.1 Wilts & Berks Canal Trust (Pages 179 - 190)

To receive the Wilts & Berks Canal Trust On the Button and Branch Officer's Report – February 2022.

10.2 Melksham Health & Wellbeing Group (Pages 191 - 194)

To receive the draft notes of the Melksham Health & Wellbeing Group meeting held on 22 February 2022.

10.3 Wiltshire Swindon & Oxfordshire Canal Partnership (Pages 195 - 200)

To receive the draft notes and action items from the Wiltshire Swindon & Oxfordshire Canal Partnership meeting held on 3 March 2022.

11. Confidential Session

Members are requested to make the following resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960.

In view of the sensitive nature of the business to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw.

11.1 Speed Indicator Devices

To note that no response has been received from the supplier in response to the draft particulars of claim sent to them by the Town Council's solicitors in December. Members are requested to decide whether to instruct the Town Council's solicitors to pursue legal action against the company for the amount claimed of £12,495 plus VAT. Please note that the estimated court fees to issue the claim will be approximately £800.

11.2 Heads of Terms re Community Infrastructure Levy (CIL) Monies for the East of Melksham Development (Pages 201 - 202)

To approve the draft heads of terms prepared by the Town Council's solicitor regarding the use to which Community Infrastructure Levy (CIL) monies received from the east of Melksham development may be put.

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Public Document Pack Agenda Item 3

Melksham Town Council

Minutes of the Full Council meeting held on Monday 24th January 2022

PRESENT:

Councillor C Goodhind (Deputy Town Mayor)
Councillor P Alford
Councillor P Aves
Councillor G Cooke
Councillor J Crundell
Councillor S Crundell
Councillor G Ellis
Councillor C Forgacs
Councillor C Houghton
Councillor L Lewis
Councillor S Mortimer
Councillor J Oatley
Councillor S Rabey

OFFICERS:

Linda Roberts	Town Clerk
Patsy Clover	Acting Deputy Town Clerk
Hugh Davies	Amenities Manager
Jeff Mills	Communications Officer
Christine Hunter	Committee Clerk

PUBLIC PARTICIPATION: One member of the public and two members of the press were present. Two members of the public were present virtually.

233/21 Apologies

Apologies for absence were received from the Town Mayor, Councillor Hubbard, and Councillor Price.

234/21 Declarations of Interest

There were no declarations of interest.

235/21 Questions from Councillors

There were no questions from Councillors.

236/21 Minutes

It was proposed by the Deputy Town Mayor, Councillor Goodhind, seconded by Councillor Oatley, and

UNANIMOUSLY RESOLVED that the minutes of 13 December 2021 having previously been circulated, were approved as a correct record and signed by the Deputy Town Mayor, Councillor Goodhind.

237/21 Town Mayor's Announcements

The Deputy Town Mayor, Councillor Goodhind, reported that:

- a new CCTV camera has been erected that will monitor the Skate Park with remote access available.
- the CCTV control room at the Town Hall will be upgraded and volunteers recruited to monitor the cameras proactively.
- a defibrillator had been installed at the Pavilion.

The provision of checks for CCTV volunteers was discussed.

238/21 Reports from Unitary Councillors

Councillor Alford provided the following updates:

- Wiltshire Council's budget will be set on 1 February 2022.
- Wiltshire Council have agreed to increase the budget for Melksham House to £4m.
- A Place Board had been created by Wiltshire Council. As part of Councillor Alford's motion, Melksham Town Council would be invited to be part of this, alongside external consultants and local stakeholders to review all publicly owned assets in Melksham as part of a wider masterplan to enhance and regenerate the town.

239/21 Accounts

239/21.1 List of Payments

It was proposed by the Deputy Town Mayor, Councillor Goodhind, seconded by Councillor Rabey, and

UNANIMOUSLY RESOLVED to approve the list of payments.

239/21.2 Petty Cash

It was proposed by the Deputy Town Mayor, Councillor Goodhind, seconded by Councillor Oatley, and

UNANIMOUSLY RESOLVED to approve the Petty Cash payments.

239/21.3 Monthly Financial Statement to 30 November 2021 (Month 8)

It was proposed by the Deputy Town Mayor, Councillor Goodhind,

seconded by Councillor Oatley, and

UNANIMOUSLY RESOLVED to approve the Monthly Financial Statement.

239/21.4 Detailed Income & Expenditure Report as at 30 November 2021 (Month 8)

Councillor Mortimer asked why the solar farm monies were not included in the Earmarked Reserves. The Town Clerk explained that the finance reports followed practices relating to local government accounts for transparency and that the income for the current financial year from the Solar Farm should show in the finance reports in the year in which it is received. Explaining that at the end of the financial year end the income would be transferred to the Solar Farm Ear Marked Reserve. The Town Clerk added that she would check with the accountant to see if it could be added before the year end.

Councillor S Crundell asked why the Town Development Budget was 30% overspent? The Town Clerk explained that this was due to miscoding for the water fountain and prizes for the in-bloom competition, which had been identified and amended and would be reflected in the next budget reports.

It was proposed by the Deputy Town Mayor, Councillor Goodhind, seconded by Councillor Oatley, and

UNANIMOUSLY RESOLVED to approve the Income and Expenditure Report.

239/21.5 Earmarked Reserves to 30 November 2021 (Month 8)

It was proposed by the Deputy Town Mayor, Councillor Goodhind, seconded by Councillor Rabey, and

UNANIMOUSLY RESOLVED to approve the Earmarked Reserves.

240/21 Interim Internal Audit Report 2021/2022

The Internal Auditors interim Report and actions taken as a result of the recommendations therein were noted.

Councillor S Crundell thanked and congratulated officers stating that the report reflected favourably on their work.

It was proposed by the Deputy Town Mayor, Councillor Goodhind, seconded by Councillor Forgacs, and

UNANIMOUSLY RESOLVED to approve the interim Internal Audit Report for 2021/2022.

241/21 Committee Minutes

241/21.1 Community Development Committee

It was proposed by the Deputy Town Mayor, Councillor Goodhind, seconded by Councillor Oatley and

UNANIMOUSLY RESOLVED to receive the draft minutes of the Community Development Committee meeting held on 10 January 2022

It was proposed by Councillor Oatley, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED to allocate £4,000 from the Greenspace Earmarked Reserves to support funding applications for the Jubilee Trees project.

Councillors discussed in depth the request to support four quarterly Artbeats festivals at a cost of up to £10,000 per annum, to be met from this year's General Reserves.

It was proposed by Councillor Aves, seconded by Councillor Lewis and

UNANIMOUSLY RESOLVED to delegate the preparation of a detailed action plan to the Community Development Officer and the Town Clerk for review at the next Community Development Committee meeting scheduled for 7 March 2022.

241/21.2 Economic Development and Planning Committee

It was proposed by Councillor Oatley, seconded by Councillor Rabey, and

UNANIMOUSLY RESOLVED to receive the draft minutes of the Economic Development and Planning Committee meeting held on 10 January 2022.

241/21.3 Finance Administration and Performance Committee

It was proposed by Councillor Rabey, seconded by the Deputy Town Mayor, Councillor Goodhind and

UNANIMOUSLY RESOLVED to receive the draft minutes of the Finance, Administration and Performance Committee meeting held on 17 January 2022.

241/21.4 Chairs of Committees Meeting

It was proposed by the Deputy Town Mayor, Councillor Goodhind, seconded by Councillor Rabey and

UNANIMOUSLY RESOLVED to receive the draft notes of the Chairs of Committees meetings held on 29 November 2021 and 17 January 2022.

242/21 Written motions from councillors

242/21.1 Motion regarding Deployable CCTV Cameras

The motion from the Deputy Town Mayor, Councillor Goodhind, to purchase rapidly deployable CCTV cameras and associated items was received.

Consideration was given to where the cameras would be deployed, the number required, the procedure for deployment, costs and managing the CCTV system. The Town Clerk reported that she would be the data controller and is currently working on CCTV protocols.

It was proposed by Councillor Aves, seconded by Councillor Alford and

RESOLVED to purchase two deployable CCTV cameras with batteries plus one spare battery at not more than 55% of the quote from IC2 Distribution.

242/21.2 Motion regarding engagement with Wiltshire Council in the masterplanning of Melksham

Having spoken to this motion, it was proposed by Councillor Alford seconded by Councillor Cooke and

UNANIMOUSLY RESOLVED to support engagement by Melksham Town Council with Wiltshire Council through a task group which will explore options for publicly owned assets in Melksham through the creation of a masterplan.

243/21 Publicly owned assets in Melksham

It was proposed by Councillor J Crundell seconded by Councillor Mortimer and

UNANIMOUSLY RESOLVED to appoint Councillors Aves, Ellis and Councillor S Crundell as Melksham Town Council representatives on the Wiltshire Council task group.

244/21 Calendar of Meetings 2022/2023

It was proposed by the Deputy Town Mayor, Councillor Goodhind, seconded by Councillor Oatley and

UNANIMOUSLY RESOLVED to adopt the Calendar of Meetings for 2022/2023 subject to the following amendments:

- cancel the Economic Development and Planning Committee meeting scheduled for 16th January 2023.
- Reschedule the 1 October 2022 the Budget Meeting to 10 October 2022.

245/21 Investment Strategy Policy

It was proposed by the Deputy Town Mayor, Councillor Goodhind, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED to approve and adopt the Investment Strategy policy.

246/21 Provision of a Computer for use by Members of the Public

The Town Clerk explained that there would be costs involved in purchasing the equipment, and that members of the public may require help to use the MyWilts app.

It was suggested that members of the public should be directed to other sources, i.e. the Library, for access to computer facilities.

It was proposed by Councillor Alford, seconded by Councillor Aves and

UNANIMOUSLY RESOLVED to not to provide a computer for use by members of the public.

247/21 West Wiltshire-Elblag Twinning Association

It was proposed by Councillor J Crundell, seconded by Councillor Oatley and

UNANIMOUSLY RESOLVED to appoint Councillor Aves as the Melksham Town Council representative to the West Wiltshire-Elblag Twinning Association.

248/21 Emergency Plan

It was proposed by Councillor Aves Seconded by Councillor Oatley and

UNANIMOUSLY RESOLVED to approve the Melksham & Melksham Without Community Emergency Plan subject to the completion of the sections marked in yellow and green on the draft plan.

249/21 Items for Information

The Wiltshire & Berks Canal Trust Officer's report for November 2021 and draft notes of the Wiltshire, Swindon and Oxfordshire Canal partnership meeting held on 2nd December 2021 were received.

Meeting Closed at: 9.50 pm

Signed:

Dated:

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Melksham Town Council

Minutes of the Full Council meeting held on Monday 21st March 2022

PRESENT:

Councillor J Hubbard (Town Mayor)
Councillor C Goodhind (Deputy Town Mayor)
Councillor P Alford
Councillor P Aves
Councillor J Crundell
Councillor S Crundell
Councillor G Ellis
Councillor C Forgacs
Councillor S Mortimer
Councillor J Oatley
Councillor T Price
Councillor S Rabey

OFFICERS:

Linda Roberts	Town Clerk
Hugh Davies	Amenities Manager
Patsy Clover	Acting Deputy Town Clerk
Christine Hunter	Committee Clerk

PUBLIC PARTICIPATION: One member of the public and one member of the press were present:
Five members of the public were present virtually.

Adrienne Westbrook raised her concern that decisions about the future of the Cricketers' Café were being made by the Council behind closed doors. She stated this was not democratic and it was wrong to discuss the Café in such a way. The King George V park is a destination park with a variety of attractions for visitors apart from having an accessible café. She asked the council to think carefully about whether they would approve the report's recommendations contained in the agenda and reinforced how important the park is to the Melksham Community.

The Town Mayor, Councillor Hubbard, recognised the importance of the park to the people of Melksham and stated that the agenda item on the Cricketer's Café would be considered carefully by Council.

250/22 Apologies

Apologies were received from Councillor Houghton.

251/22 Declarations of Interest

There were no declarations of interest.

252/22 Questions from Councillors

There were no questions from Councillors.

253/22 Minutes

The Town Clerk stated that the minute numbering from the previous meeting was incorrect and required amending.

The Town Clerk also advised that the Solar Farm monies received this year were now included in the Earmarked Reserves. The Committee Clerk would amend minute item 239/21.4 in the minutes of 24 January 2022 to reflect this.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Mortimer and

UNANIMOUSLY RESOLVED to amend the minute numbering on the minutes dated 24 January 2022, and minute item 239/21.4 to confirm that the Solar monies would be included in the Earmarked Reserves.

The 24 January 2022 minutes would be approved and signed at the next meeting of the council.

254/22 Town Mayor's Announcements

The date of the Mayor's Civic reception was noted. The Town Mayor, Councillor Hubbard gave an overview of the schedule for the evening of the Mayors Reception.

The Town Mayor, Councillor Hubbard, confirmed that the Annual Meeting to be held on 16 May 2022, where the Town Mayor and Deputy Mayor would be elected and positions on committees appointed.

255/22 Reports from Unitary Councillors

Councillor Alford reported that at the Wiltshire Council Budget meeting held in January 2022, the following budget decisions had been made:
He confirmed at the meeting:

- a 3.5% council tax increase with a 1% increase on the Adult Social Care levy.
- the process to apply for Luncheon Club funding had been amended to allow for new applications to the Luncheon Club.
- to increase car parking charges.
- to charge for disabled parking
- agreed increases in children's and adult social care funding.

Councillor Alford confirmed that Wiltshire Council had decided not to charge for parking at the Campus initially, but to monitor the Campus parking use. If there is no abuse of the system there will be no charge for time limited parking.

Councillor Alford reported that the Area Board and Wiltshire Wildlife Trust have been working together on a project at Clackers Brook. He also reported on and a significant tree planting scheme near Lacock. Councillor Alford advised that they would be looking for volunteers.

256/22 Accounts

Councillor Mortimer advised that the payments report, agenda item 7.1, had not been received at the Finance, Administration and Performance Meeting held on 14 March 2022. The Town Mayor, Councillor Hubbard, suggested that the financial reports be deferred to the next Full Council meeting for approval.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor J Crundell and

UNANIMOUSLY RESOLVED that agenda item 7 be deferred until an investigation had been undertaken to identify which reports had been considered by the Finance, Administration and Performance meeting held on 14 March 2022.

257/22 Committee Minutes

257/22.1 Asset Management and Amenities Committee

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor J Crundell, and

UNANIMOUSLY RESOLVED to receive the draft minutes of the Asset Management Committee meeting held on 14 February 2022.

257/22.2 Bench Sponsorship Policy

Members discussed the proposed Bench Sponsorship policy considering the type of bench suggested, inclusion of , length of time that plaques are allowed to remain, and plaque content. Councillor Price suggested a memorial area be delegated in the dog run of King George V park and that benches have a vessel for floral tributes.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor J Crundell and

UNANIMOUSLY RESOLVED that the Bench Sponsorship policy be amended and to delegate authority to the Asset Management and Amenities Committee to approve the revised policy at their meeting on 19 April 2022.

It was also requested that all members see a copy of the amended policy before approval at the meeting.

The amendments to the policy include:

1. Policy Item 4.1 include the wording “if a bench has been donated, once it is installed it becomes the Town Council’s property”.
2. Policy item 4.1 after words “ for the” add the words “choice, specification and” before the words “procurement of the bench”.
3. Floral tributes – add “the council reserves the right to remove all floral tributes left by the bench within (time frame to be specified) days”.
4. Policy item 4.5 delete the wording “who have lived within the town (within the last 4 years)”
5. Policy Item 4.6 amend the wording “may contain the name of the person and date of birth and death only” to explain that a more personal inscription is allowed on a bench plaque.
6. Policy Item 4.6 Delete the wording “at the end of a 10-year period any memorial plaque shall be removed and may be collected by the applicant”.

257/22.3 Community Development Committee

Members considered the list of proposed events from the Community Development Committee for Queen’s Platinum Jubilee celebrations. At the Town Clerk’s suggestion it was agreed that a Jubilee Celebrations Working Group would be set up with Councillors Goodhind, Aves, Price and Mortimer to be members. The Working Group would create an action plan and designate time to support the events.

Councillor Rabey raised concerns from the Avon Bowls Club regarding the proposal to close the Market Place as they require access for a Centenary event at that time.

It was proposed by Councillor Oatley, seconded by Councillor J Crundell, and

UNANIMOUSLY RESOLVED to receive the draft minutes of the Community Development Committee meeting held on 7 March 2022.

It was proposed by Councillor Oatley, seconded by Councillor J Crundell, and

UNANIMOUSLY RESOLVED to appoint Councillor Mortimer as the town council representative on the Melksham Carnival Committee.

It was proposed by the Town Mayor, Councillor Hubbard, seconded

by Councillor J Oatley, and

UNANIMOUSLY RESOLVED to note the draft Action Plan of activities proposed by the Community Development Committee and to approve their recommendation that £6,000 be used from the General Reserves, to fund the Queen's Platinum Jubilee celebration events. Of that £6,000 an allocation of £1,000 to be allocated specifically to provide children's entertainment in King George V Park at the picnic event scheduled for Sunday 5 June 2022.

257/22.4 Economic Development and Planning Committee

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Rabey and

UNANIMOUSLY RESOLVED to receive the minutes of the Economic Development and Planning Committee meetings held on 31 January 2022, 14 February 2022 and the draft minutes of the Economic Development and Planning Committee meeting held on 14 March 2022.

257/22.5 Finance, Administration and Performance Committee

It was proposed by Councillor Rabey, seconded by Councillor Oatley and

RESOLVED to receive the draft minutes of the Finance, Administration and Performance Committee meeting held on 14 March 2022.

257/22.6 Staffing Committee

It was proposed by Councillor Alford, seconded by Councillor Price and

UNANIMOUSLY RESOLVED to receive the draft minutes of the Staffing Committee meeting held on 28 February 2022.

The Deputy Town Mayor, Councillor Goodhind, asked for an explanation of why the proposed changes to the Terms of Reference were being made and what the difference was between the previous and proposed changes. The Town Clerk confirmed the staffing Committee had requested these changes to the Terms of Reference. Councillor Alford explained that the previous staffing issue were dealt with by the Staffing Committee who did not have the experience or qualifications to deal with H.R. matters. It is the Town Clerk's responsibility to manage all staffing issues except the

employment of the Town Clerk.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Oatley and

RESOLVED to approve the proposed new Terms of reference subject to the following amendments:

1. That the posts making up the Senior Management Team are clearly identified in the terms of reference, and
2. They include an explanation that all actions delegated to the Town Clerk are exclusive of the Senior Management team, whose employment matters would be dealt with by the Staffing Committee.

258/22 Working Group Notes

258/22.1 Business Review Working Group

It was proposed by the Town Mayor, Councillor Hubbard, Councillor Oatley and

UNANIMOUSLY RESOLVED to receive the draft notes of the Business Review Working Group meeting held on 22 February 2022.

It was **UNANIMOUSLY RESOLVED** to suspended Standing Orders.

Adrienne Westbrook raised her concerns that the Cricketer's Café is not being used efficiently and suggested that any form of provision of refreshments would be better than the café being closed.

Standing Orders were reinstated.

258/22.2 Cricketer's Cafe

The report of the Acting Deputy Town Clerk was noted.

Following discussion Councillor Alford stated Council needed a unified view on what is wanted for the facility, based on evidence from members of the public.

The Town Clerk advised that NVB architects had quoted for a new design and layout at the Cricketer's Pavilion, going on to advise that NVB had been involved in the Masterplan for King George V Park and the public consultation exercise.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Alford, and

RESOLVED to get a temporary solution prior to opening the Cricketer's Café this year. To appoint NVB Architects, with a budget of £5,000, to carry out a community consultation to explore the best operation at the Cricketer's Café. Those findings to come back to an Extraordinary Council meeting to be scheduled for June 2022.

258/22.3 Building Condition Report

Condition Reports:

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Oatley and

UNANIMOUSLY RESOLVED to:

- undertake the red highlighted works as recommended in the report and that a scheduled review of works to be undertaken every four years, with an annual report on properties in order that every new council is aware of the building condition.
- undertake works to the Melksham Independent News building and the Art House Café building needed for Health and Safety reasons (red per the reports) with costs to be met from the Unplanned Maintenance budget and the General Reserve.
- the remainder of the works (amber and green per the reports) to be put on hold for budgetary reasons.

258/22.4 Strategic Plan

The Town Clerk confirmed the Strategic Plan is a way for the council to share its aims and objectives with the community. In addition to the Strategic Plan it is envisaged that each committee would have its own action plan linked to a budget.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Rabey and

UNANIMOUSLY RESOLVED to defer approval of the Strategic Plan and ask the Town Clerk to arrange a Saturday Visioning Day to finalise the Strategic Plan.

258/22.5 Environment and Climate Working Group

Councillor Ellis asked if members of the public could attend the Environment and Climate working Group. The Town Clerk replied if the Working Group felt they needed to allow members of the public to attend it would require approval from Full Council.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Oatley and

UNANIMOUSLY RESOLVED to receive the draft notes of the Environment and Climate Working Group meeting held on 3 March 2022.

259/22 Neighbourhood Plan

The notes of the Joint Neighbourhood Plan Steering Group meeting held on 9 February 2022 were received and noted.

Councillor Rabey reported that the ongoing work with Place on the next part of the Joint Neighbourhood Plan had begun.

The Town Clerk explained that now that legislation has changed and Neighbourhood Plans only protect against a lack of 5-year housing land supply for two years that the review would extend Melksham's protection.

The themes covered in the review include:

- Local Green Space
- Implications of the By-Pass
- Town Centre (Masterplan)
- Environmental Issues
- Implications of the Melksham Canal Link
- Strengthening the existing Heritage Policy – creating a local list of assets

The Town Clerk advised that the Neighbourhood Plan Steering group would be seeking town council representation on the themes who would form sub groups of the steering group.

The Town Clerk also confirmed that there would be a Housing Needs Assessment. This assessment was to establish the types of houses the Melksham Community will require in line with local demographics.

Councillor S Rabey explained that there had been an appeal against a planning decision at Townsend Farm (Melksham Without) which was being held up as a test of the Joint

Melksham Neighbourhood Plan. An expert had been engaged to provide advice and assistance at a cost of £1000.00

260/22 Written Motion from Councillors

The Motion from Councillor Mortimer was received.

The motion included a suggestion that the town council lease some of the disabled parking spaces in the town from Wiltshire Council to enable drivers who use the disabled parking spaces to continue to do so for free past 1 April 2022; with the town council meeting the cost directly with Wiltshire.

Councillor Alford explained at this time that Wiltshire Council have no policy in place regarding any leasing arrangements on disabled parking spaces. Once the Traffic Regulation Order had been approved and a policy in place it is anticipated that Wiltshire Council will be in a position to work with local councils who would like to lease disabled parking spaces.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Oatley and

UNANIMOUSLY RESOLVED to ask the Town Clerk to request that Wiltshire Council notify the Town Council as soon as a policy has been agreed and to note the town council's interest in a scheme to lease disabled parking spaces albeit subject to budget implications.

The Town Mayor, Councillor Hubbard, advised it was approaching 10pm and in accordance with Standing Orders the meeting would close at 10pm. The Town Mayor requested that the remaining agenda items be referred to a rescheduled Full Council meeting. The Town Mayor suggested that meeting to take place on the rising of the Economic Development and Planning Committee on Monday 4 April 2022.

Meeting Closed at: 10.00 pm

Signed:

Dated:

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Agenda Item 4.1

Date: 30/03/2022		Melksham Town Council Current Year					Page: 2	
Time: 11:02		Cashbook 4					User: MEL	
		Cooperative Bank A/C					For Month No: 10	
Payments for Month 10				Nominal Ledger Analysis				
<u>Date</u>	<u>Payee Name</u>	<u>Reference_£</u>	<u>Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
04/01/2022	Water2Business	DDR	8.50			4103 215	8.50	Water rates - Bow erhill Unit
04/01/2022	Water2Business	DDR	18.53			4200 203	18.53	Water rates - Addison Road
04/01/2022	Water2Business	DDR	162.94			4200 203	162.94	Water rates - Southbrook
04/01/2022	Petty Cash	Trans	200.00			220	200.00	Top-up petty cash
04/01/2022	Co-op Bank	BACS	4.34			4017 110	4.34	BACS fees
04/01/2022	Co-op Bank	BACS	9.00			4017 110	9.00	BACS fees
05/01/2022	Microsoft	DDR	91.20		15.20	4042 101	76.00	Licence
05/01/2022	SLCC	DEBIT CARD	144.00			4075 101	144.00	ILCA - C. Hunter
05/01/2022	SLCC	DEBIT CARD	144.00			4075 101	144.00	FILCA - P. Clover
05/01/2022	Co-op Bank	BACS	30.00			4017 110	30.00	BACS fee
06/01/2022	Giff Gaff	DDR	6.00		1.00	4027 101	5.00	SIM
06/01/2022	Grenke Leasing	DDR	106.80		17.80	4024 101	89.00	Photocopier
06/01/2022	Grenke Leasing	DDR	177.98		29.66	4024 101	148.32	Photocopier
06/01/2022	British Gas	DDR	26,076.10		4,346.02	4252 204	21,730.08	Electricity - Pavilion
06/01/2022	British Gas	DDR	-26,076.10		-4,346.02	4252 204	-21,730.08	Electricity - Pavilion
06/01/2022	British Gas	DDR	24,076.10		4,012.68	4252 204	20,063.42	Electricity - Pavilion
07/01/2022	Microsoft	DDR	106.13		17.69	4042 101	88.44	Licences
11/01/2022	Amazon	DEBIT CARD	27.79		4.63	4075 101	23.16	Apprenticeship handbook
11/01/2022	Enterprise	DDR	562.90		93.82	4156 202	469.08	Van lease
12/01/2022	Post Office	DEBIT CARD	39.60			4028 101	39.60	Stamps
12/01/2022	British Gas	DDR	83.67		3.98	4185 205	79.69	Electricity - Public toilets
12/01/2022	H. Davies	BACS	162.73			4175 210	150.00	Kitchen units - Art House
						4186 202	7.54	Return postage - Defib
						4163 202	5.19	Hoover bags
13/01/2022	British Gas	DDR	244.88		40.81	4252 204	204.07	Electricity - Pavilion
14/01/2022	Iceland	DEBIT CARD	9.00		1.50	4021 101	7.50	Coffee/tea
14/01/2022	Office Evolution	DDR	98.40		16.40	4026 101	82.00	Photocopying
14/01/2022	Mainstream	DDR	27.95		4.66	4027 101	23.29	Phones
14/01/2022	Wiltshire Council	BACS	8,650.19			520	8,650.19	Pensions
14/01/2022	Cloudy Group	BACS	3,153.38		525.56	4108 201	2,627.82	AV system
17/01/2022	Wiltshire Council	DDR	230.00			4102 201	230.00	Rates - TH
17/01/2022	Daisy Communications	BACS	23.94		3.99	4250 204	19.95	Pavilion - wifi
17/01/2022	Wiltshire Council	BACS	936.00			4102 201	936.00	Rates - TH
18/01/2022	Oakw ood	DDR	135.00		22.50	4196 202	112.50	Container
18/01/2022	Fuel Genie	DD	219.11		36.52	4153 202	182.59	Fuel
19/01/2022	Amazon Prime	DDR	7.99		1.33	4029 101	6.66	Subscription
20/01/2022	Wiltshire Council	BACS	25,073.79			520	25,073.79	Salaries
21/01/2022	Wiltshire Council	BACS	7,748.70			520	7,748.70	NI/PAYE
21/01/2022	British Gas	DD	520.80		86.80	4100 201	434.00	Gas - TH
21/01/2022	Zen	DD	20.40		3.40	4175 210	17.00	Wifi - Art House
21/01/2022	British Gas	DDR	476.58		79.43	4101 201	397.15	Electricity - TH
24/01/2022	EE	DD	167.83		27.97	4027 202	139.86	Mobile phones
26/01/2022	Zoom	DD	14.39		2.40	4042 101	11.99	Online services
26/01/2022	British Gas	DDR	23.38		1.11	4912 501	22.27	Gas - AH
27/01/2022	British Gas	DDR	187.67		8.94	4101 201	178.73	Electricity - Market Place
31/01/2022	Kan Connections	406584	6,529.20	6,529.20		501		Art House remedial electrics
31/01/2022	The Shine Group Ltd	406585	336.00	336.00		501		AH - kitchen deep clean
31/01/2022	Vimto (Out of Home) Ltd	406586	214.34	214.34		501		Bar stock

Continued on Page 3

Date: 30/03/2022

Melksham Town Council Current Year

Page: 3

Time: 11:02

Cashbook 4

User: MEL

Cooperative Bank A/C

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
31/01/2022	The Cobblers Bench	406587	18.00	18.00		501			Key cutting
31/01/2022	IDverde Limited	406588	603.99	603.99		501			Toilets - cleaning Jan 2022
31/01/2022	Melksham Without Parish Council	406589	377.50	377.50		501			Shurnhold Fields - info board
31/01/2022	Microshade Business Consultant	406590	920.10	920.10		501			Hosting services
31/01/2022	NVB Landscape	406591	3,124.80	3,124.80		501			KGV - maintenance bldg
31/01/2022	Prosec Consultancy Ltd	406592	267.30	267.30		501			Security - Remembrance Parade
31/01/2022	Rialtas Business Solutions Ltd	406593	426.00	426.00		501			Bookings softw are - annual sup
31/01/2022	Stannah Lift Services Ltd	406594	470.65	470.65		501			Lift - maintenance
31/01/2022	T H White Installation Ltd	406595	91.53	91.53		501			TH - service fire alarm
31/01/2022	Travis Perkins Trading Company	406596	82.22	82.22		501			Roller
31/01/2022	Vysion Ltd	406597	282.00	282.00		501			1/4ly online back up service
31/01/2022	Wiltshire Council	406598	1,215.24	1,215.24		501			Payroll services Apr21-Mar22
31/01/2022	Bathe & North East Somerset Co	406599	1,152.00	1,152.00		501			Winter bedding plants
31/01/2022	Boels Rental Ltd	406600	33.40	33.40		501			Hire - scaffold
31/01/2022	Cloudy Group Ltd	406401	4,902.21	4,902.21		501			AV system - final p'ment
31/01/2022	The MOT Centre & The Garage on	406402	1,267.08	1,267.08		501			MOT - Berlingo
31/01/2022	NPower (Yorkshire) Ltd	406403	49.03	49.03		501			Electricity - KGV Dec 2021
31/01/2022	The Rainy Day Trust	406404	108.00	108.00		501			Office chairs
31/01/2022	Wolf Decorating	406405	780.00	780.00		501			TH - decorating
31/01/2022	Trade UK	6331640018	59.85	59.85		501			De-icer/lubricant
31/01/2022	Enterprise	DDR	632.40		105.40	4156	202	527.00	Van lease
31/01/2022	Zen	DDR	21.60		3.60	4175	210	18.00	wifi - Art House
31/01/2022	Amazon	DEBIT CARD	70.38		11.73	4024	101	58.65	Tripod stands
Total Payments for Month			98,166.41	23,310.44	5,180.51			69,675.46	
Balance Carried Fwd			356,069.70						
Cashbook Totals			454,236.11	23,310.44	5,180.51			425,745.16	

Date: 09/03/2022

Melksham Town Council Current Year

Page: 2

Time: 14:50

Cashbook 2

User: MEL

Bank Assembly Hall A/c

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
04/01/2022	TV Licensing	BACS	159.00			4909 501	159.00	TV licence
14/01/2022	Tolchards	DD	159.07		26.51	4903 520	132.56	Bar stock
17/01/2022	BTE Services	DD	165.36		27.56	4917 501	137.80	Sanitary cleaning
17/01/2022	Wiltshire Council	DD	861.00			4914 501	861.00	Rates
19/01/2022	Market Place Merchants	DD	25.16		4.19	4917 501	20.97	Card charges
28/01/2022	Tolchards	DD	997.38		166.23	4903 520	831.15	Bar stock
31/01/2022	Caterfix Kitchens Ltd	3592	1,280.79	1,280.79		502		Kitchen - replacement pipes et
31/01/2022	Paul Seemayer	3594	930.00	930.00		502		Lighting - ELO etc
31/01/2022	Clear Brew Bath	3593	96.00	96.00		502		Cellar clean
31/01/2022	Richard Gibson	3595	609.81	609.81		502		Beatles & Beyond
31/01/2022	T Cross	3596	1,319.50	1,319.50		502		Show - Train to Skaville
31/01/2022	Wiltshire Publications Ltd	3597	765.00	765.00		502		Advertising
31/01/2022	Your Wiltshire	3598	162.00	162.00		502		Advert - January 2022
31/01/2022	Hills Waste	DD	483.81		80.64	4917 501	403.17	Waste collection
Total Payments for Month			8,013.88	5,163.10	305.13		2,545.65	
Balance Carried Fwd			679,348.03					
Cashbook Totals			687,361.91	5,163.10	305.13		681,893.68	

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Date: 09/03/2022

Melksham Town Council Current Year

User: MEL

Time: 14:51

Cashbook 9

For Month No: 10

Petty Cash

Payments for Month 10				Nominal Ledger Analysis			
Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount Transaction Detail
23/12/2021	H. Davies	TRANS	3.10		0.52	4028 101	2.58 Postage
07/01/2022	Wiltshire Publications	TRANS	23.97		4.00	4021 101	19.97 Wall planner
10/01/2022	B. Burry	TRANS	20.00			4151 202	20.00 Microphone
19/01/2022	P. Clover	TRANS	2.74		0.46	4021 101	2.28 Milk
19/01/2022	B. Burry	TRANS	1.19		0.20	4903 520	0.99 Milk
25/01/2022	C. Andrew	TRANS	12.25		2.04	4021 101	10.21 Refs
27/01/2022	K. Farrow	TRANS	7.04		1.17	4903 520	5.87 Refs
27/01/2022	B. Burry	TRANS	4.94		0.82	4903 520	4.12 Drinks
27/01/2022	M. Rolph	TRANS	31.68		5.28	4028 101	26.40 Stamps
Total Payments for Month			106.91	0.00	14.49		92.42
Balance Carried Fwd			98.53				
Cashbook Totals			205.44	0.00	14.49		190.95

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Melksham Town Council
Monthly Financial Statement 31 January 2022

Cash and Bank Balances:

Co-operative Current Account	356,070	
Assembly General Account	679,348	
Lloyds Short Term Fixed Deposit	51,819	
Lloyds Fixed Term Deposit	0	
CCLA Investment	116	
Credit/Debit Card Contol	378	
Petty Cash	99	
Bar Float	1,100	
		1,088,930

Debtors (monies owed to council)

H M Customs - Vat recoverable	8,277	
Bar Stock	3,329	
Debtors and Prepayments	3,114	
		14,720
		1,103,650

Less: Creditors (monies owed by council)

Suppliers of goods and services	6,834	
Retention Due	8,065	
Other Creditors	500	
Paye, Ni and Pension Due	13,434	
Events Control	2,163	30,996

Net Cash Available 1,072,654

Represented by:

General Fund

Current Year Surplus	214,791	
Earmarked Reserves Used in year	4,762	
	219,553	
Contribution to Earmarked Reserves	67,819	151,734
General Reserve balance at beginning of year		359,836

Earmarked Reserves

Balance at 1st April 2021	472,385	
Plus; Added in Year	0	
	472,385	
Less: Used to Fund Expenditure	4,762	467,623

Specific Reserves

CIL

Balance at 1st April 2021	12,519	
Plus: Received in Year	29,199	
	41,718	
Less: Used to Fund Expenditure	0	41,718

Solar Farm

Balance at 1st April 2021	13,123	
Plus Received in Year	38,620	
	51,743	
Less:Used to Fund Expenditure	0	51,743

1,072,654

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14/02/2022

Melksham Town Council Current Year

Page 1

16:54

Detailed Income & Expenditure by Account 31/01/2022

Month No: 10

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income Detail</u>							
1000 Income-Assembly Hall Lettings	1,188	10,338	20,000	9,662			51.7%
1001 Income-Assembly Hall Bar	3,438	21,076	20,000	(1,076)			105.4%
1004 Film shows	0	0	500	500			0.0%
1026 Income Interest	0	0	1,000	1,000			0.0%
1027 Income - Amenity Services	0	4,109	3,000	(1,109)			137.0%
1030 Income-Melksham Makers Market	0	1,769	1,000	(769)			176.9%
1034 Income Town Hall Bookings	15	483	6,500	6,017			7.4%
1040 Income 31 Market Place	1,083	8,134	6,900	(1,234)			117.9%
1042 Income Roundhouse	0	1,306	1,600	294			81.6%
1045 Income Allotments	10	430	4,700	4,270			9.1%
1046 Income - Pavilion	0	1,614	3,000	1,386			53.8%
1050 Grants Received	2,075	18,466	0	(18,466)			0.0%
1059 Sponsorship	0	1,135	0	(1,135)			0.0%
1060 MWPC contr. to Market Place	0	0	6,600	6,600			0.0%
1173 Live Entertainment	6,717	27,026	0	(27,026)			0.0%
1176 Precept Received	0	918,750	918,750	0			100.0%
1180 CIL Received	9,074	29,199	0	(29,199)			0.0%
1182 Solar money received	0	38,620	40,000	1,380			96.5%
Total Income	23,599	1,082,455	1,033,550	(48,905)			104.7%
Total Income	23,599	1,082,455	1,033,550	(48,905)			104.7%
Total Expenditure	0	0	0	0	0	0	0.0%
Net Income over Expenditure	23,599	1,082,455	1,033,550	(48,905)			
Movement to/(from) Gen Reserve	23,599	1,082,455					

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Melksham Town Council
Earmarked Reserves 31 March 2022
Schedule E
31.01.2022

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Agenda Item 5

Financial Risk Assessment Master

Financial Risk Assessment - Revised March 2022

Risk Identification	Risk	Risk Monitoring and Mitigation	Measurement L/M/H
<u>Accounting System:</u> Rialtas Omega Accounting/Bookings Software.	Run data check routine daily - any discrepancy indicates data corruption.	Report to software provider for correction. Covered by software maintenance agreement.	L
<u>Income</u>			
Precept. Set annually via Town Council Budget.	Represents 90% of the Councils income. Collected on behalf of the Council by Wiltshire Council via the Council Tax and paid in two equal instalments in April and September.	See Appendix 2 for Reserves Policy. Report to the Town Clerk and Chair of the Council if not received by 30 th April and 30 th September each year, contact Wiltshire Council for current situation. Maintain General Fund at 3 months operating costs as a minimum. (See budget process).	M Normally Low Risk. However shortage of funds in Principal Authorities due to current post pandemic climate and the economic constraints increase to Medium Risk.
Commercial Property Lettings	Non- payment of rent by tenants. Premises kept in poor repair by the tenant.	All commercial property rentals secured by formal repairing leases with regular rent reviews. Arrange regular landlord inspection to ensure in good internal repair. Rental invoices raised on monthly/quarterly cycle as defined in lease. If not paid within 30 days standard debt collection routines as defined in accounting procedures come into force.	L/M
Facility Lettings	Non-payment of fees by hirers. Damage to premises by hirers.	Casual Hirers-No credit given - payment in advance. Booking secured by deposit. Regular Hirers with approved credit, if not paid within 30 days standard debt collection routines as defined in accounting procedures come into force. No further hiring allowed until debt cleared in full. For large parties etc. damage and cleaning deposit taken and not refunded until facility inspected after the event.	L/M
Allotments- Managed on the Rialtas Allotments Computer Package.	Allotment agreement not signed. Non Payment of fees by holder. Non cultivation of allotment.	Allotment Invoices raised April annually, if not paid within 30 days standard debt collection routines as defined in accounting procedures come into force.	L

		Allotments inspected regularly and tenant warned if not cultivated to acceptable standard.	
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Risk Identification	Risk	Risk Monitoring and Mitigation	Measurement L/M/H
Income (Cont'd)			
Events/Market Income	Non payment of stall rental at events	All rentals payable in advance of event	L
	Protection of Cash taken at Bars	Minimum of two bar operatives. Supervisor must record the amount of the float and sign. All cash MUST be recorded through till at the point of sale. At the end of the event tills are cashed up and physical cash checked against till roll any overs or unders must be noted at the event. Supervisor must note and sign discrepancy report. Float must be returned separately to safe and signed back in.	H
Deposit of funds with financial institutions.	Financial Institution bankrupt. Misappropriation of funds.	Deposits controlled by Finance and Admin Officer and RFO. All deposits reported to and authorised by the Finance and Admin Committee. All Financial Institutions should be checked with either Moody's or Fitch and have the top credit rating available. No Investment is to be for more than 12 months. Investment in Stocks, Shares or similar is not allowed	L

Risk Identification	Risk	Risk Monitoring and Mitigation	Measurement L/M/H
Expenditure			
Budget setting/Monitoring	<p>Failure to project expenditure accurately.</p> <p>Setting Business Income at an unattainable level.</p> <p>Failure to include projects in the budget.</p> <p>Failure to include capital expenditure.</p> <p>Inclusion of non-budgeted expenditure during the year.</p> <p>Failure to identify and report overspends in a timely manner.</p> <p>Failure to identify shortfall in income and report in a timely manner.</p>	<p>Budgets prepared by Town Clerk/RFO in conjunction with senior managers. Initial approval by Finance and Admin Committee (from recommendations of the Budget Working Group) authorised by relevant committee and passed by full council.</p> <p>Maintain an Earmarked Reserve to support the Precept.</p> <p>Maintain General Fund at between 40 and 50% of Precept.</p> <p>Produce monthly Budget Monitoring Reports distributed to Finance Working Group. All budget discrepancies investigated by Town Clerk/RFO and reported to Finance and Admin Committee.</p> <p>Each spending committee presented with Budget Monitoring Report on a quarterly basis with discrepancy report. All budget overspends approved by the relevant committee by resolution.</p> <p>Ascertain reason for shortfall in income and whether it can be recovered in the financial year. If not take appropriate steps to support the General Fund by cutting expenditure or allocating shortfall from Earmarked Reserves</p>	L/M

Expenditure	<p>Expenditure in breach of Financial Regulations.</p> <p>Expenditure exceeds officer authority.</p> <p>Payment to incorrect supplier</p> <p>Payment to non-genuine supplier-hacked supplier account.</p> <p>Expenditure not correctly authorised.</p> <p>Expenditure not allocated to correct Budget.</p>	<p>All managers have copy of Financial Regulations and understand contents.</p> <p>All Expenditure must be the subject of a purchase order.</p> <p>All purchase orders must be authorised by relevant manager.</p> <p>All purchase orders must be allocated to the relevant budget heading</p> <p>All approved suppliers to be recorded in the accounts system</p> <p>Purchase Ledger section.</p>	L
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	Not genuine council expenditure.		
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Risk Identification	Risk	Risk Monitoring and Mitigation	Measurement L/M/H
Expenditure – Continued.	Change of supplier banking information from fraudulent emails-supplier account hacked. Inclusion of ghost suppliers as bonafide suppliers. Change of supplier details on cheque after signature.	<p>All approved suppliers to be paid within 30 days on periodic payment runs.</p> <p>All supplier payments to be approved by at least 2 Councillors.</p> <p>All supplier payments to be in line with the payment procedure protocol.</p> <p>All payments by Direct Debit to follow the above procedures.</p> <p>All payment listings to be presented to periodic meetings of Full Council for consideration.</p> <p>Any changes to supplier banking information must be confirmed by a telephone call to the number stated on the supplier invoice.</p> <p>All supplier accounts more than 60 days old to be reported to Finance and Admin Committee.</p>	L
Use of Council Debit or Credit Card	Misuse of Cards. Use by non-authorised staff.	<p>Cards to be kept in safe by Deputy Town Clerk.</p> <p>Only senior managers permitted to use cards.</p> <p>Debit/Credit cards to be signed for by the user.</p> <p>After use card must be returned to the Deputy Town Clerk with details of expenditure and backup documentation.</p> <p>Card expenditure to be included in authorisation documentation approved by councillors signing off the payment run.</p>	L
Non-budgeted Expenditure	Impact on General Fund balances.	<p>Approved by relevant committee by resolution.</p> <p>Source of funding:</p> <ul style="list-style-type: none"> a) From General Fund Balance. b) From Earmarked Reserve. c) By transfer from alternative Budget Code with predicted underspend. 	L/M

Risk Identification	Risk	Risk Monitoring and Mitigation	Measurement L/M/H
Payroll	Inclusion of ghost employees on payroll. Falsification of time sheet records. Incorrect calculation of employee pay. Payment of incorrect salary rates. Use of incorrect PAYE/NI data. Unauthorised changes in employee details. Incorrect or fraudulent expenses claims. Breach of confidentiality of employee details (GDPR).	<div>Have Internal Audit conduct a periodic check of payroll function to verify correctness of payments and employees being paid still work for the Council</div> <div>Create a tracking log and record changes to employee details when made.</div> <div>All time sheets to be authorised by senior managers and counter signed by the Town Clerk</div> <div>All automatic, cost of living scale point changes in pay scale to be authorised by senior managers and counter signed by the Town Clerk.</div> <div>All changes to salaries to be approved by the Staffing Committee and signed by the Chair.</div> <div>All employee records to be kept under lock and key when not in use.</div> <div></div>	L/M
Insurance	Danger of under Insurance. Danger of over insurance. All Council Assets not included in insurance Schedule. Insurance premiums too high.	Ensure Insurance Values Included in Asset Register. Periodical review Plant and Equipment to ensure replacement values are realistically reflected in the Insurance Value. Every five years revalue buildings at insurance value and check against insurance policy. Ensure Consequential Loss Insurance adequately covers all Council Liquid Assets. Insurance re-quoted every 3 years.	L

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Assembly Hall

A) We propose to operate the Assembly Hall this year within the budget set on 13th December 2021 and minimise the costs wherever possible.

B) VAT issue

- VAT has not been treated consistently in the past and now this has been identified, we'll need to make some changes to the way we invoice hirers and event bookings
- Going forward, we may have to investigate creating a holding or client account for ticket sales.

C) Price review

- Local comparative venues have been approached for their pricing structures and in line with baseline operating costs for the Assembly Hall, the following pricing structure is being proposed. It is worth noting that the Assembly Hall pricing structure has (anecdotally) not been reviewed for 10 years. All prices are exclusive of VAT.
- The terms and conditions for hirers have been inconsistent and we propose the following:
 - All bookings pay a 20% deposit at point of sale otherwise they are treated as an enquiry and will not be entered onto the booking system until such time as the deposit has been paid.
 - All bookings are fully paid up 21 days before the event.
 - A damage and cleaning deposit is taken and cleared 21 days before the event. This will be returned 7 days after the event to ensure we are adequately covered.
 - the cancellation policy also needs to be signed in advance so hirers are clear of their obligations.

	Community rates		Commercial Rate £ excl. VAT
Facility	Current	Proposed	
Assembly Hall			
Auditorium Mon-Thu	27.50/hr	35.00/hr	
Auditorium Fri-Sun	30.00/hr	50.00/hr	
Lounge	22.20/hr	25.00/hr	
Kitchen (cold prep)	36.00	36.00	75.00/ 4 hrs, £100 over 4
Kitchen (full use)	90.00	90.00	100/ 4 hrs, £150 over 4
Stage	16.00	inclusive	
Microphone system	15.60	20.00 (£100 deposit)	
Projector/screen	30.00	30.00	

Static Lighting	20.00	20.00	
Dressing Rooms	9.60	20.00	
Whole building	42.00/hr	60.00/hr	POA
Whole building (Fri-Sun)	n/a	75.00/hr	POA
Town Hall			
Main Hall (9am-6pm)	8.25/hr	15.00/hr	
Main Hall (6-10pm)	10.75/hr	20.00/hr	
Committee Room	5.85/hr	12.00/hr	
Ante Room	5.85/hr	10.00/hr	
Foyer	5.85/hr	POA	

All prices excluding VAT

Hiring the whole building includes: Kitchen, Lounge, Main Hall and Dressing Rooms

It is to encourage whole building hirings more which are more cost effective for hirers.

Commercial Hirings

Price on Application this will apply to big acts which we know will be successful and a suggested charge will be in the region of £1,500. This works out similar to a split deal but takes the risk out of the booking for the Town Council.

A less well known act could be priced on a pro rata basis starting at £500 for the hall for up to 200 ticket sales with further income to the town council agreed depending on ticket sales on a sliding scale as follows

200 – 250 sales – 20% of face value
 251 – 300 sales – 21% of face value
 301 – 350 sales – 22% of face value
 351 – 400 sales – 25% of face value
 400 + sales – 30% of face value

- The bar prices have been raised just before Christmas and they will be going up again in April in line with our suppliers increases.
- For venue hire for bands that we know are going to be successful, we will engage them on a hall hire basis. There is to be a baseline cost and a pro rata charge based on ticket sales. ie the more successful the ticket sales, MTC will benefit with an improved net income as depicted above.

D) Relaunch & rebrand

- The programme that we propose will be more community focussed with a range of activity that more broadly reflects the demographic. The opportunity for public

consultation is an important consideration to ascertain the wishes of the community.

- Some of the suggestions so far are:

Event

Notes/requirements

Parent toddler group	<ul style="list-style-type: none"> • Purchase of soft play equipment, inflatables, toys etc. • Currently looking into a half-hall curtain for partitioning • DBS checked staff • Income: Entry fee, Tea/coffee/sweets sales
Record fairs	<ul style="list-style-type: none"> • Our event – Can populate stalls through Bruce's contacts • Staggered loading in a la Xmas fair • Income: Stallholders fees, entry fees, bar
Toy/collectors fairs	<ul style="list-style-type: none"> • Possible hire – Toy Planet have expressed interest
Melksham movies	<ul style="list-style-type: none"> • For new film releases. We are potentially ready to go with this, just need to find time to look into.
Film Club	<ul style="list-style-type: none"> • Older films, seasons, 'event' screenings etc. • If proves popular, set up regular events, perhaps an annual sign up
Local band nights	<ul style="list-style-type: none"> • Our event, paying bands small guarantee as opposed to door split • Need to research bands • Possible tie-ins with PITP/Artbeats
Monster Ball - Halloween	<ul style="list-style-type: none"> • Returning this year • Planning as we speak • Popular in the past
Bingo	<ul style="list-style-type: none"> • Seed of an idea right now, need to look into companies who may do as a hire, or staff to run.

Roller Skating	<ul style="list-style-type: none"> We have an incumbent hirer and the sessions were popular before Covid. The sessions before Christmas were sold out but had to be cancelled with the Omicron resurgence.
Tea Dances / Line dancing / Teen Disco	<ul style="list-style-type: none"> These have been popular in the past. With targeted promotion to the right audience, they could be a vibrant
Open mic afternoons	<ul style="list-style-type: none"> Take place in Lounge Sunday afternoons? Chilled, Sunday pub vibe
Live gaming competitions	<ul style="list-style-type: none"> This is very popular amongst the gaming community and using the big screen, its within our capability to host.
Real Ale Nights / Beer Festival / Oktoberfest.	<ul style="list-style-type: none"> Using our links with local brewers, we could surely host these type of events
Quiz nights with food	<ul style="list-style-type: none"> This is a must. There are no quiz nights in Melksham.
Tuesday market Bric a Brac	<ul style="list-style-type: none"> To tie in with the existing Tuesday market
Christmas Film screening of Polar Express for the kids.	<ul style="list-style-type: none"> Secondary spend opportunity with interval and popcorn etc
Panto!	<ul style="list-style-type: none"> Local am dram group or hire in theatre group

And so on, to add to a few select acts that we will hire the hall to, possibly once a month.

Once you start thinking, the possibilities are endless and we have a real opportunity to get a more community based programme up and running.

There is a suggestion that with this change in focus of activity , that we rebrand the hall to:

“The Assembly”

“the Place where Melksham meets”

But alternative suggestions are sought so that the promotional strapline better reflects the cohesive and varied programme suggested. This could even go as far as a community competition!

We have recently been improving the kerb appeal of the hall with painting of the woodwork and improved LED external lighting as a start. We have recently purchased a scrubber drier to keep the newly refurbished floor in great condition.

The site has been largely neglected as regard to repairs and maintenance in recent years and essential works are now being undertaken.

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The Home of...



Established 2002

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Home Office

Surveillance Camera Code of Practice

First Published June 2013

Amended November 2021

Paper to lie before both Houses of Parliament for 40 days during which time either House may resolve that the updated Code be not issued.

Surveillance Camera Code of Practice

Presented to Parliament Pursuant to Section 31 (3)
of the Protection of Freedoms Act 2012



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Introduction and overview

Definitions

1. In this code:

- “HRA 1998” means the Human Rights Act 1998.
- “RIPA 2000” means the Regulation of Investigatory Powers Act 2000.
- “EA 2010” means the Equality Act 2010.
- “PoFA 2012” means the Protection of Freedoms Act 2012.
- “IPA 2016” means the Investigatory Powers Act 2016.
- “DPA 2018” means the Data Protection Act 2018.
- “Data protection legislation” means DPA 2018 and the UK General Data Protection Regulation.
- “ECHR” means the European Convention on Human Rights.
- “Overt surveillance” means any use of surveillance for which authority does not fall under RIPA 2000.
- “Public place” has the meaning given by Section 16(b) of the Public Order Act 1986 and is taken to include any highway and any place to which at the material time the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission.
- “Relevant authority” has the meaning given by Section 33(5) of PoFA 2012.
- “Surveillance camera systems” has the meaning given by Section 29(6) of PoFA 2012 and is taken to include: (a) closed circuit television (CCTV) or automatic number plate recognition (ANPR) systems; (b) any other systems for recording or viewing visual images for surveillance purposes; (c) any systems for storing, receiving, transmitting, processing or checking the images or information obtained by (a) or (b); (d) any other systems associated with, or otherwise connected with (a), (b) or (c)¹.
- “System Operator” – person or persons that take a decision to deploy a surveillance camera system, and/or are responsible for defining its purpose, and/or are responsible for the control of the use or processing of images or other information obtained by virtue of such system.
- “System User” – person or persons who may be employed or contracted by the system operator who have access to live or recorded images or other information obtained by virtue of such system.
- “Commissioner” is the role undertaken by the Surveillance Camera Commissioner, as set out in PoFA 2012. To encourage compliance with this code, it is the function of the Commissioner to provide information and advice on all matters within this code relevant to surveillance camera systems².

1 Excludes any camera system with relevant type approval of a prescribed device under Section 20 of the Road Traffic Offenders Act 1988 used exclusively for enforcement purposes, which captures and retains an image only when the relevant offence is detected and with no capability to be used for any surveillance purpose. For example, for the enforcement of speeding offences.

2 The Commissioner’s functions are set out in Section 34(2) of the 2012 Act: a) Encouraging compliance with the surveillance camera code; b) Reviewing operation of the code, and c) Providing advice about the code.

Background

2. This code of practice is issued by the Secretary of State under Sections 29 to 31 of PoFA 2012. It provides guidance on the appropriate and effective use of surveillance camera systems by relevant authorities (as defined by Section 33(5) of PoFA 2012) in England and Wales who must, under Section 33(1) of PoFA 2012, have regard to the code when exercising any functions to which the code relates. Other operators and users of surveillance camera systems in England and Wales are encouraged to adopt the code voluntarily. It is a significant step in the ongoing process of delivering the government's commitment to the 'further regulation of CCTV' which it believes is a task that is best managed in gradual and incremental stages. As understanding and application of the code increases the government may consider including other bodies as relevant authorities who will have to have regard to the code.

Purpose of the code

3. This code covers technology systems that are associated with, or otherwise connected with, surveillance cameras. Modern and ever-advancing surveillance camera technology provides increasing potential for the gathering and use of images and associated information. These advances vastly increase the ability and capacity to capture, store, share and analyse images, information and data. Advancements in sensor technology and artificial intelligence are developing at an ever-increasing pace, as is the ability to integrate these technologies with surveillance cameras. The overarching purpose of this code is to enable operators of surveillance camera systems to make legitimate use of available technology in a way that the public would rightly expect and to a standard that maintains public trust and confidence.
4. Surveillance camera systems are deployed extensively within England and Wales, and these systems form part of a complex landscape of ownership, operation and accountability. Where used appropriately, these systems are valuable tools which contribute to public safety and security, and in protecting both people and property.
5. The government is fully supportive of the use of overt surveillance camera systems in a public place whenever that use is: in pursuit of a legitimate aim; necessary to meet a pressing need; proportionate; effective, and compliant with any relevant legal obligations. It is the way in which technology is used that is potentially intrusive rather than the technology itself and therefore a decision to use any surveillance camera technology must be articulated clearly, documented as to the stated purpose for any deployment and be transparent, with the community being informed as to the nature of the surveillance activity being conducted and the justification for it taking place. The technical design solution for such a deployment should be proportionate to the stated purpose rather than driven by the availability of funding or technological innovation. Decisions as to the most appropriate technology should always consider the potential to meet the stated purpose without unnecessary interference with human rights; and any deployment should not continue for longer than necessary.
6. This code identifies clear standards and good practice without being prescriptive about the detail of how the guiding principles must be followed, or about any specific operational, technical or competency measures which a system operator should follow. This is to ensure it does not stifle innovation or fail to retain currency in an arena where technology and professional practice is expected to continue evolving.

Scope of surveillance activity to which this code applies

7. The code applies to the use of surveillance camera systems as defined by Section 29(6) of PoFA 2012 that operate in public places in England and Wales, regardless of whether there is any live viewing or recording of images or information or associated data. Covert surveillance by public authorities (as defined in Part II of RIPA 2000) is not covered by this code but is regulated by RIPA 2000.

Effect of the Code

8. By virtue of Section 33(1) of PoFA 2012, a relevant authority is under a duty to have regard to this code when, in exercising any of its functions, it considers that the future deployment or continued deployment of overt surveillance camera systems to observe public places may be appropriate. This can include the operation or use of any surveillance camera systems, or the use or processing of images or other information obtained by virtue of such systems. "Having regard" to statutory guidance means that relevant authorities should take statutory guidance into account and if they decided to depart from it, they would have to have and give clear reasons for doing so³. It is a legitimate public expectation of relevant authorities that they are able to demonstrate how they have had regard to this code.
9. The duty to have regard to this code also applies when a relevant authority uses a third party to discharge relevant functions covered by this code and where it enters into partnership arrangements.
10. The duty to have regard does not extend to such third-party service providers or partners unless they themselves are a relevant authority. Contractual provisions or memoranda of understanding agreed after this code comes into effect with such third party service providers or partners must ensure that contractors are obliged by the terms of the contract to have regard to the code when exercising functions to which the code relates.
11. When used as part of civil traffic enforcement arrangements, the primary purpose of any surveillance camera system must be the safe and efficient operation of the road network by deterring motorists from contravening parking or road traffic restrictions. Any proposal to impose surveillance camera requirements as part of the conditions attached to a licence or certificate is likely to give rise to concerns about the proportionality of such an approach and will require an appropriately strong justification and must be kept under regular review. Applications in relation to licensed premises and vehicles must consider the circumstances surrounding that application and whether a requirement to have a surveillance camera system is appropriate in that case. Where there is any conflict between this code and the legislation relevant to civil enforcement functions (including any secondary legislation made or statutory guidance issued) that legislation shall apply.
12. A failure on the part of any person to act in accordance with any provision of this code does not of itself make that person liable to criminal or civil proceedings. This code is, however, admissible in evidence in criminal or civil proceedings, and a court or tribunal may take into account a failure by a relevant authority to have regard to the code in determining a question in any such proceedings.
13. Other operators of surveillance camera systems who are not defined as relevant authorities are encouraged to adopt this code and its guiding principles voluntarily and make a public commitment to doing so. Such system operators do not have to have regard to this code but it is still considered best practice.

3 R. (on the application of London Oratory School Governors) v Schools Adjudicator [2015]. See also R (Munjaz) v Mersey Care NHS Trust [2006]

Overview

14. The starting point for a system operator in achieving the most appropriate balance between public protection and individual human rights is to adopt a single set of guiding principles that are applicable to all surveillance camera systems in public places. Following these guiding principles allows a system operator to establish a clear rationale for any overt surveillance camera deployment in public places and to run any such system effectively, which helps ensure compliance with other legal duties.
15. To achieve this, the code sets out 12 guiding principles that should apply to all surveillance camera systems in public places. These guiding principles draw together good practice and existing legal obligations to create a regulatory framework which can be understood by system operators and the public alike. The Commissioner can provide information and advice in how the principles can be applied in various situations.
16. The guiding principles can be applied to numerous variations in circumstances, including changes in technology and should enable a system operator to reach informed and appropriate decisions when considering either the development or use of surveillance camera systems or the use or processing of images, information or data obtained by virtue of such systems. However, relevant authorities are encouraged to seek advice from the Commissioner and other regulators⁴, before any trial or pilot of new technology is undertaken in a public place.

4 Where this is a forensic science activity over which the Forensic Science Regulator has oversight, the Forensic Science Code of Practice applies.

Guiding Principles

System operators should adopt the following 12 guiding principles:

1. Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
2. The user of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
3. There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.
4. There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
5. Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.
6. No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.
7. Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.
8. Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
9. Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
10. There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
11. When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
12. Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

Principle 1 – Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.

- 1.1 Surveillance camera systems operating in public places must always have a clearly defined purpose or purposes in pursuit of a legitimate aim and be necessary to address a pressing need (or needs). Such a legitimate aim and pressing need include national security, public safety, the economic well-being of the country, the prevention of disorder or crime, the protection of health or morals, or the protection of the rights and freedoms of others. That purpose (or purposes) should be capable of translation into clearly articulated objectives against which the ongoing requirement for operation or use of the systems and any images or other information obtained can be assessed.
- 1.2 In assessing whether a system will meet its objectives, and in designing the appropriate technological solution to do so, a system operator should always consider the requirements of the end user of the images, particularly where the objective can be characterised as the prevention, detection and investigation of crime and the end user is likely to be the police and the criminal justice system.
- 1.3 A surveillance camera system should only be used in a public place for the specific purpose or purposes it was established to address. It should not be used for other purposes that would not have justified its establishment in the first place. Any proposed extension to the purposes for which a system was established and images and information are collected should be subject to consultation before any decision is taken. When using surveillance systems, you can only use the personal data for a new purpose if either this is compatible with your original purpose, you get consent from individuals, or you have a clear obligation or function set out in law

Principle 2 – The user of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.

- 2.1 HRA 1998 gave further effect in UK law to the rights set out in the ECHR. Some of these rights are absolute, while others are qualified or limited, meaning that it is permissible for the state to interfere with those rights if certain conditions are satisfied and the interference is proportionate. The use of surveillance cameras in public spaces places and selected sites could have the potential to impact on human rights including:
 - the right to respect for private and family life (Article 8);
 - freedom of thought, conscience and religion (Article 9);
 - freedom of expression (Article 10);
 - freedom of assembly and association (Article 11); and
 - protection from discrimination (Article 14).
- 2.2 The right to respect for private and family life set out in Article 8 of the ECHR enshrines in law a long held freedom enjoyed in England and Wales. People do, however, have varying and subjective expectations of privacy with one of the variables being situational. Deploying surveillance camera systems in public places where there is a particularly high expectation of privacy should only be done to address a particularly serious problem that cannot be addressed by less intrusive means. Such deployment should be subject to regular review, at least annually, to ensure it remains necessary.

- 2.3 Any proposed deployment that also includes audio recording in a public place is likely to require a strong justification of necessity to establish its proportionality. There is a strong presumption that a surveillance camera system must not be used to record conversations as this is highly intrusive and unlikely to be justified.
- 2.4 Any use of facial recognition or other biometric characteristic recognition systems needs to be clearly justified and proportionate in meeting the stated purpose, and be suitably validated. It should always involve human intervention before decisions are taken that affect an individual adversely.
- 2.5 This principle points to the need for a data protection impact assessment (DPIA) to be undertaken whenever the development or review of a surveillance camera system is being considered to ensure that the purpose of the system is and remains justifiable, there is consultation with those most likely to be affected, and the impact on their privacy is assessed and any appropriate safeguards can be put in place. Where such an assessment follows a formal and documented process, such processes help to ensure that sound decisions are reached on implementation and on any necessary measures to safeguard against disproportionate interference with privacy.
- 2.6 A DPIA also helps assure compliance with obligations as data controller under the data protection legislation⁵. Comprehensive guidance on undertaking a DPIA is available from the ICO. In the case of a public authority, this also demonstrates that both the necessity and extent of any interference with Article 8 and other individual rights has been considered. Relevant authorities should satisfy themselves that a surveillance camera system does not produce unacceptable bias on any relevant ground or characteristic of the individuals whose images might reasonably be expected to be captured by it and operators should take particular account of the Public Sector Equality Duty⁶.

Principle 3 – There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.

- 3.1 People in public places should normally be made aware whenever they are being monitored by a surveillance camera system, who is undertaking the activity and the purpose for which the associated information is to be used. This is an integral part of overt surveillance and is already a legal obligation under DPA 2018. Furthermore, such transparency supports and informs the public and forms part of the wider democratic accountability of surveillance by relevant authorities.
- 3.2 Responsible and legitimate surveillance is dependent upon transparency and accountability on the part of a system operator. The provision of information is the first step in transparency and is also a key mechanism of accountability. In the development or review of any surveillance camera system, proportionate consultation and engagement with the public and partners (including the police) will be an important part of assessing whether there is a legitimate aim and a pressing need, and whether the system itself is a proportionate response. Such consultation and engagement also provide an opportunity to identify any concerns and modify the proposition to strike the most appropriate balance between public protection and individual privacy.

5 Article 35 of the GDPR and Section 64 of DPA 2018.

6 s149 of EA 2010.

- 3.3 This means ensuring effective engagement with representatives of those affected and in particular where the measure may have a disproportionate impact on a particular community. It is important that consultation is meaningful and undertaken at a stage when there is a realistic prospect of influencing developments.
- 3.4 System operators should be proactive in the provision of regularly published information about the purpose, operation and effect of a system. This is consistent with the government's commitment to greater transparency on the part of public bodies.
- 3.5 In addition to the proactive publication of information about the stated purpose of a surveillance camera system, good practice includes considering the publication of information on the procedures and safeguards in place, impact assessments undertaken, performance statistics and other management information and any reviews or audits undertaken. Public authorities should consider including this information as part of their publication schemes under the Freedom of Information Act 2000.
- 3.6 This is not to imply that the exact location of surveillance cameras should always be disclosed if to do so would defeat the justified purpose identified under Principle 1.
- 3.7 A system operator should have an effective procedure for handling concerns and complaints from individuals and organisations about the use of surveillance camera systems. Information about complaints procedures should be made readily available to the public. Where a complaint is made and the complainant not satisfied with the response, there should be an internal review mechanism in place using a person not involved in handling the initial complaint. Complaints must be handled in a timely fashion and complainants given an indication of how long a complaint may take to handle at the outset.
- 3.8 Information should be provided to the complainant about any regulatory bodies who may have jurisdiction in that case such as the Information Commissioner or the Investigatory Powers Tribunal.
- 3.9 Where a complaint or other information comes to the attention of a relevant authority or other system operator that indicates criminal offences may have been committed in relation to a surveillance camera system, then these matters should be referred to the appropriate body, such as the police, the Independent Office for Police Conduct or the ICO for any offences under data protection legislation.
- 3.10 In line with government commitment towards greater transparency on the part of public authorities, a system operator should publish statistical information about the number and nature of complaints received and how these have been resolved on an annual basis at least.
- 3.11 The government's further commitment to 'open data' means that public authorities should consider making information available in reusable form so others can develop services based on this data. This would extend to information about surveillance camera systems.
- 3.12 The Commissioner has no statutory role in relation to the investigation and resolution of complaints. System operators should, however, be prepared to share information about the nature of complaints with the Commissioner on an ad hoc, and where appropriate, anonymised basis to assist in any review of the operation of this code.

Principle 4 – There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.

- 4.1 People considering the need to develop a surveillance camera system should give due consideration to the establishment of proper governance arrangements. There must be clear responsibility and accountability for such a system. It is good practice to have a designated individual responsible for the development and operation of a surveillance camera system, for ensuring there is appropriate consultation and transparency over its purpose, deployment and for reviewing how effectively it meets its purpose.
- 4.2 Where a system is jointly owned or jointly operated, the governance and accountability arrangements should be agreed between the partners and documented so that each of the partner organisations has clear responsibilities, with clarity over obligations and expectations and procedures for the resolution of any differences between the parties or changes of circumstance. Further guidance on this is available from the ICO.
- 4.3 A surveillance camera system may be used for more than one legitimate purpose. For example, one purpose might be crime prevention and detection, and another traffic management. Responsibility for each purpose may rest within different elements of a system operator's management structure but overall accountability for ensuring effective governance arrangements and facilitating effective joint working, review and audit, decision making and public engagement sits with the operator.

Principle 5 – Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.

- 5.1 There are significant benefits in having clear policies and procedures for the operation of any surveillance camera system. Where the operator is a relevant authority, their published policies will form part of the body of law under which they operate. Publishing and reviewing their policies and procedures will aid the effective management and use of a surveillance camera system and ensure that any legal obligations affecting the use of such a system are addressed.
- 5.2 A surveillance camera system operator is encouraged to follow a quality management system as a major step forward in controlling and improving their key processes. Where this is done through certification against a quality management standard, it can provide a robust operating environment with the additional benefit of reassurance for the public that the system is operated responsibly and effectively, and the likelihood of any breach of individual privacy is greatly reduced.
- 5.3 It is good practice that the communication of rules, policies and procedures should be done as part of the induction and ongoing professional training and development of all system users. This should maximise the likelihood of compliance by ensuring system users are competent, have relevant skills and training on the operational, technical and privacy considerations and fully understand the policies and procedures. It is a requirement of the data protection legislation that organisations ensure the reliability of staff having access to personal data, including images and information obtained by surveillance camera systems.
- 5.4 Wherever there are occupational standards available which are relevant to the roles and responsibilities of their system users, a systems operator should consider the benefits and any statutory requirements associated with such occupational standards.

- 5.5 The Commissioner will provide advice and guidance on relevant quality management and occupational competency standards.
- 5.6 Wherever a surveillance camera system covers public space, a system operator should be aware of the statutory licensing requirements of the Private Security Industry Act 2001. Under these requirements, the Security Industry Authority (SIA) is charged with licensing individuals working in specific sectors of the private security industry. A public space surveillance (CCTV) licence is required when operatives are supplied under a contract for services even where that service is provided by a relevant authority. The SIA can provide more information about licencing requirements.
- 5.7 SIA licensing is dependent upon evidence that an individual is fit and proper to fulfil the role, and evidence of their ability to fulfil a role effectively and safely with the right skills and knowledge. There are various relevant qualifications available, and training to attain these is delivered by a range of different accredited providers.
- 5.8 Even where there is no statutory licensing requirement, it is good practice for a system operator to ensure that all staff who either manage or use a surveillance camera system, or use or process the images and information obtained by virtue of such systems have the necessary skills and knowledge.

Principle 6 – No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.

- 6.1 Images and information obtained from a surveillance camera system should not be retained for longer than necessary to fulfil the purpose for which they were obtained in the first place. This is also a requirement of data protection legislation and further guidance on this is available from the ICO.
- 6.2 The retention period for different surveillance camera systems will vary due to the purpose for the system and how long images and other information need to be retained so as to serve its intended purpose. It is not, therefore, possible to be prescriptive about maximum or minimum periods. Initial retention periods should be reviewed by a system operator and reset in the light of experience. A proportionate approach should always be used to inform retention periods, and these should not be based upon infrequent exceptional cases.
- 6.3 Although images and other information should not be kept for longer than necessary to meet the purposes for recording them, on occasions, a system operator may need to retain images for a longer period, for example where a law enforcement body is investigating a crime, to give them the opportunity to view the images as part of an active investigation.

Principle 7 – Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.

- 7.1 The sharing of images and other information obtained from a surveillance camera system must be controlled and consistent with the stated purpose for which the system was established. Disclosure of images or information may be appropriate where data protection

legislation makes exemptions which allow it, provided that the applicable requirements of the data protection legislation are met, or where permitted by other legislation such as the Counter Terrorism Act 2008. These exemptions include where non-disclosure would be likely to prejudice the prevention and detection of crime, and for national security purposes. Where a system operator declines a request for disclosure from a law enforcement agency, there is provision under Section 9 of and Schedule 1 to the Police and Criminal Evidence Act 1984 to seek a production order from a magistrate.

- 7.2 There may be other limited occasions when disclosure of images to another third party, such as a person whose property has been damaged, may be appropriate. Such requests for images or information should be approached with care and in accordance with the data protection legislation, as a wide disclosure may be an unfair intrusion into the privacy of the individuals concerned.
- 7.3 A system operator should have clear policies and guidelines in place to deal with any requests that are received. In particular:
 - Arrangements should be in place to restrict disclosure of images in a way consistent with the purpose for establishing the system.
 - Where images are disclosed, consideration should be given to whether images that may identify individuals need to be obscured to prevent unwarranted identification.
 - Those that may handle requests for disclosure should have clear guidance on the circumstances in which disclosure is appropriate.
 - The method of disclosing images should be secure to ensure they are only seen by the intended recipient.
 - Appropriate records should be maintained.
- 7.4 Judgements about disclosure should be made by a system operator. They have discretion to refuse any request for information unless there is an overriding legal obligation such as a court order or information access rights. Once they have disclosed an image to another body, such as the police, then the recipient becomes responsible for their copy of that image. If the recipient is a relevant authority, it is then the recipient's responsibility to have regard to this code of practice and to comply with any other legal obligations such as data protection legislation and HRA 1998 in relation to any further disclosures.
- 7.5 Individuals can request images and information about themselves through a subject access request under the relevant part of the data protection legislation. Detailed guidance on this and matters such as when to withhold or obscure images of third parties caught in images is included in guidance issued by the ICO.
- 7.6 Requests for information from public bodies may be made under the Freedom of Information Act 2000. The ICO also produces detailed guidance on these obligations.

Principle 8 – Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.

- 8.1 Approved standards may apply to the system functionality, the installation and the operation and maintenance of a surveillance camera system. These are usually focused on typical CCTV installations, however there may be additional standards applicable where the

system has specific advanced capability such as ANPR, video analytics or facial recognition systems, or where there is a specific deployment scenario, for example the use of body-worn video recorders.

- 8.2 Approved standards are available to inform good practice for the operation of surveillance camera systems, including those developed domestically by the British Standards Institute, at a European level by the Comité Européen de Normalisation Électrotechnique or at a global level by the International Electrotechnical Commission.
- 8.3 A system operator should consider any approved standards which appear relevant to the effective application of technology to meet the purpose of their system and take steps to secure certification against those standards. Such certification is likely to involve assessment by an independent certification body⁷. This has benefits for a system operator in that the effectiveness of a system is likely to be assured and in demonstrating to the public that suitable standards are in place and being followed.

Principle 9 – Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.

- 9.1 Putting effective security safeguards in place helps ensure the integrity of images and information should they be necessary for use as evidence in legal proceedings. This also helps to foster public confidence in system operators and how they approach the handling of images and information.
- 9.2 Under the data protection legislation, those operating surveillance camera systems or who use or process images and information obtained by such systems must have a clearly defined policy to control how images and information are stored and who has access to them. The use or processing of images and information should be consistent with the purpose for deployment, and images should only be used for the stated purpose for which collected.
- 9.3 Security extends to technical and organisational security, including cyber and physical security. There need to be measures in place to ensure appropriate security of the data and guard against unauthorised use, access or disclosure. The ICO publishes helpful guidance on achieving this in practice.

Principle 10 – There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.

- 10.1 A system operator should, as a matter of good governance, review and audit the continued use of a surveillance camera system on a regular basis, at least annually, together with relevant policies to ensure their system remains necessary, proportionate and effective in meeting its stated purpose(s).

⁷ For instance, the Commissioner's third-party certification scheme. A current list of recommended standards for consideration by a system owner and operator is maintained and made available by the Commissioner. Such a list will provide detailed guidance on suitable standards and the bodies that can accredit performance against such standards.

- 10.2 As part of the regular review of the necessity, proportionality and effectiveness of a surveillance camera system, a system operator should assess whether the location of cameras remains justified in meeting the stated purpose and whether there is a case for removal or relocation.
- 10.3 In reviewing the continued use of a surveillance camera system, a system operator should consider undertaking an evaluation to enable comparison with alternative interventions with less risk of invading individual privacy, and different models of operation (to establish for example any requirement for 24 hour monitoring). In doing so, there should be consideration of an assessment of the future resource requirements for meeting running costs, including staffing, maintenance, and repair.
- 10.4 A system operator should make a summary of such a review available publicly as part of the transparency and accountability for the use and consequences of its operation.

Principle 11 – When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.

- 11.1 The effectiveness of a surveillance camera system will be dependent upon its capability to capture, process, analyse and store images and information at a quality which is suitable for its intended purpose. Wherever the system is used for a law enforcement purpose, it must be capable through processes, procedures and training of system users, of delivering images and information that is of evidential value to the criminal justice system. Otherwise, the end user of the images, who are likely to be the police or a law enforcement agency, will not be able to play their part effectively in meeting the intended purpose of the system – it may be difficult for an operator to argue that their purpose is to detect crime if the quality of the images produced is inadequate to support that purpose.
- 11.2 It is important that there are effective safeguards in place to ensure the forensic integrity of recorded images and information and its usefulness for the purpose for which it is intended to be used. Recorded material should be stored in a way that maintains the integrity of the image and information, with particular importance attached to ensuring that meta data (e.g. time, date and location) is recorded reliably, and compression of data does not reduce its quality to an extent that it is no longer suitable for its intended purpose. This is to ensure that the rights of individuals recorded by a surveillance camera system are protected and that the material can be used as evidence in court. To do this, the medium on which the images and information are stored will be important, and access must be restricted. A record should be kept as an audit trail of how images and information are handled if they are likely to be used as exhibits for the purpose of criminal proceedings in court. Once there is no longer a clearly justifiable reason to retain the recorded images and information, they should be deleted.
- 11.3 It is important that digital images and other related information can similarly be shared with ease with appropriate agencies if this is envisaged when establishing a system. If this interoperability cannot be readily achieved, it may undermine the purpose for deploying the system
- 11.4 It is therefore essential that any digital images and information likely to be shared lawfully with other agencies and the criminal justice system are in a data format that is interoperable and can be readily exported, and then stored and analysed without any loss of forensic integrity. In particular:

- A system user should be able to export images and information from a surveillance camera system when requested.
- The export of images and information should be possible without interrupting the operation of the system.
- The exported images and information should be in a format which is interoperable and can be readily accessed and replayed.

Principle 12 – Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

- 12.1 Any use of technologies such as ANPR or facial recognition systems which may rely on the accuracy of information generated elsewhere, such as databases provided by others, should not be introduced without regular assessment to ensure the underlying data is fit for purpose.
- 12.2 A system operator should have a clear policy to determine the inclusion of a vehicle registration number or a known individual's details on the reference database associated with such technology. A system operator should ensure that reference data is not retained for longer than necessary to fulfil the purpose for which it was originally added to a database.
- 12.3 When using a surveillance camera system for live facial recognition (LFR) purposes to find people on a watchlist, chief police officers should:
- set out and publish (a) the categories of people to be included on a watchlist and (b) the criteria that will be used in determining when and where to deploy LFR, having regard to the need only to do so for a lawful policing purpose;
 - ensure that any biometric data that does not produce an alert against someone on the watchlist by the LFR system is deleted instantaneously or near-instantaneously;
 - have regard to the Public Sector Equality Duty, in particular taking account of any potential adverse impact that the LFR algorithm may have on members of protected groups;
 - establish an authorisation process for LFR deployments and identify the criteria by which officers are empowered to issue LFR deployment authorisations.

**Melksham Town Council
CLOSED CIRCUIT TV SYSTEM**

**INTERNAL OPERATIONS PROCEDURE
MANUAL**

February 2022

MELKSHAM TOWN COUNCIL CLOSED CIRCUIT TV SYSTEM INTERNAL OPERATIONS PROCEDURE MANUAL

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1. INTRODUCTION

1.1.1 Melksham Town Council has installed a CCTV surveillance system in the town centre. The system has been provided to create a safer environment for those who live in, work in, or visit the town both during the day and in the evening. The control room for CCTV is located in the Town Hall, Market Place, Melksham, SN12 6ES where the cameras are monitored and recorded. *A radio link to the Police Communication Centre facilitates a graded response to incidents as they occur. This is aspirational and not yet in place.*

1.1.1 These operating procedures are based on the CCTV Code of Practice which has been agreed by all parties involved in managing the project and are prepared for the guidance and management of all staff involved in operating the system. The Code has been accepted by the police and representatives of the Crown Prosecution Service and complies with Home Office guidance.

1.1.2 The overall control and operation of the CCTV system will be determined by the Town Council.

2. SCHEME OBJECTIVES

2.1.1 The primary objective of the scheme is to provide a safer town centre environment for the general public and this objective will be carried out by the monitoring of the system in order to:

- Reduce the fear of crime.
- Deter crime and vandalism, thus reducing its level overall.
- Assist in the detection of crime and facilitate the apprehension and prosecution of offenders for both crime and public order offences.

2.1.2 In seeking these objectives operators of the scheme will seek to improve conditions for local residents and visitors to the town centre, in particular vulnerable groups including the elderly, children and women. Any request to use the system for objectives other than those shown must be authorised by Melksham Town Council.

3. CONTROL ROOM

3.1 Location

3.1.1 The control room is situated on the ground floor of Melksham Town Hall. It houses the main control equipment for the system and is protected by an *access control system. Yet to be installed.*

3.2 Access

3.2.1 It is essential that the control room is maintained as a secure environment and access is therefore restricted to the following personnel:

- CCTV Monitoring Staff and Volunteers
- The Town Clerk (Responsible Officer) in the course of her duty.
- Head of Operations, in the course of his duty

3.2.2 Subject to prior approval, the following may also be admitted:

- Partnership representatives, elected Members of the Councils
- Police officers in the course of their duty.
- Police employees and magistrates as part of their training needs.
- Maintenance and cleaning staff.
- Outside visitors.

- 3.2.3 A visitors' book will be maintained within the control room and may be required to be produced in any court proceedings. All visitors and staff must sign in the visitors' book at all times.
- 3.2.4 The Council, in the persons of the Town Clerk (Responsible Officer) or the Operations Manager, reserve the right to exclude any person from entering or visiting the control room at any time during its hours of operation.

3.3 Hours of Operation

- 3.3.1 The control room will operate 24 hours each day, 365/366 days per year. The operators will work 2-, 3- or 4-hour shifts. The Town Council will decide the number of operators required, which will be evaluated from time to time.
- 3.3.2 In providing a professional, well managed monitoring service, staff will be expected to be clean and tidy in appearance. Operators will be trained before being allowed to work without supervision, but only when the Head of Operations is satisfied that they have reached the required standard.

3.4 Communication

- 3.4.1 *A Tetra radio links to the Devizes Police HQ in order that CCTV and police operators may communicate whenever necessary. A list of useful telephone numbers is given in Annex A.*

3.5 Control Room Monitoring

- 3.5.1 All operators who work in the control room will be SIA licensed and will be trained by Melksham Town Council in conjunction with a suitable training provider.
- 3.5.2 Only designated control room staff, personnel under training and those authorised by the supervising officer will operate the camera or control equipment.
- 3.5.3 Review equipment can be operated by an authorised person, in accordance with the Code of Practice.
- 3.5.4 When an incident occurs the operator will inform the police by telephone and at the same time switch the relevant real time (event) recorder to record the incident. The police may request a change of camera position in connection with that or another incident which may occur at the same time, but the CCTV operator will retain overall control of the camera and associated equipment. *Details of camera sites and selection list are shown at Annex B. To complete.*
- 3.5.5 All camera images will be simultaneously recorded throughout each 24-hour period onto DVDs.
- 3.5.6 The police cannot guarantee that action or prosecution will result from an incident passed by the operator to the police. The officer in charge of the police control room, having due regard to the workload at that time, will decide when and if police action will result. He/she will use the Police Graded Response Policy to determine his/her actions.

3.6 Police Request for Viewing

- 3.6.1 The police may request through CMU or from a supervisory officer in charge of the police control room that a particular area be viewed by the CCTV operator in the following circumstances:
- a) To assist in the event of a major incident or an emergency.
 - b) To assist in the detection of crime.
 - c) To assist in the arrest and gathering of evidence so that offenders may be prosecuted in relation to criminal or public order incidents.
 - d) To provide information in relation to traffic flows within the town centres.

- e) To assist in the search for very young, old, mentally ill or other vulnerable persons (when duties permit).

3.6.2 Any request from the police as above will be entered in the event log and the length of time engaged will also be recorded.

3.7 Major Incidents and/or Emergencies

- 3.7.1 If a major incident or emergency occurs within the area of camera coverage it may be necessary to increase staffing levels. This decision will be undertaken by the supervising officer in conjunction with the police. Should the need arise, the *supervising officer is to refer to Annex C – Priority Call-Out List*.
- 3.7.2 In extreme circumstances it may be necessary for the police to be in attendance at the control room in order that the full benefit of camera coverage may be utilised. In these situations it may be necessary for the police to direct the operator(s) for the period of the incident operation, i.e. as in the case of a bomb threat, armed robbery, major fire, VIP visit or similar.

3.8 Control Room Administration

- 3.8.1 An event log will be maintained by the operators and brief details of incidents, whether passed to the police or not, will be entered giving the incident time and date, the action taken and result if appropriate. Names of persons contacted or persons dealing with the incident will be noted whenever possible.
- 3.8.2 Each operator will complete the event log at the commencement and completion of each duty period. (The event log will be kept up to date at all times.)
- 3.8.3 Signing in will be the first action of any visitor on entering the control room. Operators must be satisfied as to the identification of all persons within the control room.
- 3.8.4 Discs will be kept within the locked disc storage cabinet and facilities. All disc transactions necessary during the shift period will immediately be recorded in the disc log.
- 3.8.5 Recorded discs will be reviewed when authorised by the supervising officer or if requested by the police control room supervising officer at Devizes, if and when duties permit. A police officer may also review discs when the above authority has been given.
- 3.8.6 The operator(s) will maintain files and undertake administration tasks as designated and in accordance with established procedures.
- 3.8.7 A full list of telephone contact numbers will be provided and retained in the control room.
- 3.8.8 Stereo systems or televisions will not be permitted and no discs other than system discs will be viewed.
- 3.8.9 There will be no alcohol allowed in the control room. This area is also within a designated 'no smoking' building.
- 3.8.10 In order that the functions of the control room can be properly managed a number of log books are maintained for record purposes. *A list of these appears at Annex D – Record Books Maintained in Control Room.*

3.9 Operating Procedures

- 3.9.1 Each day at the commencement of the duty, the duty operator will:
 - a) Manually check the movement of each camera to confirm that all cameras are functioning correctly.
 - b) Ensure that each DVR is functioning correctly, including the real time (event) recording mode switching facility.

- c) The Supervising Officer will check the atomic clock twice weekly for syncing purposes.
- d) Any faults that are highlighted should be recorded in the fault register.

4. DVR PROCEDURES

4.1 Control of CDs and DVDs

- 4.1.1 The correct procedure in relation to the use and storage of discs is essential to their use as evidence within criminal court proceedings. Any loss of continuity or failure to acknowledge the correct procedure will mean that the evidence recorded on disc will not be allowed to be introduced in evidence, no matter how important the case.
- 4.1.2 All images are recorded onto hard drives and copied onto CDs or DVDs.
- 4.1.3 If duties permit, the operator will complete a prepared witness statement for collection by the police. These forms will conform to Criminal Justice Act 1967, Section 9; Magistrates Court Act 1980, sub-section 5A(3)(a) and 5B; Magistrates Court Rules 1981, revision 70. The form for a witness statement is shown in Annex E.
- 4.1.4 On receipt of the copy disc by the police, in order that it may be produced in court as an exhibit, the correct entry will be made in the disc log to account. The police officer will be required to countersign that entry.
- 4.1.5 A disc will be destroyed when returned from the police following court proceedings.
- 4.1.6 In circumstances agreed by the Officer in Charge, discs or the hard drive may be viewed by the Town Council to gain information which will assist them to make a decision in relation to true Council business.

4.2 Still Frame Prints

- 4.2.1 Still frame hard copy prints may be taken by the operator to assist with identification of the suspect person(s) or vehicle(s); each will have the time, date and camera identification superimposed. A record will be maintained in the Still Photograph Log.
- 4.2.2 The use of hard copy prints will be recorded in the Still Photograph Log by the operator and police officer collecting that evidence. The prints shall be numbered sequentially with the same number being annotated on the rear of the print.

4.3 Disc Numbering

- 4.3.1 Any copy discs made shall be numbered sequentially as C1 to Cx.

5. GDPR 2018

5.1 GDPR Policy and Procedures

- 5.1.1 Melksham Town Council will comply with the requirements and principles of the Data Protection Act 1998.
- 5.1.2 Responsibility for ensuring compliance with the Act will rest with the Responsible Officer (also to be known as the Data Controller and Data Processor).
- 5.1.4 The Responsible Officer will consider requests for information under the terms of the Act on an individual basis. All requests must be made in writing and any decision reached by the Responsible Officer will be conveyed to the individual

making that request in writing and a permanent record of such requests and decisions will be maintained.

- 5.1.5 It is the intention of Melksham Town Council to protect the privacy of third parties whenever possible and, to this end, will not release DVDs/CDs where a third party would be recognisable and be capable of identification.

5.2 Release of Data to Third Parties

5.2.1 General policy:

- a) Every request for the release of data must be channelled through the Data Controller.
- b) Access to recorded images will be restricted to those staff who need to have access in order to achieve the purposes of using the equipment.
- c) All access to the medium on which the images are recorded will be documented.
- d) Disclosure of the recorded images to third parties will only be made in limited and prescribed circumstances.

5.3 Primary Requests to View Data

- 5.3.1 Primary requests to view data are likely to be made by third parties for one or more of the following reasons:

- Providing evidence in criminal proceedings.
- Providing evidence in civil proceedings or tribunals.
- The prevention of crime.
- The investigation and detection of crime.
- Identification of witnesses.

- 5.3.2 All third parties will be obliged to show adequate grounds for the disclosure of such data and are likely to include, but are not limited to:

- Police.
- Statutory authorities with power to prosecute.
- Relevant legal representatives.
- Plaintiffs in civil proceedings.
- Defendants in criminal proceedings.

5.4 Secondary Requests to View Data

- 5.4.1 A secondary request for access to view data may be defined as any request being made which does not fall within the definition of a primary request. Before complying with such a request, the Data Controller will ensure that:

- a) The request does not contravene current legislation and that compliance with the request would not breach current relevant legislation.
- b) All legislative requirements have been complied with.
- c) Due regard has been taken of all known current or past Case Law which may be relevant
- d) The request would pass the test of 'Disclosure in the Public Interest'.
- e) The Data Controller is supplied with sufficient information to establish the true identity of the person making the request in writing.
- f) Sufficient accurate information has been supplied to enable the Data Controller to locate the relevant information that has been requested in writing.
- g) The information relates to personal data of the person making the request unless all other individuals identified from the same information have consented to the disclosure.

- h) All other personal data which would enable identification of any other person must be concealed or erased. If a third party or company is used to carry out such editing then the Data Controller must ensure that:
 - There is a contractual relationship between the Data Controller and the third party or company.
 - That appropriate guarantees regarding the security measures they take in relation to the images have been given.
 - That checks have been made to ensure that they are carried out.
 - That the written consent makes it explicit that the third party or company can only use the images in accordance with the instructions of the Data Controller.
 - That a written contract setting out such conditions and guarantees has been signed.
 - The appropriate fee has been paid.
- 5.4.2 All requests must be treated with absolute confidentiality.
- 5.4.3 If, in compliance with a secondary request to view data, a decision is taken to release material to a third party, the following safeguards will be put in place before surrendering the material:
 - a) In respect of material to be released under the auspices of 'crime prevention', written agreement to the release of the material must be obtained from a police officer. The officer should have personal knowledge of the circumstances of the crime(s) to be prevented and an understanding of the CCTV Scheme Code of Practice.
 - b) If the material is to be released under the auspices of 'public wellbeing, health or safety', written agreement to the release of material must be obtained from a senior officer with the local authority.
 - c) The officer should have personal knowledge of the potential benefit to be derived from releasing the material and an understanding of the CCTV Scheme Code of Practice.
- 5.4.4 Recorded material may be used for bona fide training purposes such as police or staff training. Under no circumstances will recorded material be released for commercial sale of material for training or entertainment purposes.
- 5.4.5 The Data Controller is entitled to refuse an individual request to view data or supply a copy of such data under these provisions if insufficient or inaccurate information is provided, although every effort must be made to comply with such a request and each one will be treated on its own merit.
- 5.4.6 The Data Controller must be satisfied that the data is:
 - a) not currently and, as far as can be reasonably ascertained, not likely to become part of a 'live' criminal investigation or civil proceedings.
 - b) not the subject of a complaint or dispute which has not yet been actioned.
 - c) maintained from the original audit trail.
 - d) for individual disclosure only.
- 5.4.7 If the Data Controller decides that the request will not be complied with, the reasons for refusal must be set out in writing to the individual within 21 days of receiving the request to view.

5.5 Process of Disclosure

- 5.5.1 Individuals will be provided with a leaflet which describes the types of images that are recorded and retained, the purposes for which those images are recorded and retained, and information about the disclosure policy in relation to those images. This will be provided at the time that the standard subject access request form is

provided to an individual. All subject access requests will be dealt with by the Data Controller.

- a) The Data Controller will locate the images requested.
- b) The Data Controller will determine whether disclosure to the individual would entail disclosing images of third parties.
- c) The Data Controller will need to determine whether the images of third parties are held under a duty of confidence. For example, it may be that members of the public whose images have been recorded when they were in town centres or streets have less expectation that their images are held under a duty of confidence than individuals whose images have been recorded in more private spaces, such as the waiting room of a doctor's surgery.
- d) If third party images are not to be disclosed, the manager or designated member of staff will arrange for the third party images to be disguised or blurred.
- e) If the system does not have the facilities to carry out that type of editing, a third party or company may be hired to carry it out.

5.5.2 If the Data Controller decides that a subject access request from an individual is not to be complied with, the following will be documented:

- The identity of the individual making the request.
- The date of the request.
- The reason for refusing to supply the images requested.
- The name and signature of the Data Controller making the decision.

5.5.3 All staff should be aware of individuals' rights – see section 4.4.

5.6 Media Disclosure

5.6.1 If a request from the media for access to recorded material has been agreed then the following procedures must be adopted:

- a) The release of the material must be accompanied by a signed release document that clearly states what the data will be used for and sets out the limits for its use.
- b) The release form must set out the manner in which the data is to be processed.
- c) The release form must require proof of editing, either for approval or final consent, prior to its intended use by the media.
- d) The release form shall be considered a contract and signed by all parties involved.

5.7 Photographs/Digital Prints

5.7.1 All still photographs or digital prints will be destroyed within 31 days to ensure the information is correct and up to date unless required for evidential purposes.

5.7.2 All of the rules for handling and storage of discs shall apply to such items and the Data Protection Rules will also apply.

5.8 Article 5

- 5.8.1
- a) Personal data shall be processed, lawfully, fairly and in a transparent manner.
 - b) Collected for specified, explicit and legitimate purposes.
 - c) It will be adequate, relevant and limited to what is necessary.
 - d) It will be accurate and where necessary, kept up to date.

5.8.2 Data Protection Officer: Article 37

The core activities of the controller or the processor consist of processing operations which, by virtue of their nature, require regular and systematic monitoring of data subjects by the appointed DPO.

5.8.3 Right of Access

- a) Length of time data is stored. *28 days* for recorded data or longer if relating to an ongoing court case.
- b) Right to access (within one month, one copy free)
- c) Right to rectification.
- d) Right to erasure.
- e) Right to restriction.
- f) Right to portability
- g) Right to object

5.8.4 Breaches: Article 33

In the case of a personal data breach, the controller shall without undue delay and where feasible, not later than 72 hours after becoming aware of it, notify the personal data breach to the supervisory authority (ICO), unless the personal data is unlikely to result in a risk to the rights and freedoms of said person.

5.8.5 Security: Article 32

The controller and the processor shall implement appropriate technical and organisational measures to ensure a level of security appropriate to the risk.

Annex A – Useful Telephone Numbers

Annex B – Melksham Camera Sites

Annex C – Priority Call Out List

Annex D – Record Books Maintained in Control Room

Annex E

Melksham CCTV GENERAL DATA PROTECTION REGULATION 2018

Consent form

I consent to Melksham CCTV holding my personal information

Name

Signature

Date

I do not consent to Melksham CCTV to hold my personal information.

Signature

Date

Annex F – Witness Statement

Statement of

Age if under 18 (if over 18 insert “over 18”)

This statement (consisting of two pages, each signed by me), is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated anything which I know to be false or not to be true.

Dated the day of 20.....

Signature

I am a *CCTV Supervisor/*CCTV Operator at the Melksham Town Council, Closed Circuit Television Control Centre, Town Hall, Market Place, Melksham, SN12 6ES

The cameras, placed in different locations send signals to the CCTV Control Centre, where they are relayed onto a number of monitors.

The signals are recorded simultaneously onto hard discs in a Storage Area Network (SAN).

The images from any one of the cameras can be viewed on one of four event monitors or at the Preview Station which has instant rewind and play facility for all cameras.

Original still frame photographs can be obtained from any of the cameras at the Main Review Station. The Main Review Station has the ability to produce time segment recordings or a series of still frames as required. These can then be recorded onto CD or DVD, depending on size.

All recordings and photographs display camera number, date and time. Time accuracy is checked daily.

(* Delete if not applicable)

Signature

Signature witnessed by

Continuation of Statement of

I am a trained operator of the CCTV Control Centre equipment.

Onday the of 20....., I was on duty in the CCTV Control Centre and:

* While monitoring the CCTV system I became aware of an incident at (location)
..... scanned by camera number(s)

* I produced original still frame(s) number(s) and:

* Handed to

* Secured in photograph file, reference number

* Labelled exhibit reference number(s)

* I produced copy DVD/CD number from original recordings from the SAN and:

* Handed to

* Labelled exhibit reference number

* Secured recorded segment on local external drive in the CCTV Control Centre, saved as listed below and will be retained until no longer required.

I can state that at all times all equipment was functioning correctly or, if not, that any respect in which it was not operating correctly was not such as to affect the accuracy of the signal or of its recording.

(*Delete if not applicable)

List of files saved:

1.
2.
3.
4.
5.

Annex G – Subject Access Request Form

APPLICATION FOR ACCESS TO PERSONAL DATA (INCLUDING CCTV FOOTAGE)

Are you making this application on your own behalf?		
<p>Yes <input type="checkbox"/></p> <p>Please complete Sections A & C below</p>	<p>We have a responsibility to ensure that we keep your information safe. For that reason we ask you to provide us with some proof of identity. Please let us have a copy of your passport, driving licence, or other document showing your name and signature. Please also provide us with a recent bill (e.g. a utility bill) showing your name and address. This will help us to verify your identity. If you are requesting CCTV footage please also supply a recent full face photograph of yourself. We will not be able to respond to your request unless you provide this information. <u>Under the terms of the Data Protection Act 1998, the Council can only consider supplying you with CCTV footage if you are part of the footage otherwise it will be considered under the terms of the Freedom of Information Act 2000.</u></p>	
<p>No <input type="checkbox"/></p> <p>Please complete Sections B & C below</p>	<p>We have a responsibility to ensure that we keep personal information safe. For that reason we ask you to provide us with some proof of identity of the data subject and evidence of their consent. Please let us have a copy of data subject's passport, driving licence, or other document showing their name and signature. Please also provide us with a recent bill (e.g. a utility bill) showing their name and address. This will help us to verify their identity. If you are requesting CCTV footage please also supply a recent full face photograph of the subject. We will not be able to respond to your request unless you provide this information. <u>Under the terms of the Data Protection Act 1998 the Council can only consider supplying you with CCTV footage if the subject is part of the footage otherwise it will be considered under the terms of the Freedom of Information Act 2000.</u></p>	
PART A – APPLICATION MADE BY THE DATA SUBJECT		
Name		
Address		
Daytime Tel No	Evening Tel No	
<p>Details of personal data which Melksham Town Council may hold about you.</p> <p>It would be helpful if you could provide as much information as possible. This is to help us find the information that you require. <i>(Please continue on a separate sheet if necessary.)</i></p>		
What is your relationship with Melksham Town Council (e.g. are you an employee, customer)?		

<p>Please give us as much detail as you can about the specific information you require which will help us to locate it. Example: if you are a customer, you may want information relating to your account with us. Please provide us with your account number(s).</p>				
<p>If you are requesting CCTV footage please supply the following information:</p>				
Date:				
Time of Incident	From:		To:	
Location of camera (if known)				
Type of incident (e.g. car accident)				
<p>Details of your appearance/clothing/vehicle:</p>				

EMPLOYEES ONLY

Your current job title (and any previous positions with Melksham Town Council)		
Employee No		
Your current location (and any previous locations where you have worked)		
How long have you been employed by Melksham Town Council?		
PART B – APPLICATION MADE ON BEHALF OF THE DATA SUBJECT		
Your Name		
Your Address		
Daytime Tel No	Evening Tel No	
<p><i>Please enclose a copy of your authority to make this application on behalf of the data subject</i></p>		

Please state the nature of your relationship with the data subject. Please expand in all cases.	
<input type="checkbox"/> Parent	
<input type="checkbox"/> Legal Representative	
<input type="checkbox"/> Other	
Please provide the following details in relation to the data subject:	
Name	
Address	
Daytime Tel No	Evening Tel No
Is the data subject under the age of 18?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Details of personal data which Melksham Town Council may hold about the data subject: It would be helpful if you could provide as much information as possible. This is to help us find the information that you require. <i>(Please continue on a separate sheet if necessary)</i>	
What is the data subject's relationship with Melksham Town Council (e.g. are they an employee, customer)?	
Please give us as much detail as you can about the specific information you require which will help us to locate it. Example: if the data subject is a customer, you may want information relating to their account with us. Please provide us with the relevant account number(s).	

If you are requesting CCTV footage please supply the following information:				
Date:				
Time of Incident	From:		To:	
Location of camera (if known)				
Type of incident (e.g. car accident)				
Details of the data subject's appearance/clothing/vehicle:				

IF DATA SUBJECT IS AN EMPLOYEE

The data subject's current job title (and any previous positions with Melksham Town Council)	
Employee No	
The data subject's current location (and any previous locations where they have worked)	
How long has the data subject been employed by Melksham Town Council?	
PART C – FEE & DECLARATION	
Under the Data Protection Act 1998 we are entitled to charge an administration fee of £10 for processing your application. Please make your cheque payable to Melksham Town Council.	
Once you have completed the form and checked that the information you have provided is accurate, please sign and date it below.	
Return this entire form, together with the fee and proof of your identity (and signed copy of your authority, where appropriate) to the following address:	
Town Clerk Melksham Town Council Melksham Town Hall Market Place Melksham Wiltshire SN12 6ES	
Signed	Date
Melksham Town Council will process the information you have given on this form for the purposes of administration. We will keep your details secure and will not disclose them to other organisations or third parties without your permission unless we are legally required to do so.	

Annex H

CCTV Collision Request form

Information:-

Full Name

Address

Post code

E-mail address

Telephone (landline)

Mobile

Date of Accident

Location of accident

Vehicle registration

Make, model and colour of vehicle

Was vehicle parked or moving?

Details of accident

How would you like to be contacted, mobile, landline or e-mail

Annex I

Risk Assessment : Covid- 19 CCTV Office

Hazard	Persons at risk	Before	After
Spread of Covid-19	Staff & Visitors	S L R 2 2 4	S L R 1 2 2

Control Measures:-

Hand washing.

Facilities with water and soap in place. 20 seconds wash time. Signs erected. Dry hands with disposable paper towels. Gel sanitizer is readily available.

Cleaning.

All surfaces to be cleaned at the beginning at end of your shift.

Keyboards, microphones and radios to be wiped down with disinfected cloth.

Door handles wiped on leaving the control room.

Visitors.

If possible conference calls instead of face to face meetings.

Social distancing to be followed when a visitor is in the control room. All areas touched by them to be cleaned after they leave.

Symptoms of Covid-19.

If anyone becomes unwell with a continuous cough or a high temperature in the work place they will be advised to follow the government guidance in place at the time.

Line manager to be keep in regular contact.

Office will now be cleaned, weekly on a Monday,



Home Office

BUILDING A SAFE, JUST
AND TOLERANT SOCIETY

A good practice guide for the implementation of redeployable CCTV

Martin Gill

Anthea Rose

Kate Collins

Home Office Online Report 16/ 05

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Introduction

The initiative described in this report funded the purchase by local Drug Action Teams of RCCTV systems¹ to disrupt open drug markets and drug-related crime at three sites located in a London borough, in a predominantly rural area in the South West and in a mainly urban part of the North East of England.

RCCTV differs from static CCTV in that the cameras can be moved quickly from place to place (in theory at least), reacting to the identification of crime hotspots. Accompanied by signage it can be used overtly to scan areas, it can be used to target people and it can be used covertly (but the latter two require authorisation under the Regulation of Investigatory Powers Act 2000).

This guide aims to assist practitioners, particularly those employed in local government, who are buying and installing RCCTV for the first time. It is based on the transferable lessons from an evaluation of its implementation at the three sites. There is no intention here to provide an assessment of the effectiveness of RCCTV, but rather to help practitioners to avoid a range of implementation problems that might adversely affect the impact of the cameras or the prospects for measuring their efficacy

Many of these problems are similar to those encountered in the implementation and management of static CCTV schemes. The guide focuses particularly on the issues raised by RCCTV. Further advice and guidance on static CCTV can be found in the National Evaluation of CCTV Development and Practice Report (www.homeoffice.gov.uk/rds; see also. Gill *et al*, 2005; Smith *et al.*, 2003).

Methodology

The original design anticipated many more deployments, and assumed a measurable impact on drug-related crime. A combination of experimental design and realistic evaluation methods (Pawson and Tilley, 1997) were originally advocated, but since there was hardly any potential impact to evaluate, the approach changed. Data protection procedures prevented access to anything other than aggregate level data, which was not sensitive enough to identify any effects on crime, although no-one interviewed during the research supposed that the effect of RCCTV on crime rates was dramatic. Early discussion group findings suggested that the public were unable to distinguish between static and RCCTV, complicating measurement of public views.

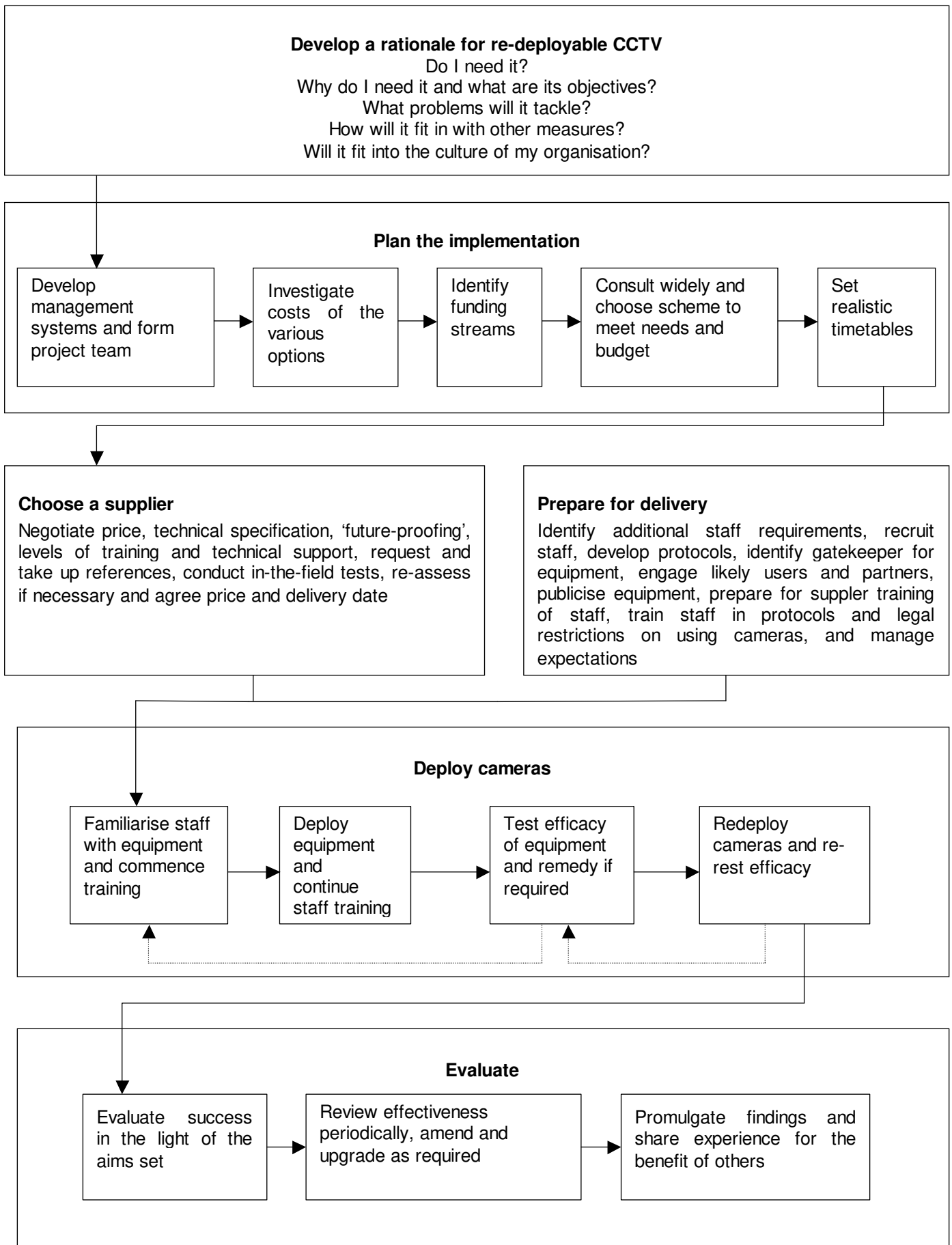
The focus of the project was therefore very much on the process evaluation. The research team built up a good working rapport with staff in a variety of agencies at the three evaluation sites, and were involved in attending agency meetings, meetings of neighbourhood watch groups, and interviews with people who were knowledgeable about local drug markets or the potential impact of RCCTV. These were supplemented by three focus group discussions conducted in each area: one of local community representatives, the second of young people and the third of drug users. Time was also spent interviewing and observing police officers, especially during deployments. An assessment of the procedures and protocols was commissioned to provide insights into levels of compliance. Towards the end of the research, surveys were conducted to gather data on public perceptions of RCCTV in areas where cameras had been operating during the evaluation.

How to implement an RCCTV scheme

The flowchart on the next page (Figure 1) demonstrates the basic principles of implementing an RCCTV scheme. The issues in the chart are covered in greater detail in the rest of this report.

¹ 'Redeployable' is sometimes referred to as 'relocatable' or 'mobile' although the latter more commonly refers to CCTV-equipped vans.

Figure 1: Re-deployable CCTV process flowchart



Why do I need RCCTV?

As with any crime reduction measure it is important to establish a clear rationale for purchasing RCCTV at the outset. Managers should consider the following:

- What are the main objectives for RCCTV?
- Precisely how will the relocatable feature help to meet the objectives?
- Precisely what problems are to be tackled?
- What evidence is there to suggest that RCCTV is the appropriate intervention to tackle the issue in question?
- How will RCCTV fit with other measures already in place or are about to be introduced?
- How will it fit into the culture of the organisation?

Guidance on the pre-bidding process including assessing the mechanisms by which CCTV can work are contained in the National Evaluation of CCTV (www.homeoffice.gov.uk/rds). There is very little information specifically about RCCTV at present (but see, Gill *et al*, 2005) and it may be helpful to outline some of the ways it was used at the evaluation sites.

The main reasons for deployments at the evaluation sites were to:

- act as a visible deterrent;
- gain evidence on the movements of suspects as part of police operations; and
- reassure the public.

RCCTV was used to tackle the following problems

- Street drug crime.
- Street robberies.
- Vehicle crime.
- Dwelling burglaries.
- Prostitution.
- Antisocial behaviour.

RCCTV was installed in a variety of locations, including:

- railway stations;
- secondary shopping areas where static CCTV systems did not exist;
- gaps in existing town centre CCTV;
- outside night-clubs, pubs and bars;
- residential estates, both private and Council;
- out of town retail car parks;
- market towns and villages; and
- parks and woodlands.

The case studies below are illustrations of how RCCTV was used at the evaluated sites.

Case study 1

On several occasions RCCTV was used for evidence gathering at a retail car park. Young people involved in antisocial behaviour on a Sunday evening were suspected of using and dealing drugs from vehicles. Cameras were deployed overtly in and near the car park enabling police officers to observe the situation remotely and allowing them to gather evidence for stop and searches. As a result several arrests were made for possession of cannabis. The youngsters were cautioned and released.

Case study 2

RCCTV was used for public reassurance and as a visible deterrent in a residential area where prostitution and drug related offences were highly visible. The cameras were deployed overtly to target suspects as part of a high-profile policing initiative. After only three days, the deployment resulted in the 'targets' moving addresses. Camera remained in the vicinity for several months before being replaced by static CCTV cameras.²

Transferable lessons

- Ensure that RCCTV is the appropriate measure for tackling the problems identified. There may be alternatives that are less costly of capital and revenue resources.
- Establish a clear rationale for purchasing RCCTV at the outset. Are there specific problems to which redeployable cameras seem suited?
- Have a clear idea of how RCCTV will fit with other existing, or intended, measures.
- Be sure that RCCTV will fit into the culture of the organisation and particularly of those who will be using it. Are those who will deploy the cameras prepared for the learning curve they will have to negotiate to use the equipment effectively?

Project management

Many problems were encountered in deploying cameras effectively at the evaluation sites and these were caused mainly by a lack of proper preparation. The preparation process was complicated by a variety of agencies being involved in the decision to purchase and then in the use of the equipment. Many of the recommendations coming from the evaluation sites apply equally to static CCTV, for example, the need for:

- clear decision-making processes, taking into account the opinions and needs of all partner organisations;
- definition of areas of responsibility within and between partner organisations, both strategically and operationally; and
- each partner agency to identify its priorities for using CCTV, and for these to be effectively managed.

However there are issues that particularly affect RCCTV that merit consideration, including:

- the need to identify both capital and revenue funding streams.
- the need to identify a suitable 'gatekeeper' to control access to the equipment.

² Indeed, despite the original intention sometimes RCCTV was deployed as a *de facto* static camera.

- the need to resolve communication issues between agencies.
- timescale slippages caused by the need to manage complex and new technology.

Identify funding streams

Identification of appropriate funding streams to support both the set-up and ongoing costs of an RCCTV system is of key importance. As will be discussed later, there are a range of costs, some not immediately obvious, but these all need to be identified and funding streams found to meet them all.

Identifying the 'gatekeeper'

The 'gatekeeper', that is the agency chiefly responsible for managing RCCTV, was either the Council or the police. Placing responsibility for the systems in the hands of the police can lead to quick and regular identification of deployment opportunities on the basis of analysis of crime statistics or because of local operational knowledge of where the hotspots are. However, designating the Council as the gatekeeper means that existing static CCTV expertise can be more easily drawn upon. To comply with current legislation the gatekeeper will need to register with the Information Commissioner (www.dataprotection.gov.uk). Managers need to weigh up the relative advantages of different organisations acting as gatekeepers, but it is important that this is agreed from the start.

Communication issues

Whoever is chosen as gatekeeper, it is important that the decision is communicated widely, and that there are clear policies and procedures governing the use of the cameras including who pays for deployments. In practice a range of groups may want to use the system, and having clearly understood procedures makes the equipment more accessible and its use more likely. In practice, the police were the main, and in some cases the only, users of the system.

It is always a challenge in partnership working to ensure that communication is effective. Factors to consider are:

- The differing priorities of each partner agency.
- Who will have priority use of the equipment?
- How deployment needs will be identified.
- How the cameras will be used with clear guidelines governing their use.
- How the public will perceive RCCTV.

During the evaluation three examples of communication issues came to light. First, at a site where the Council undertook responsibility for and monitoring of the cameras but the police were the main intended users, the two agencies failed to communicate properly and as a result there was limited use of the cameras at that site.

Second, deployments were sometimes delayed whilst waiting for other departments to carry out work (for example the lighting or maintenance department within the Council to survey or wire lampposts, or the contractor to arrive with a cherry picker to install cameras). Good communication here was found to aid the fast and frequent deployment of cameras.³

³ This process can be improved further still. This may include, for example, the minimum requirements of a contractor deploying the cameras on the Council's behalf being granted approval to work on street lighting supplies from the local electricity board (usually a formal qualification obtained from the electricity board directly), and using their own MEWP (Mobile Elevated Work Platform – cherry picker).

Third, if there is a possibility that the cameras will be deployed in residential areas the public need to be informed as soon as possible. Residents need to know the cameras are present if they are to feel safer, while offenders need to know if they are to be deterred.

Timescale slippages

The management of project timescales is crucial to the effective implementation of RCCTV schemes. Experience from the evaluation sites showed that it can take from four to nine months for RCCTV to become operational and even then technical difficulties will persist. RCCTV is particularly susceptible to slippage because the technology is relatively immature. Managers need to factor potential problems into project plans and manage any slippages. In addition to technical problems, timescale slippage can occur due to:

- the slow release of funding;
- tendering processes, which are sometimes administratively complicated;
- delays in receiving equipment from the suppliers. This was sometimes due to small orders being given a low priority. On other occasions it took the supplier longer to manufacture specialised equipment than anticipated; and
- the slow acceptance of new technologies into an organisation's culture and working practices.

Transferable lessons

- Identify funding streams for capital and revenue costs.
- Establish responsibility and a system for managing RCCTV systems.
- Communicate this effectively within and between partner organisations.
- Communicate with the public to manage the installation and eventual removal of cameras (i.e. development of an exit strategy).
- RCCTV is a developing technology, which means there may be technical problems. For this and other reasons set realistic implementation timescales, allowing for slippages.

How do I know what kind of system I need?

Like static systems, RCCTV comes in different forms, which are described below. In order to select the most appropriate system there is no substitute for establishing clear operational requirements. This will need to take account of the following:

- What problem is RCCTV being used to tackle?
- In what kinds of areas will it be used?
- What are the strengths and weaknesses of different systems?

Finding experts on RCCTV may not be easy in all areas. Guidelines for operational requirements can be found on the Police Scientific Development Branch (PSDB) website at <http://www.homeoffice.gov.uk/crimpol/police/scidev/publications.html> (see also, www.cctvusergroup.com). In addition, there are two other potentially good sources of information:

- Other users of RCCTV
- The supplier (and the manufacturer where this is different)

Other users of RCCTV

Visiting other users of RCCTV before purchase can be valuable. Because the technology can be affected by location it is wise to select areas that are geographically similar to those where the cameras will be deployed, and where they are being used to tackle similar problems. In addition, organisations may already operate covert RCCTV cameras, and this knowledge can be very helpful. Information should be sought on the following:

- The identity of suppliers of RCCTV equipment and the quality of service they provided, for example in terms of technical support and after-sales back-up.
- What, if any, technical and implementation problems were encountered and how these were resolved.
- The costs (which can be greatly increased by technical problems).
- The strengths and weaknesses of systems for particular purposes.
- Examples of how RCCTV was used, evidence of success and explanations for failings or problems.
- Notable failures of operations and how they were rectified.

The supplier (and the manufacturer where this is different)

Suppliers have a range of systems available and it is crucial to spend time choosing the right one. Moreover, technology is developing at a rapid pace and purchasers may need to be careful about being used as 'guinea pigs'. Asking suppliers for references from their clients and taking these up can be instructive. The best advice is to ask for a list of clients and then contact a sample yourself. Sometimes, the manufacturer may supply equipment themselves and sometimes not, but they offer another source of information. The following are key points to consider when thinking about suppliers.

- There are a range of companies that make and sell RCCTV equipment and it is advisable to shop around to get the best deal.
- Invite several companies to carry out equipment testing at the chosen locations. Transmission paths can go from good to bad in a few metres' distance because of the transmission wavelengths used. Also ask for a written report on their findings clearly outlining any difficulties that need to be managed.
- Having chosen potentially interesting suppliers, ask to speak to some of their existing clients and check the claims that the suppliers make.
- Enquire whether suppliers allow for a trial period of equipment use prior to purchase.
- Ensure the supplier is willing to make modifications after delivery if necessary, perhaps to meet in-field requirements that cannot be foreseen at the planning stage. Check whether and in what ways equipment can be upgraded as technology advances, and at what cost.
- Ensure that the supplier has a comprehensive technical back-up system in place and that it is easily accessible.

Transferable lessons

- Have clear operational requirements in order to minimise technical problems.
- Get advice from other users about their experiences.
- Choose the supplier carefully and invest time doing so, ensuring that the system meets technical and operational requirements, and can be adapted to meet any changes required.
- Check whether the supplier has a good technical support system, and if possible, check claims suppliers make about their equipment with existing users.

- Remember that each redeployment brings potential for errors, so RCCTV is more likely to be affected by user error than static systems.
- Ensure that supplier has authorisation and qualification to carry out deployment without the involvement of any third party (highway lighting etc.) to reduce the likelihood of delays caused by the lack of inter-agency communication.

What types of systems are available?

This section will guide prospective users through some of the key technical challenges of implementing RCCTV. It will provide some examples of how RCCTV was applied at the evaluation sites, the types of systems used and some of their advantages and disadvantages.

Matching technology with applications

There is a need for thoughtful planning in deciding how best to match the available technology to operational requirements. Clearly circumstances will vary, but Table 1 may be helpful in terms of guiding the choice to be made. The left-hand column lists a potential objective of RCCTV, and the right-hand side suggests an appropriate technology or technologies to consider.

Table 1: Applying RCCTV at the evaluation sites

Use proposed	Solution
Visible deterrent	Shoebox camera more appropriate because it is seen to follow suspects and potential victims.
Police surveillance	Dome camera to hide tracking and mobile receiver which is more directly accessible to police operational staff in the field.
Public reassurance	Shoebox camera, to maximise visible deterrence.
Continuous monitoring	Radio transmission of signals, although it should be noted that if the radio link being used is analogue it must be encrypted to avoid easy interception of pictures by third parties.
Retrospective reviewing of footage	On-board digital recorder or transmit back to a control room, bearing in mind that if the camera does not have an integral digital recorder and the transmission link fails, the camera will produce no images.
Lengthy transmission distances	GSM communication is less affected by obstacles, although as the bandwidth is very low, the picture resolution will be very low and the latency (time delay between the camera viewing an image and the remote operator seeing the same image) will be high making active control and monitoring virtually impossible.
Long-term deployments	Mains power and communication to the CCTV control room.
Short-term deployments	Battery powered / briefcase receiver.

A general guide such as this cannot unravel the many complex decisions that have to be made in choosing the appropriate system. Instead the discussion focuses on some of the main issues that need to be considered in the following areas:

- Type of camera.
- Transmission medium.
- Type of receiver.
- Power supply.
- Mounting of cameras.

Type of camera

The two types of cameras purchased for the evaluation sites were the 'shoebox' and the 'dome'. The shoebox camera is a traditional CCTV camera, rectangular in shape and used in most town centre static CCTV schemes (see Figure 2). It is usually mounted on the top of a column⁴. The dome camera is so called because it is housed in a dome-shaped casing and can be bolted onto the side of a lamppost, or other suitable structure, (see Figure 3).⁵ Both cameras can have the ability to pan, tilt and zoom. This means the camera lens can view panoramically, vertically and take close-ups of subjects. However, there is an issue with the shoebox camera's ability to see the bottom of the pole on which it is mounted and suppliers should be questioned on this. Some of the main advantages and disadvantages detailed in Table 2 highlight the key differences between the two types of cameras (although these may change as the technology develops). The type that should be purchased will depend on its intended use⁶ and also the structure to which it will be mounted.

⁴ It is important to check claims that these units can be street light or 'telegraph' pole mounted as they are typically too heavy for such installations.

⁵ At the time of writing telegraph poles are not suitable because of concerns about Health and Safety.

⁶ There is a big difference between using RCCTV as a quick response to a problem - and to be moved soon after the problem has gone away - to using the RCCTV as if it were a static camera by leaving it in situ for long periods.

Figure 2: Shoebox camera



Figure 3: Dome camera



Table 2: Advantages and disadvantages of the Shoebox and the Dome cameras

	Shoebox	Dome
Advantages	<p>Suitable for deterrence and public reassurance as:</p> <p>The direction the camera is pointing is visible from the street.</p> <p>Large / obvious</p>	<p>Suitable for evidence gathering as:</p> <p>The direction in which the camera is pointing cannot be ascertained from the street, especially if the dome is made of opaque material</p> <p>Small / discrete</p> <p>It is light (approx. 7kg) and so can be deployed on a range of structures.</p>
Disadvantages	<p>It is heavy (approx. 25kg), so unsuitable for mounting on some structures.</p> <p>May not be suitable for evidence gathering because the direction in which the camera is pointing is visible from the street.</p>	<p>The quality of the picture can be impaired as:</p> <p>Some designs are susceptible to rain and snow because the convex shape of the camera housing does not allow a wiper to be fitted, although some versions have overcome these issues.</p> <p>The convex shape of the dome casing can sometimes distort the quality of the picture, although some versions have overcome these issues.</p> <p>Condensation can occasionally build up in the dome housing.⁷</p>

Transmission

The signal transmission methods used at the evaluation sites were Global Systems for Mobile Communication (GSM) and analogue radio. GSM involves the transmission of digitised video, as data via a mobile phone network. Radio transmission allows data to be sent via several licence-exempt radio frequencies such as 2.4GHz, 5.8GHz (Bands A and B) and 1.394GHz, or via (only with permission) police-only licensed L and S bands.

Other wireless systems exist including digital⁸, laser, Ethernet⁹ and Internet and the technology is still developing at a very fast rate. A combination of wireless and hardwired transmission methods can be used to extend signal range.¹⁰ Table 3 shows the advantages and disadvantages of GSM and radio transmission methods. The main finding from the evaluation sites was that radio transmission was viewed as the best option when line of sight can be achieved, but in practice this is often a problem and the advantages of GSM are more apparent. If GSM fulfils operational requirements, and its disadvantages and limitations are fully understood, there is no reason not to purchase this system.

⁷ If this happens, it reflects a fault with the system.

⁸ Following a House of Lords Select Committee report in 1998, use of digital images in court is increasing. Managers should ensure local courts possess the facilities to display digital images at trial.

⁹ Likely to be used for fixed CCTV systems rather than redeployable ones, although WI-FI technology enables computer networks to be utilised for RCCTV.

¹⁰ For example, a fixed microwave link can be installed from a control room to what is termed a 'hub' or a 'node'. Cameras can then transmit to this by wireless methods such as radio. However, this can be costly, time-consuming and requires detailed forward planning.

Table 3: Advantages and disadvantages of Radio and GSM transmission

	Radio	GSM
Advantages	<p>Licence exempt radio frequencies have no transmission costs.</p> <p>Enables proactive real-time monitoring.</p> <p>Good image quality. Suitable for evidential purposes.</p>	<p>No line of sight required</p> <p>Unlimited transmission range.</p> <p>No antennae required, which can be costly and difficult to position.</p>
Disadvantages	<p>Transmission range is limited due to Home Office restrictions in power output. Usually only one camera is also permitted to transmit on the more powerful 1.394GHz frequency per hotspot but this may be multiplexed with other cameras transmitting on the lower power allowed at 2.4GHz</p> <p>Line of sight between transmitter and receiver is needed.</p> <p>Maximum transmission distance varies from 1km to 4 km depending upon line of sight and geographical conditions. Potential obstructions that can limit transmission range and strength include trees, especially when wet, and metal and stone buildings.</p> <p>Licence exempt frequencies, especially 2.4GHz, have an increasing number of users and these may interfere with camera transmission.</p> <p>Each camera requires a separate antenna. Several strengths are available and suitability will vary from deployment to deployment depending on the above factors.</p> <p>If not encrypted, images can easily be intercepted possibly causing data protection concerns. It should also be noted that easy interception also means that false images can be fed to a remote operator in place of the genuine video images giving the operator the impression that he/she has lost control of the camera whereas they have actually been duped.</p>	<p>Costly to download video via a mobile phone network if used over a long period of time (approximately 20p per minute).</p> <p>Real-time monitoring is not possible due to slow data transfer rate of 1 frame per second or less.</p> <p>GSM systems display four small pictures on-screen. However, images are small because of the low resolution available over GSM and when expanded to full screen they appear very pixelated.</p> <p>Due to the slow transfer of video any movement on or of the camera causes an unacceptable degradation of images. This is mainly because of conditional refresh (updating the parts that change).</p> <p>Due to all the above, images received from GSM transmission will invariably not be of evidential quality.</p>

Types of receivers

At the evaluation sites pictures from RCCTV were transmitted to:

- an existing static CCTV control room when using radio transmission;
- a recording and monitoring facility in a portable briefcase when using radio transmission;
- a stand-alone PC or laptop when using GSM.

Each type of receiver was found to have advantages and disadvantages and these are detailed in Table 4.

Table 4: Advantages and disadvantages of receivers

	Briefcase	PC	Existing CCTV control room
Advantages	<p>Flexibility – allows in field monitoring and recording.</p> <p>Portable – can be used anywhere, reception permitting.</p> <p>Particularly suitable for use during police operations.</p> <p>When complemented by a built in digital recorder it negates the need for a continuous radio link.</p>	<p>No infrastructure is needed except a standard PC and appropriate software.</p> <p>Providing the PC is in an existing control room there is no issue of security.</p> <p>Providing the PC is housed as above, existing control room protocols may be used.</p>	<p>Can be monitored by existing trained CCTV staff.</p> <p>Allows data to be recorded and stored on existing CCTV system.</p> <p>Can use existing protocols and codes of practice.</p>
Disadvantages	<p>A secure place to store the case and data, within the specified range of the transmission method, needs to be found.</p> <p>If staff have no previous experience of using CCTV they will need to be trained to use the equipment and on protocols and legislation.</p> <p>Relatively short recording periods.</p>	<p>Downloading to record onto a PC can be costly over a long period of time.</p> <p>Onboard hard drives are available, which can either be removed to view large amounts of recorded data or downloaded to a laptop on site (although the costs may be high).</p> <p>A secure place to house the PC needs to be found, e.g. a CCTV control room.</p> <p>If the PC is not housed in an existing control room, staff will need to be trained on the use of the equipment and on protocols and legislation.</p>	<p>Installing the infrastructure prior to use can be costly, time-consuming and requires careful forward planning.</p> <p>One of the obvious transmission paths available to most local authorities is their existing LAN/WAN but gaining cooperation from the Council's own IT department can be very difficult.</p>

Power supply

Cameras can be plugged into a mains supply, or a battery can be mounted with or placed nearby the camera. Using the mains supply from lampposts is the most reliable way to power cameras, but battery power is more suitable to the rapid deployable nature of RCCTV. Table 5 details the advantages and disadvantages of these two types of power supply.

Table 5: Advantages and disadvantages of power supplies

	Mains	Battery
Advantages	<p>Provides a constant power supply.</p> <p>Once permission is granted by the Council, wired lampposts can be re-used for future deployments.</p> <p>Costs can be reduced if the Council does not monopolise the right to wire the cameras. This can usually be overcome by the contractor gaining the required qualification and authorisation to work on street lighting supplies from their owner, usually be the local electricity board.¹¹</p>	<p>Suitable for rapid deployment as wired lampposts are not needed.</p> <p>Cameras can be deployed on any suitable structure, e.g. telegraph poles.</p>
Disadvantages	<p>Permission needs to be obtained from the local authority (and the local electricity board if it is one of their supplies) to use a lamppost's mains supply. Permission may be refused.</p> <p>Cameras need to be wired into the lampposts and often this will need to be done by the relevant Council department. This can cause delays and be costly.</p>	<p>Duration of deployment is limited to battery life.</p> <p>The cost of replacing the battery during a deployment needs to be factored into revenue costs.</p> <p>Batteries need to be charged in advance.</p> <p>If a well designed battery charger is not used then it may be possible to damage batteries by overcharging them.</p> <p>Permission to use structures will need to be obtained prior to deployment.</p>

Mounting of RCCTV cameras

Whichever system is chosen there are several issues that need to be considered when deciding where to mount RCCTV cameras.

- Lampposts vary in height. A short lamppost has at least two disadvantages: it can make it difficult to identify a line of sight, and it can render the camera susceptible to vandalism or theft. Some lampposts are too tall and sway in high winds, which can affect the image quality.
- Lampposts vary in width. It is important to check that brackets supplied by manufacturers fit around the pole.
- A cherry picker is required to mount RCCTV cameras.¹² This is a hydraulic device commonly used for the maintenance of street lighting, which can be hired, usually from

¹¹ It is important to note that these variations vary across the country.

¹² Although variations are coming on to the market which may ease this process.

the Council,¹³ or purchased. If hired, good communication with the relevant department is needed to facilitate the rapid deployment of cameras.

- To protect cameras, anti-vandalism measures, such anti-climbing rings with spikes should be considered.
- The dome camera lens is usually supplied with a plastic cover. This can be susceptible to scratching during installation, which then diminishes the quality of the image. Fabric covers, termed 'fluffy hats' can be an effective way of protecting the lens. Some of the latest designs may overcome these issues.

Technical problems

The sites experienced numerous technical problems, which highlighted the need for a comprehensive fault reporting procedure and reliable and expert technical backup from the supplier. Table 6 summarises the technical faults that occurred.

Table 6: Technical faults that can occur

Affecting	Fault
Cameras	<ul style="list-style-type: none"> • Condensation in the dome camera housing affected the quality of the image received. • Impaired image quality of the dome cameras due to rain or snow on the camera lens and the inability to fit a screen wiper in some cases. • Cameras failed to work, for a variety of reasons.
Radio transmission	<p>Interference with transmission signal from other users.</p> <p>Difficulty in establishing line of sight due to obstructions.</p> <p>Weak transmission signal due to the geographical make-up of an area.</p> <p>Inability to transmit over even the shortest of distances.</p> <p>Antennae were not always powerful enough.</p>
GSM	Inability to connect to mobile phone network.
Receiver	<p>Control panel failure.</p> <p>Problems with the batteries.</p> <p>Power supply.</p> <p>Battery failure due to incorrect charging and use.</p>

Transferable lessons

- Have realistic expectations of what the technology can achieve.
- Test the RCCTV system in the areas of intended use prior to purchase to minimise potential technical problems.
- Ensure compliance with Home Office power output regulations for radio transmission.
- Consider the issue of security for briefcase receivers.

¹³ If the minimum requirements of any contractor include ownership of their own MEWP then the council will not have to carry out any of the practical work, hence cutting down the number of opportunities for poor communication.

- Establish a clear rationale of intended use as this will impact on the type of system purchased.
- Do not opt for GSM if continued, long-term monitoring is required.
- Always contact the relevant authorities (usually the Council and often the local electricity board too) to obtain permission to mount cameras on, and wire cameras into, lampposts or other structures, before ordering the equipment. This will affect which power supply is chosen.
- Ensure line of sight is viable if radio transmission is intended.
- Always fully charge batteries and switch off the camera when not in use.
- Ensure fault reporting procedures are in place prior to going operational.

How much does RCCTV cost?

The issue of cost is rarely considered in publications, but it is of course a major consideration in all preventive options. It is instructive to consider some of the costs incurred at the evaluated sites. Funding is required for both capital costs (purchasing the equipment) and ongoing revenue costs for running camera deployments. Tables 7 to 11 show the capital costs for RCCTV at each site.¹⁴

Site A purchased a radio transmission system consisting of seven RCCTV cameras, five for transmission back to an existing control room, and two with a briefcase receiver. Table 7 summaries the cost and type of equipment purchased at site A.

Table 7: Site A items purchased and their cost

Item	Cost
2 dome cameras with on-board digital recorders Batteries Long range antennae 2 briefcase receivers Installations and connection	£24,000
5 dome cameras with on-board digital recorders Long range antennae	£37,500 (£7,500 per camera)
Wiring into a control room included: <ul style="list-style-type: none"> • A 16-way recorder as existing recorder was at full capacity • A Matrix • Cabling (cost will depend on distance and number of cameras) • Software to run RCCTV cameras with existing static CCTV cameras 	£9,700
Total cost	£71,200 plus labour (Estimated at £400 per day for installing one to two cameras)

Site B purchased a radio transmission system consisting of two RCCTV cameras with one briefcase receiver and four lithium batteries. Table 8 summaries the cost and type of equipment purchased at site B.

¹⁴ The equipment was mostly purchased in 2002-3. Clearly, there may have been changes since then.

Table 8: Site B items purchased and their cost

Item	Cost
2 dome cameras with on-board digital recorders 1 briefcase receiver 2 lithium batteries 2 chargers 2 whip antennae 2 tripods	£21,450
2 pairs of anti-climb spikes	£260
2 lithium battery tubes	£2,400
VCR	£750
3-year maintenance contract	£5,500
Total cost	£30,360

Site C purchased a GSM system consisting of two shoebox cameras with relevant PC software and hardware. Table 9 is a summary of the cost and type of equipment purchased at site C.

Table 9: Site C items purchased and their cost

Item	Cost
2 Shoebox cameras	£13,738
Software for each camera	£2,618
PC	£1,604
2 mobile telephones	£160
2 SIM cards	£47
Printer	£389
GSM monitoring software for the PC	£981
3 removable digital recorders	£881
Total cost	£20,418

The sites found that additional capital items were needed over and above the initial order. These items, and their costs, are listed in Table 10.

Table 10: Additional capital items and their cost

Item	Cost
Dome camera, battery and recorder <i>without</i> the briefcase	£6,500
Additional lithium battery	£1,200
VCR	£750
De-gausser	£1,142
Antennae for achieving greater transmission distances:	
Satellite Antennae	£550
Directional Panel Antennae	£90
1 A4 sign indicating CCTV is operating	£50 per camera site
Removable digital recorder	£800
1 pair of anti-climb spikes	£250

Revenue costs

The following are examples of some of the main revenue costs that need to be considered. There may well be other revenue costs to be taken into account, which do not appear here, but the following are some of the main ones identified at the sites that were evaluated.

Table 11: Revenue costs

Item	Approximate cost
Surveying and wiring of lampposts	£50 per lamppost (wiring can be done in-house)
Installation of a new lamppost	£600
Hydraulic platform (Cherry picker):	
To hire	£150 per day (site B) £250 per day (site C)
To purchase	£25,000
Transmission costs to a mobile phone network	20p per minute
Transmission costs for analogue or digital radio transmission	£0.00
Single videotape	From £2
Plastic Dome camera housing	£65
3-year maintenance contract including parts (excluding 3 rd party / malicious / accidental damage).	10% of the total cost of the equipment
Training	£587 (Site C) but costs will vary.
Staffing	£26.70 per hour (At site B. Figures used to determine a police officer's input when on overtime. Clearly costs will vary depending on the type of deployment, and the agency using the equipment.

Transferable lessons

- Conduct a cost analysis of, and obtain funding to support, both capital and revenue costs. Remember that deployments that require a high level of staffing can be costly.
- Consider carefully how frequently the system will be used. This will impact on revenue costs. Cherry pickers need to be used with each deployment to deploy and take down cameras.
- Start with a small system that is not too complex, it can always be augmented at a later date.
- Ensure systems can be up-dated and added to as technology improves.

Protocols and legislation

All protocols and procedures for the use of RCCTV need to comply with legislation and must be in place before the equipment is deployed. The following are needed:

- *Code of practice* - This can be incorporated into any existing CCTV Code of Practice or developed specifically for the use of RCCTV (see Appendix A for an example).
- *Protocols on the use, procedures and responsibilities for the equipment* - For example, who is the data controller, will the equipment be stored securely, how will issues of privacy be dealt with, and how are deployment needs to be identified?
- *Standard authorisation forms for each deployment* – This needs to include reasons for the deployment, objectives and expected and actual outcomes, and tape logging procedures (see Appendix B for an example).
- *Evaluation forms* – This will help the user to evaluate the success of deployments (see Appendix C for an example). For information on how to evaluate measures such as RCCTV see the 'Passport to Evaluation' guide published by the Home Office (2002, www.crimereduction.gov.uk/evaluation).
- *Compliance with the Regulation of Investigatory Powers Act 2000 (RIPA)* will be required if RCCTV is used for targeted surveillance (www.homeoffice.gov.uk).
- *Signage* - If the system is to be used overtly, signage must accompany every deployment in order to comply with legislation (www.dataprotection.gov.uk). Signage should be in the immediate vicinity of the CCTV; clearly visible and legible to the public, A4 or A3 in size (for pedestrian or vehicular traffic respectively); and should state that CCTV is in operation, identify a responsible person and carry a contact number.
- *Fault reporting* - Simple forms are required to report and track faults and to ensure they are rectified as soon as possible.
- *Image management protocols* - This should include details of where tapes will be stored and relevant logging and recording procedures. These are necessary in order to comply with data protection and other standards or legislation associated with the use of CCTV images as evidence. Some of the key issues involved are detailed in the next section.

For additional guidance on protocols and legislation see the crime reduction website www.crimereduction.gov.uk. See also the CCTV user group's website www.cctvusergroup.com for examples of many of the above forms.

Transferable lessons

- Ensure all necessary protocols are in place to comply with current legislation prior to the use of systems.
- Arrangements that already exist for static CCTV may be a helpful starting point. Advice is available from a range of officially sanctioned websites.
- Make use of what exists already when constructing forms and codes of practice.

- Ensuring forms are easy to follow and complete will aid the rapid deployment of cameras. Officers using RCCTV particularly liked the fact that forms were quick and simple to fill in and the lack of 'red tape' involved with the process of requesting and using the cameras.
- Designating a named individual to receive all forms and deal with fault reporting will assist with the above.
- If cameras are to be used to target people (or covertly) then authorisation is required due to the Regulation of Investigatory Powers Act (2000).
- Ensure legally compliant signage is used for all overt deployments.

Are the images good enough for evidential purposes?

Issues that affect the use of images for evidential purposes apply to both static and RCCTV. There are two that merit specific attention; those relevant to meeting the Rotakin standard, and effective tape management.

Rotakin standard

The courts will decide whether CCTV evidence is accepted. In so doing they may refer to the PSDB guidelines regarding image height (the size on the screen), known as the Rotakin standard (Aldridge, 1989).

<http://www.homeoffice.gov.uk/crimpol/police/scidev/publications.html>).

Tape management issues

Five important aspects of tape management emerged during the evaluation:

- Tapes should be de-gaussed (magnetically cleaned) of all previous images before they can be reused for recording. If this is not done, or not done properly, it can result in the court refusing to accept the evidence obtained on that tape.
- Each time a tape is used the image degrades, so tapes should be discarded according to manufacturers advice, usually after about 12 uses.
- Tapes need to be securely stored. Images used as evidence resulting in a conviction are required by law to be kept for the duration of the sentence, which could be more than 20 years.
- Tapes are susceptible to damp, dust and sunlight.
- A full paper trail must be in place to ensure accountability and continuity of evidence. Tape usage, storage arrangements and any incidents recorded need to be documented.

Transferable lessons

- Ensure the images obtained using RCCTV are correctly managed to comply with legislation and guidance on their use as evidence.
- It is recommended that tapes used to record images must be de-gaussed before they are reused. Failure to do so can lead to questions concerning the suitability of the images as evidence.
- Ensure tapes are stored securely.
- Storing tapes in the correct way will help avoid unnecessary damage to recorded images.
- Limiting access to where the tapes are stored reduces the chances of mistakes being made such as tapes going missing.

Staffing and training

Staff will be required to monitor RCCTV cameras although, where images are transmitted to an existing control room, existing staff may be used depending upon their workload. In some types of deployments additional staff, for example police officers, may be required for on-the-ground support.

Staff using RCCTV need to be trained in a range of topics, including:

- Technology – how to work the cameras and to use them to best effect.
- Data Protection Act 1998 and Information Commissioner's Code of Practice for CCTV.
- Human Rights Act 1998.
- How to manage tape images so that they are suitable for evidential purposes.
- Paperwork and protocols, which are detailed in the previous section.
- Regulation of Investigatory Powers Act 2000 (RIPA).

Buyers of RCCTV systems need to consider whether the staff who will be expected to use the technology are willing and able to assimilate the requisite level of knowledge.

Transferable lessons

- Assess if additional staff need to be recruited.
- Train staff in the use of the technology, protocols and legislation.

Summary

Implementing and using RCCTV systems can be problematic. Based on users' experiences it is clear that RCCTV can take far longer to become operational than originally anticipated and once operational the user may still face many ongoing technical difficulties. Whilst an RCCTV system allows flexibility and is relatively cheap to purchase, this must be weighed against the fact that it is difficult to use and very sensitive to misuse at present. However, if the technological problems are dealt with, redeployable cameras, like static cameras can potentially be a valuable tool, especially when used in conjunction with other initiatives (see, Gill *et al*, 2005).

This guide has presented some of the key issues that need to be addressed when implementing an RCCTV scheme. Effective implementation requires a clear rationale for purchase, the identification of funding streams to support capital and ongoing revenue costs, realistic timescales and communication between and within partners. The system chosen needs to fit with the intended use and the geography of the area. Managers of RCCTV systems should have clear operational requirements and realistic expectations of what the technology can achieve. Technical problems can be minimised by the testing of systems prior to purchase although it must be noted that as with any wireless transmission system, such tests will not prove exhaustive. Prior to using the system a gatekeeper for the cameras, additional staff, clear protocols to comply with legislation and training programmes need to be in place.

The key transferable lessons learnt as a result of the experiences of the evaluation sites are as follows:

- Establish a clear rationale for purchasing RCCTV at the outset. Be aware of what the technology can realistically achieve and how it can be used to tackle particular problems.
- Identify funding streams to cover all revenue as well as capital costs.
- Ensure that departments such as lighting, maintenance etc. are aware of and accept the levels and type of assistance that might be required from them.

- Choose the right system to match needs and budget. Be aware that there are various types of RCCTV systems available, each with their own advantages and disadvantages.
- Test the RCCTV system in the areas of intended use prior to purchase to establish that it functions in the contexts where it will be used.
- Negotiate after-sales assistance and training contracts from suppliers of the equipment if possible.
- Ask for and take up references from suppliers before ordering.
- Identify the most appropriate lead agency, or gatekeeper, to be responsible for the system.
- Ensure a good communication system so that partner organisations are kept up-to-date with deployment opportunities, but at the same time manage expectations of what the technology can achieve.
- Set realistic implementation timescales. Because the technology is new there may well be technical problems and time needs to be allowed to deal with these.
- Establish clear operational requirements that are easy to follow.
- Ensure all necessary protocols are in place to comply with current legislation.
- Assess whether additional staff need to be recruited to operate the system or whether current employees (for example, maintenance staff) need to be involved.
- Ensure that all relevant staff are properly trained on the use of the technology, protocols and legislation.
- Ensure the images obtained using RCCTV, and which will be used evidentially, are correctly managed to comply with legislation.

Where can I get more information about RCCTV?

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Glossary

Briefcase – a portable case in which the camera controls and receiver are housed.

Cherry picker – a hydraulic vehicle used to repair and maintain lampposts and install redeployable cameras. Also known as MEWP (Mobile Elevated Work Platform)

Closed drugs market – access to a drug dealer is, 'limited to known and trusted participants' (Lupton *et al.*, 2002).

Communities Against Drugs (CAD) – a source of funding directed towards Crime and Disorder Reduction Partnerships to tackle drug misuse at the local level.

Control room – a permanent location for the monitoring of CCTV cameras.

Dome cameras – a pan tilt zoom camera housed in a dome shaped casing.

GSM - Global System for Mobile Communications. A method of data transmission using a digital mobile phone.

Hotspot – concentrated areas of known street drug dealing and crime.

Line of sight – when the transmitter and the receiver can see each other without obstructions.

Onboard hard-drive – standard computer storage media built into the housing of the camera to record images.

Open drugs market – easily accessible by any user who wishes to purchase drugs. Usually street-based markets.

PSDB - Police Scientific and Development Branch

Proactive monitoring – an operator constantly monitors cameras.

PTZ – Pan tilt zoom cameras can be remotely controlled to move both vertically, horizontally and can zoom into an image and be focussed on it.

Radio transmission – a video and /or telemetry data transmission method via radio waves.

Real time – 25 frames per second. This allows the eye to see images as they occur without any time lapse.

RCCTV – an overt, (and sometimes covert), moveable and fast deployable CCTV system, mounted on lampposts or other suitable structures, which can be used for targeting crime hotspots. This evaluation only considered overt use.

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**SURVEILLANCE CAMERA
COMMISSIONER**

Surveillance Camera Code of Practice

A Guide for Councillors

How well does your authority comply with the 12 guiding principles of the [surveillance camera code of practice](#)?

Executive Summary

The Protection of Freedoms Act 2012 introduced legislation governing the use of surveillance camera systems that monitor public space. This included:

- The Surveillance Camera Code of Practice (2013) and The Surveillance Camera Commissioner whose role it is to encourage compliance, review operations and provide advice about the code.
- Section 33(5) places Local Authorities on a list of 'relevant authorities' who MUST pay due regard to the code.

As a Councillor you will undoubtedly want to ensure your council is compliant with the code. The requirement to comply with the code applies to all surveillance camera systems (including CCTV, Body Worn Video and Automatic Number Plate Recognition) used by your authority, and not just those monitoring streets and town centres. It includes systems in libraries, leisure centres and town halls.

The code sets out 12 principles for the operation of surveillance camera systems. Each system should:

1. Have a defined purpose and legitimate aim
2. Not impinge on an individual's privacy or human rights
3. Be operated transparently so people know they are being monitored
4. Be operated with good governance
5. Have clear policies, rules and procedures in place
6. Store no more images/data than strictly required
7. Have safeguards in place in relation to who can view images/data
8. Meet relevant and approved standards
9. Ensure images/data are stored securely
10. Review systems regularly (at least annually)
11. Be effective in supporting law enforcement
12. Databases used for matching purposes should be accurate and up to date

This guide explains what you need to know about the surveillance camera code of practice and what it means for the camera systems your authority operates.

Furthermore, we have developed an easy to use self assessment tool which can be used to assess how closely your authority is complying with the code.

Background

The Protection of Freedoms Act 2012 introduced the regulation of public space surveillance cameras in England and Wales. As a result the surveillance camera code of practice was issued by the secretary of state under Section 30 of the Act to ensure that the use of cameras in public places is regulated and only used in pursuit of a specified purpose. The code, which came into force on 12 August 2013, seeks to balance the need for cameras in public places with individuals' right to privacy.

The code applies to the use of surveillance camera systems that operate in public places in England and Wales, regardless of whether or not there is any live viewing, or recording of images or information or associated data.

All relevant authorities must have regard to the code.

A relevant authority as defined by section 33(5) of the Protection of Freedoms Act 2012 includes all local authorities in England and Wales. This includes parish and town councils. Each council therefore has to ensure that it complies with the code when it operates any surveillance camera system that monitors public space.

Local authority use of surveillance camera

Over the last twenty-five years councils have made a considerable investment in surveillance camera systems. Often this has been due to local demand for the introduction of CCTV cameras to address concerns about crime and disorder. However some have been critical of the increasing use of CCTV and the impact this has on privacy. As time and technology have progressed the ways in which surveillance cameras can be used has diversified, with some councils looking to use CCTV to address alcohol related crime and disorder and increase the safety of passengers and drivers of taxis and private hire vehicles. Others have installed systems in council facilities to reassure users, with systems monitoring libraries and leisure centres as well as being installed in council offices and town halls.

All these systems need to be operated in compliance with the code. In order to ensure it is compliant, each council needs to understand what surveillance systems it is using including public space CCTV, Automatic Number Plate Recognition (ANPR), Body Worn Videos (BWV) and Unmanned Aerial Vehicles (Drones).

To understand what your authority is using surveillance systems for; it is essential that an operational requirement is completed for each system. This will help to identify and specify the desired capabilities of the system as well as provide a basis for determining the effectiveness and suitability of the system before it is deployed. If surveillance is considered the best option, then an operational requirement will also help your authority to document the process ensuring that the proposed system is fit for purpose, has sufficient funding and public approval as well as specifying the technical requirements and a review process.

In considering whether it is compliant with the code your authority also needs to consider the circumstances in which it advocates or requires the use of surveillance cameras. It is important to note that blanket licensing policies, such as for public houses and taxis are not acceptable and there must be a pressing need and legal justification for the use of surveillance.

Issues to be addressed

Your authority needs to be aware of the number of cameras it has deployed as well as how they are deployed. It is recommended that local authorities nominate a single point of contact to oversee all the surveillance systems in the local authority and ensure that all systems are compliant with the Code.

This is vital to avoid a number of scenarios of misuse such as:

- The use of body worn cameras without appropriate training and procedures
- Use of re-deployable cameras with no operational requirement or privacy impact assessment
- Cameras with inappropriate or no signage
- The use of cameras in library, leisure centre, schools, environmental areas and waste disposal vehicles that are not compliant with the code of practice and the Data Protection Act
- No single point of contact for all local authority public space surveillance

There are a number of principles guiding the use of surveillance systems that your authority needs to consider when dealing with requests for additional cameras or systems in your area.

The Surveillance Camera Code of Practice

The code of practice is made up of 12 guiding principles and it is important that these principles are considered when using a surveillance system within a public space as defined by the code.

These principles should be considered before installing a new camera or camera system and also be applied to surveillance systems that have already been set up. To monitor compliance, if your council is yet to do so, you should ask your officers whether they have reviewed all the surveillance systems in your area. This will help you to identify what systems your authority has and why it has them.

The office of the surveillance camera commissioner has produced a simple self assessment tool that will enable your council to assess its level of compliance to the twelve guiding principles. It is important that your council identifies all surveillance systems it uses and completes the self assessment tool for each system.

Adhering to the code of practice will ensure that the use of surveillance systems in your authority is legal and being used in response to a pressing need. It will also assist in ensuring that the public space surveillance is effective, proportionate and transparent. The self assessment tool can be found at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/372082/Self_assessment_tool_v3_WEB.pdf

The principles

Principles you need to consider regarding the surveillance systems used in your jurisdiction

Principle one

Purpose: Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.

It is important that any surveillance systems in your council have clearly defined purposes, so please check to make sure that the purposes are legitimate and have been clearly written down.

Questions your officers should consider about any system include:

- What is the system for?
- Does it have clear objectives?
- Is the system reviewed frequently against its stated purpose?
- Has it been used for anything other than its original purpose?
- If yes, what was the justification?

Principle two

Privacy: The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.

The use of any form of surveillance will have an impact on individual's privacy and rights under the Human Rights Act. As a result it is essential that this is considered in detail before a system is installed. A privacy impact assessment should be conducted in order to consider any impact the surveillance system will have on individuals and groups in the society and this impact must be proportional and justifiable. When considering plans and proposals to install new systems you should ask your officers:

- Is surveillance the best solution for the problem they are seeking to address?
- Have they conducted a privacy impact assessment?
- If yes, has it been published?
- Have they taken necessary steps to reduce any impact on individual's privacy? (such as the use of privacy zones)

Principle three

Transparency: There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.

People in a public place should be made aware that they are being monitored therefore there must be signs in place informing them that they are in a surveillance zone. The sign should have basic information including contact details for the owner of the system.

In order to ensure transparency, as much information about the system as possible should be published, this could include the number of cameras, purpose, crime statistics and consultation outcomes. In summary:

- Does your council have adequate signage?
- Has your council adequately engaged with those affected by the cameras?
- Does your authority publish information regarding the cameras on its website?
- Does your council have a procedure for handling concerns and complaints about the use of the surveillance systems?
- Are the public aware of how to make a complaint?

Principle four

Responsibility and Accountability: There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.

There must be established governance arrangements for the surveillance systems in your council. If a system is jointly owned then the lines of responsibilities must be agreed and made known to all relevant parties. Questions to consider include:

- Who owns the system?
- Is the system jointly owned?
- Are there clear established lines of responsibilities
- Does the council have a designated individual responsible for the development and operation of the system?
- Are all staff aware of their responsibilities?
- Are all staff aware of the lines of responsibilities

Principle five

Rules, Policies and Procedures: Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.

The existence of clear policies and procedures are essential to meet any legal obligations regarding the use of the surveillance system such as compliance with the Data Protection Act. Once policies are in place they should be communicated to all staff and in particular to new staff at the induction stage.

You should find out whether your operators are required to have a Security Industry Authority (SIA) licence. Information on licensing requirements can be found on the SIA website at <http://www.sia.homeoffice.gov.uk/Pages/licensing.aspx>

Things to consider include:

- Does your council have clear policies in place?
- Have they been communicated to all staff and are they clearly accessible?
- Has your authority considered qualifications relevant to the role of the system users?
- Has your council considered the use of an SIA licence for its operators?

- How does your council ensure that its system users have the relevant skills and knowledge for the job?

Principle six

Storage: No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.

It is important that images and information from the surveillance camera systems are not kept for longer than is necessary to accomplish the original purpose for which they were installed. Things to consider include:

- How long are the images and information retained?
- Does your council have a policy on retention for law enforcement purposes?
- How does your council ensure that law enforcement agencies are aware of the retention policy?
- Is there an audit process to ensure that images and information are not stored for longer than necessary?

Principle seven

Access: Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.

It is essential to ensure that there is limited and restricted access to the stored information. As a result there should be clear rules on to whom and when access is allowed. An operator must have clear policies and guidelines to deal with any requests to view information.

As individuals are entitled to a copy of images of themselves, it is essential to have a policy on place to deal with subject access requests.

Things to ask should include:

- Does your council have a policy in place on who has access to the stored information?
- What is your council's policy on disclosure of information? Are all staff aware of these policies
- What checks are in place to ensure that these policies and procedures are followed?

Principle eight

Approved Standards: Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.

It is important to consider any approved standards for the installed system. This could be for the functioning, installation, operation and maintenance of the system. This is particularly important when there is a specific deployment requirement such as the use of body worn cameras.

A list of approved standards is available on the Surveillance Camera Commissioner's website at <https://www.gov.uk/recommended-standards-for-the-cctv-industry>

Things to consider include:

- What approved operational, technical and competency standards relevant to a surveillance system and its purpose does your council's system(s) meet?
- How does your council ensure that these standards are followed appropriately?
- What steps are in place to secure certification against the approved standards?
- Have your officers considered certification against the surveillance camera code of practice?

Principle nine

Security and Safeguards: Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.

It is essential to have effective safeguards to help ensure the integrity of the images and information particular if they are necessary as evidence in court proceedings. It is important to ask the following:

- What security safeguards does your council have in place to ensure the integrity of images and information?
- If the system is connected across an organisational network or intranet, do sufficient controls and safeguards exist?
- What is the specified purpose for which the information are being used and accessed and is this consistent with the stated purposes?
- Does your council have preventative measures in place to guard against misuse of information and images?
- Are your council's procedures and instructions and/or guidelines regarding the storage, use and access of surveillance system information documented?

Principle ten

Review and Audits: There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.

It is good practice to review the continued use of a surveillance camera system on a regular basis, at least annually, to ensure that it remains necessary, proportionate and effective in meeting its specified purpose.

- How frequently is the system reviewed? (recommended to be at least annually)
- Does your council have a review process that shows its system(s) still addresses the needs and delivers the benefits that justify its use?
- Has your council identified any cameras that do not remain justified in meeting the stated purpose(s)?
- Have your officers conducted an evaluation in order to compare alternative interventions to surveillance cameras?
- Is it cost effective to continue running your council's surveillance camera system?

Principle eleven

Support Law Enforcement: When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.

The effectiveness of your council's system is dependent on its ability to capture, process, analyse and store images and information. This is particularly important if the purpose of your authority's system includes the prevention, detection and investigation of crime. If this is the case your council's system should be capable of producing images and information that are suitable for the criminal judicial system. Things to consider include:

- Are the images and information produced by your authority's system of a suitable quality for the criminal justice system to use without enhancement?
- During the production of the operational requirement for your council's system, what stakeholder engagement was carried out or guidance followed to ensure exported data would meet the quality required for it to be used for evidential purposes?
- Does your council have safeguards in place to ensure the forensic integrity of the images and information including a complete audit trail?
- Does your council have a policy on data storage, security and deletion?
- Is the information stored in a format that is easily exportable?
- Does the storage ensure the integrity and quality of original recording and the meta data?

Principle twelve

Reference Database: Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

If your council uses specific technologies such as ANPR or facial recognition, you should satisfy yourself that the underlying data is accurate and fit for purpose. It is important to consider the following questions:

- Does your council use any specialist technology such as ANPR, facial recognition, Body Worn Video (BWV) or remotely operated vehicles (Drones)?
- Does your council have a policy in place to ensure that the information contained on its database is accurate and up to date?
- Does your council have a procedure for deciding when and whether an individual or vehicle should be included in a reference database?
- What policies are in place to determine how long information remains in the reference database?
- Are all staff aware of when surveillance becomes covert surveillance under the Regulation of Investigatory Powers Act (RIPA) 2000?

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Self Assessment Tool

How well does your organisation comply with the 12 guiding principles of the Surveillance Camera Code of Practice? Complete this easy to use self assessment tool to find out if you do.

Using this tool

This self assessment tool has been prepared by the Surveillance Camera Commissioner (SCC) to help you and your organisation identify if you're complying with the [Surveillance Camera Code of Practice](#) (the Code). It should be completed in conjunction with the Code, and can help to show you how well you comply with each of its 12 guiding principles.

It is possible to be largely compliant with some principles and to fall short against others. As a result you will note that at the end of the questions against each principle there is a space to include an action plan. This is so you can put actions in place over the next year to improve your compliance to that principle. These boxes can also be used to make a note of what evidence you could produce if required to show your compliance to that principle.

The template contains a combination of open and closed questions. For the open questions, there is a limit on how much you can write within the template, so please feel free to include any additional notes as an annex to the document – there are additional blank pages at the end of the tool to help you to do so.

Remember that your organisation may operate more than one surveillance camera system, with a scope that extends across several purposes and many geographical locations. So, before you start clarify the scope of the system(s) you propose to self assess for compliance against the Code.

Is this tool for me?

The self assessment tool is aimed primarily at relevant authorities under [Section 33 of the Protection of Freedoms Act 2012](#) who have a statutory duty to have regard to the guidance in the Code. In general terms, this means local authorities and the police in England and Wales.

If you work within any other organisation that operates surveillance camera systems you are free to adopt and follow the principles of the Code on a voluntary basis. If you decide to do so, then using this tool will be of benefit to you.

As a relevant authority under Section 33, if you are considering the deployment of a new surveillance camera system, or considering extending the purposes for which you use an existing system, you may find the more [detailed three stage passport to compliance tool a valuable planning tool](#). It can guide you through the relevant principles within the Code and inform you of the necessary stages when planning, implementing and operating a surveillance camera system to ensure it complies with the Code.

If you are from any other organisation operating a surveillance camera system you may find this template useful in reviewing your use of surveillance, or may want to use other SCC online tools such as the [Data Protection Impact Assessment](#) guidance or the [Buyers Toolkit](#) to help decide whether your surveillance is necessary, lawful and effective.

What should I do next?

The self assessment is for you to satisfy yourself and the subjects of your surveillance that you meet the 12 principles and to identify any additional work necessary to show compliance. Think about realistic timescales for completion of your action plans, with a view to achieving full compliance with the Code before undertaking your next annual review.

The SCC does not want you to submit your completed self assessment response to him. However, in the interest of transparency he encourages you to publish the completed self assessment tool template on your website.

A completed self assessment is also a positive step towards [third party certification](#) against the Code.

Email the SCC at scc@sccommissioner.gov.uk to let us know when you have completed this template as this will enable us to understand the level of uptake. We would also appreciate your comments and feedback on the user experience with this template. Please let us know if you are interested in working towards third party certification against the Code in the near future, or would like to be added to our mailing list.

Name of organisation	Melkshan Town Council
Scope of surveillance camera system	Melkshan Town Centre and King George V Playing Fields
Senior Responsible Officer	Linda Roberts
Position within organisation	Town Clerk
Signature	
Date of sign off	

Principle 1

Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.

1. What is the problem you face and have you defined a purpose in trying to solve it? Have you set objectives in a written statement of need?

Fear of crime by residents. To enable the town council to track and locate problems in a pro-active manner and to tackle anti social behaviour. To detect crime.

2. What is the lawful basis for your use of surveillance?

Town Council - Local Government organisation

3. What is your justification for surveillance being necessary and proportionate?

We are a Local Government Organisation responding to the community's concerns over crime and anti social behaviour. We have the power to exercise our functions with due regard to their likely effect, if any, on crime and disorder (including anti social and other behaviour adversely affecting the local environment, the misuse of drugs, alcohol and other substances and re-offending in its area and the need to prevent them. Crime and Disorder Act 1998,s17.

4. Is the system being used for any other purpose other than those specified? If so please explain.

☐

Yes

☒

No

-
5. Have you identified any areas where action is required to conform more fully with the requirements of Principle 1?

Action Plan

Set up a volunteer scheme, all to be SIA trained and Police checked.

Assess the fear of crime prior to the scheme's implementation and assess whether there has been a reduction in the fear of crime and importantly whether there has been a reduction in crime.

Principle 2

The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.

1. Has your organisation paid a registration fee to the Information Commissioner's Office and informed them of the appointment of a Data Protection Officer (DPO) who reports to the highest management level within the organisation? ☒ Yes ☐ No

2. Are you able to document that any use of automatic facial recognition software or any other biometric characteristic recognition systems is necessary and proportionate in meeting your stated purpose? ☒ Yes ☐ No

3. Have you carried out a data protection impact assessment, and were you and your DPO able to sign off that privacy risks had been mitigated adequately? ☒ Yes ☐ No

Before May 2018 the requirement was to complete a privacy impact assessment; this has been replaced by a data protection impact assessment. There is a surveillance camera specific template on the Surveillance Camera Commissioner's website:

<https://www.gov.uk/government/publications/privacy-impact-assessments-for-surveillance-cameras>

4. Do you update your data protection impact assessment regularly and whenever fundamental changes are made to your system? ☒ Yes ☐ No

5. How have you documented any decision that a data protection impact assessment is not necessary for your surveillance activities together with the supporting rationale?

No.

6. Have you identified any areas where action is required to conform more fully with the requirements of Principle 2? ☐ Yes ☐ No

Action Plan

The town council pays strict adherence to GDPR, regular reviews of data protection policies and procedures will be carried out.
Clear signage advising the public of areas under surveillance from cameras. A strict policy on the storage and deletion of data is in place.
All footage to be securely held and deleted after 28 days, unless seized by the Police.
Restricted access to the control room, which will be accessed with a card entry system recording who has accessed the control room.
All people entering the control room will record and sign in when they enter. This includes authorised personnel.

Principle 3

There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.

7. Has there been proportionate consultation and engagement with the public and partners to assess whether there is a legitimate aim and a pressing need for the system? ☒ Yes ☐ No

8. Does your Privacy Notice signage highlight the use of a surveillance camera system and the purpose for which it captures images? ☒ Yes ☐ No

9. Does your signage state who operates the system and include a point of contact for further information? ☒ Yes ☐ No

10. If your surveillance camera systems use body worn cameras, do you inform those present that images and sound are being recorded whenever such a camera is activated? ☐ Yes ☐ No

11. What are your procedures for handling any concerns or complaints?

The town council has a complaints procedure; the town council's privacy notice gives details of who to complain to, including the telephone number and email of the ICO.

12. Have you identified any areas where action is required to conform more fully with the requirements of Principle 3? ☒ Yes ☐ No

Action Plan

Signage needs to be reviewed to ensure it is in conformance with the requirements.

Publicise camera locations

Make it clear that the Town Clerk is the person appointed and in charge of the scheme and is the Data Controller.

Publicise scheme on website and notice boards.

Assess how transparent the scheme is.

Principle 4

There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.

13. What governance arrangements are in place?

Town Council privacy and GDPR policies. Registration with the ICO. A responsible named Data Controller. A storage and retention policy

14. Do your governance arrangements include a senior responsible officer?

☒

Yes

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No

15. Have you appointed a single point of contact within your governance arrangements, and what steps have you taken to publicise the role and contact details?

☒

Yes

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No

Guidance on single point of contact: <https://www.gov.uk/government/publications/introducing-a-single-point-of-contact-guidance-for-local-authorities/introducing-a-single-point-of-contact>

Yes. It is the Town Clerk and clearly defined on the privacy notice, website and other council publicity.

16. Are all staff aware of the roles and responsibilities relating to the surveillance camera system, including their own?

☒

Yes

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No

17. How do you ensure the lines of responsibility are always followed?

Through procedures and policies and regular meetings with the team.

18. If the surveillance camera system is jointly owned or jointly operated, is it clear what each partner organisation is responsible for and what the individual obligations are?

☐

Yes

☐

No

19. Have you identified any areas where action is required to conform more fully with the requirements of Principle 4?

☒

Yes

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No

Action Plan

To continue to monitor use of the system. Investment in staff training and strict adherence to legislation, data protection.

Any issues which arise to be logged, investigated. Adapt procedures as necessary and from lessons learned, improve practices.

Deletion of images after 28 days.

Internal Ops procedure manual.

Principle 5

Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.

20. Do you have clear policies and procedures in place to support the lawful operation of your surveillance camera system? If so, please specify.

☒

Yes

☐

No

21. Are the rules, policies and procedures part of an induction process for all staff?

☒

Yes

☐

No

22. How do you ensure continued competence of system users especially relating to relevant operational, technical, privacy considerations, policies and procedures?

Regular training
Monitoring and review of system users
Regular training and appraisals

23. Have you considered occupational standards relevant to the role of the system users, such as National Occupational Standard for CCTV operations or other similar?

☒

Yes

☐

No

24. If so, how many of your system users have undertaken any occupational standards to date?

None to date, the volunteer scheme is yet to be set up.

25. Do you and your system users require Security Industry Authority (SIA) licences?

☒

Yes

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No

26. If your system users do not need an SIA licence, how do you ensure they have the necessary skills and knowledge to use or manage the surveillance system?

27. If you deploy body worn cameras, what are your written instructions as to when it is appropriate to activate BWV recording and when not?

Not applicable.

28. If you deploy surveillance cameras using drones, have you obtained either Standard Permission or Non-Standard Permission from the Civil Aviation Authority and what is your CAA SUA Operator ID Number? ☐ Yes ☐ No

Not applicable.

29. Have you identified any areas where action is required to conform more fully with the requirements of Principle 5? ☒ Yes ☐ No

Action Plan

Internal Operations Manual to be adopted by council.
Adoption of the Surveillance Camera Code of Practice
All CCTV operators and officers responsible for the system to undergo training so they understand the strict compliance to all the requirements in operating a sophisticated CCTV system

Principle 6

No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.

30. How long is the period for which you routinely retain images and information, and please explain why this period is proportionate to the purpose for which they were captured?

30 days

31. What arrangements are in place for the automated deletion of images?

System is programed to overwrite the recordings

32. When it is necessary to retain images for longer than your routine retention period, are those images then subject to regular review?

☒

Yes

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No

33. Are there any time constraints in the event of a law enforcement agency not taking advantage of the opportunity to view the retained images?

☐

Yes

☐

No

34. Do you quarantine all relevant information and images relating to a reported incident until such time as the incident is resolved and/or all the information and images have been passed on to the enforcement agencies?

☒

Yes

☐

No

35. Have you identified any areas where action is required to conform more fully with the requirements of Principle 6?

☐

Yes

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No

Action Plan

Deletion plan as part of the CCTV protocol. Working in accordance with internal opertons Procedure Manual

Principle 7

Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.

36. How do you decide who has access to the images and information retained by your surveillance camera system?

The responsible officer in charge at the time would approve or otherwise in conjunction with liaison with the data controller and the Police.

37. Do you have a written policy on the disclosure of information to any third party?

☒

Yes

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No

38. How do your procedures for disclosure of information guard against cyber security risks?

39. What are your procedures for Subject Access Requests where a data subject asks for copies of any images in which they appear?

40. Do your procedures include publication of information about how to make a Subject Access Request, and include privacy masking capability in the event that any third party is recognisable in the images which are released to your data subject?

☒

Yes

☐

No

41. What procedures do you have to document decisions about the sharing of information with a third party and what checks do you have in place to ensure that the disclosure policy is followed?

42. Have you identified any areas where action is required to conform more fully with the requirements of Principle 7?

☐

Yes

☐

No

Action Plan

Principle 8

Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.

(There are lists of relevant standards on the Surveillance Camera Commissioner's website: <https://www.gov.uk/guidance/recommended-standards-for-the-cctv-industry>)

43. What approved operational, technical and competency standards relevant to a surveillance system and its purpose does your system meet?

44. How do you ensure that these standards are met from the moment of commissioning your system and maintained appropriately?

45. Have you gained independent third-party certification against the approved standards?

☐

Yes

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No

46. Have you identified any areas where action is required to conform more fully with the requirements of Principle 8?

☐

Yes

☐

No

Action Plan

Principle 9

Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.

47. What security safeguards exist to ensure the integrity of images and information?

48. If the system is connected across an organisational network or intranet, do sufficient controls and safeguards exist?

Yes

No

49. How do your security systems guard against cyber security threats?

50. What documented procedures, instructions and/or guidelines are in place regarding the storage, use and access of surveillance camera system images and information?

51. In the event of a drone mounted camera being lost from sight, what capability does the pilot have to reformat the memory storage or protect against cyber attack by remote activation?

52. In the event of a body worn camera being lost or stolen, what capability exists to ensure data cannot be viewed or exported by unauthorised persons?

53. In reviewing your responses to Principle 9, have you identified any areas where action is required to conform more fully with the requirements? If so, please list them below.

☐

Yes

☐

No

Action Plan

Principle 10

There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.

54. How do you review your system to ensure it remains necessary and proportionate in meeting its stated purpose?

55. Have you identified any camera locations or integrated surveillance technologies that do not remain justified in meeting the stated purpose(s)?

☐

Yes

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No

56. Have you conducted an evaluation in order to compare alternative interventions to surveillance cameras? (If so please provide brief details)

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Yes

☐

No

57. How do your system maintenance arrangements ensure that it remains effective in meeting its stated purpose?

58. Have you identified any areas where action is required to conform more fully with the requirements of Principle 10?

☐

Yes

☐

No

Action Plan

Principle 11

When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.

59. Are the images and information produced by your system of a suitable quality to meet requirements for use as evidence? ☐ Yes ☐ No

60. During the production of the operational requirement for your system, what stakeholder engagement was carried out or guidance followed to ensure exported data would meet the quality requirements for evidential purposes?

61. Do you have safeguards in place to ensure the forensic integrity of the images and information, including a complete audit trail? ☐ Yes ☐ No

62. Is the information in a format that is easily exportable? ☐ Yes ☐ No

63. Does the storage ensure the integrity and quality of the original recording and of the meta-data? ☐ Yes ☐ No

64. Have you identified any areas where action is required to conform more fully with the requirements of Principle 11? ☐ Yes ☐ No

Action Plan

Principle 12

Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

65. What use do you make of integrated surveillance technology such as automatic number plate recognition or automatic facial recognition software?

66. How do you decide when and whether a vehicle or individual should be included in a reference database?

67. Do you have a policy in place to ensure that the information contained on your database is accurate and up to date?

Yes

No

68. What policies are in place to determine how long information remains in the reference database?

69. Are all staff aware of when surveillance becomes covert surveillance under the Regulation of Investigatory Powers Act (RIPA) 2000?

Yes

No

70. Have you identified any areas where action is required to conform more fully with the requirements of Principle 12?

Yes

No

Action Plan

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PUBLICATION SCHEME POLICY

1. Introduction

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits a council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the council and falls within the classifications below.
- To specify the information which is held by the council and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the council makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the council that has been requested, and any updated versions it holds, unless the council is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the council is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

2. Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement, and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections, and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the council.

The services we offer.

Advice and guidance, booklets and leaflets, transactions, and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available.

The council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the council, information will be provided on a website.

Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the council will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person.

Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where a council is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

3. Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the council for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred because of viewing information.

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

4. Written requests

Information held by the council that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

5. Appendices

Appendix 1 – Information available and methods of publication.

Appendix 2 – Schedule of charges

Reviewed and Adopted by xxx on xxx

Appendix 1
Information available under the model publication scheme

Information to be published	How the information can be obtained
WHO WE ARE AND WHAT WE DO (current information only) Organisational information, structures, locations and contacts	
Who's who on the Council and its Committees	Website/ Hard copy
Contact details for Town Clerk and Council members	Website/ Hard copy
Location of main Council office and accessibility details:	Website
Staffing structure	Website/ Hard copy
WHAT WE SPEND AND HOW WE SPEND IT (current and previous financial year as a minimum) Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audits	
Annual Return and report by auditor	Available for viewing at Council Office Website/Copies available on request
Finalised budget	Available for viewing at Council Office Website/Copies available on request
Precept	Available for viewing at Council Office Website/Copies available on request
Financial Standing Orders and Regulations	See "Our Policies and Procedures" section below
Information to be published	How the information can be obtained
List of current contracts awarded and value of contract	Details available on request
Members' allowances and expenses	No ordinary members allowance is paid; the Mayor receives an annual allowance. Details available on request. Expenses can be paid in certain circumstances.
WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING Strategies and plans, performance indicators, audits, inspections and reviews	
Annual Report (current and previous year as a minimum)	Available for viewing at Council Office Website/Hard Copy
5 Year Strategic Plan	Available for viewing at Council Office Website/Hard Copy
HOW WE MAKE DECISIONS (current and previous council year as a minimum) Decision making processes and records of decisions	
Timetable of meetings (Council, any committee/sub-committee meetings, and parish meetings)	Available for viewing at Council Office Website/Hard Copy
Agendas of meetings (as above)	Available for viewing at Council Office Website/Hard Copy
Minutes of meetings (as above) NB this will exclude information that is properly regarded as private to the meeting.	Available for viewing at Council Office Website/Hard Copy

Reports presented to council meetings NB this will exclude information that is properly regarded as private to the meeting.	Available for viewing at Council Office Website/Hard Copy
Information to be published	How the information can be obtained
Responses to consultation papers	Included in minutes (see above)
Responses to planning applications	Included in minutes (see above)
Byelaws	The Council has not enacted any byelaws
OUR POLICIES AND PROCEDURES (current information only) Written protocols, policies, and procedures for delivering our services and responsibilities	
Policies and procedures for the conduct of Council business: → Procedural standing orders → Financial Regulations → Committee and sub-committee terms of reference → Code of Conduct → Policy statements	Available for viewing at Council Office Website/Hard Copy
Policies and procedures for the provision of services and about the employment of staff: → Employee Handbook → Health and Safety policy → Recruitment policies (including current vacancies) → Policies and procedures for handling requests for information → Complaints' procedures (including those covering requests for information and operating the publication scheme)	Available for viewing at Council Office on request Website/Hard Copy
Document management policy (records retention, destruction, and archive)	Available for viewing at Council Office Website/Hard Copy
Schedule of charges (for the publication of information)	See Appendix 2
Information to be published	How the information can be obtained
LISTS AND REGISTERS (currently maintained lists and registers only)	
Assets register	Available for viewing at Council Office Website/Hard Copy
Register of members' interests	Available via our website or from the Wiltshire Council website: http://services.wiltshire.gov.uk/TownAndParish/ROI
THE SERVICES WE OFFER (current information only) Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses	Information available on request.

Enquiries or requests for information detailed above should be made to:

The Town Clerk
Linda Roberts
Melksham Town Council
The Town Hall
Market Place
Melksham,
WILTSHIRE
SN12 6ES
Telephone: 01225 704187
Email: linda.roberts@melksham-tc.gov.uk

Appendix 2
Schedule of Charges

Charges correct at March 2022

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying @ 10p per sheet of A4 single sided and 20p per sheet double sided (black & white) 25p per sheet of A3 single sided (black & white)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2nd class stamp

- The actual cost incurred by Melksham Town Council.

Melksham Town Council

Recording of Meetings Policy

Melksham Town Council is committed to being open and transparent in the way that it conducts its decision making.

The right to record, film and to broadcast meetings of the Town Council was established under the Openness of Local Government Bodies Regulations 2014. This is in addition to the rights of the Press and public to attend such meetings.

Recording, including filming, audio recording, taking photographs, blogging, tweeting, and using other social media is permitted at any Town Council meeting which is open to the public provided that the Chair of the meeting does not consider that there is disruption to the proceedings of the meeting and subject to the following procedure.

Procedure

Anyone wishing to record a meeting is requested to let the Chair of the meeting know prior to, or at the start of, the meeting. The recording should be overt (i.e., clearly visible to anyone at the meeting) and must take place from a fixed position in the meeting room approved by the Chair to reduce disruption to the proceedings.

At the beginning of each meeting, the Chair will make an announcement that the meeting may be filmed or recorded, and the Council will ensure that signage at Council meetings makes it clear that recording can take place. If anyone speaking at the meeting does not wish to be recorded, they should let the Chair of the meeting know.

Anyone visually recording a meeting is requested to only focus on recording Councillors, officers and the public who are directly involved in the conduct of the meeting. People seated in the public area should not be photographed, filmed, or recorded without the consent of the individuals concerned. Any children present at the meeting should not to be filmed unless they and their parents/guardians have given their consent. Any request made by the Chair regarding respecting the public's right to privacy must be complied with.

Any person wishing to record Council meetings will be responsible for ensuring that any cabling, or electrical equipment they use has been properly tested and installed and adheres to health and safety requirements. The Council will not be held liable for any injuries to the individual or members of the public caused by the recording of its meetings.

The Chair of the meeting has absolute discretion to request that a person stop or suspend recording if, in the Chairman's opinion, continuing to do so would prejudice proceedings at the meeting because:

- recording is disrupting the proceedings of the meeting;
- there is public disturbance or a suspension of the meeting;

- the meeting has resolved to exclude the public for reasons of confidential business.

For these purposes recording equipment must not be left unattended at meetings.

The Council cannot accept liability for any equipment that is lost, stolen, or damaged at its public meetings.

The recording should not be edited in any way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the Council's values or in a way that ridicules or shows a lack of respect for those in the recording.

If the Council resolves to discuss confidential information, and the public are excluded from the meeting, all recording equipment must be removed immediately from the room.

The use of flash photography or additional lighting will not be allowed unless this has been discussed with the Town Clerk in advance of the meeting and agreement reached on how it can be done without disrupting proceedings.

Guidance Notes

The Town Clerk should be contacted prior to the meeting if the recording involves large equipment or specific requirements.

Recording and reporting the Council's meetings is subject to the law and it is the responsibility of those who undertake the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act, the Public Order Act Part III (1986 as amended), the Equality Act 2010, the laws of libel and defamation and any subsequent legislation or regulations.

The Council may itself photograph, film, record or broadcast its meetings and may retain, use, or dispose of such material in accordance with its retention and disposal policies.

Town Clerk email address: linda.roberts@melksham-tc.gov.uk

This policy was adopted at the Council meeting on ??/??/?? to be reviewed in two years or sooner if legislation dictates.



ROUNABOUT, GARDENS AND PLANTERS SPONSORSHIP POLICY

1. BACKGROUND

- 1.1 Melksham Town Council aims to encourage the commercial sponsorship of roundabouts, council gardens and planters within the town.
- 1.2 The purpose is to recognise and improve the appearance of the town, encourage business and community involvement, and seek additional funding to assist the Melksham in Bloom campaign.
- 1.3 At present, there are no schemes in place for the sponsorship of council gardens and planters within the town but there are two types of roundabout sponsorship schemes in operation.
- 1.4 The first is 'adopted' roundabouts, which is based on the sponsor agreeing with the Council to adopt a roundabout but undertaking to landscape and maintain at their own expense.
- 1.5 The second is 'sponsored' roundabouts which is based on the sponsor paying an agreed amount to the Council for sponsorship signs to be erected with the Council undertaking the landscaping and maintenance.
- 1.6 The Town Council wishes to move away from the 'adopted' scheme and move towards the 'sponsored scheme' which allows consistency of standards throughout the town.

2. POLICY OBJECTIVES

- 2.1 To harmonise the approach to sponsorship and encourage more local participation in the sponsorship of the town's roundabouts, gardens and planters.
- 2.2 To fund the continued maintenance, design, and installation of new landscaping.
- 2.3 To give businesses an authorised opportunity to advertise in the town.
- 2.4 To be part of the aspiration to promote more art on roundabouts and gardens.

- 2.5 Sponsorship will be used to secure lasting improvements in visual appearance not only to the town's roundabouts, gardens and planters but also to other parts of the town.

3. **CONDITIONS OF SCHEME**

- 3.1 Sponsorship of roundabouts applies to the following:

- Farmers Roundabout
- Market Place Roundabout

Each roundabout can be sponsored by up to four individual sponsors

- 3.2 Sponsorship of gardens applies to the following:

- Prince of Wales
- Queen Mary

- 3.3 The Splinter Island is also available for sponsorship but is currently subject to a 10-year sponsorship arrangement which expires in October 2029.

- 3.4 17 planters are available for sponsorship

- 3.5 Annual sponsorship costs will be based on the anticipated planting, design, and maintenance costs

- 3.6 The design of the roundabout layout and planting schemes will be determined by the Council, in consultation with the sponsor/s. The Council will undertake all works including landscaping, signage, and maintenance of the roundabouts.

- 3.7 Sponsors' signs are to be of a standard size, material and design determined by Wiltshire Council to ensure that they meet highways legislation

- 3.8 Any legal costs, fees and VAT associated with sponsorship are to be borne by the sponsor/s.

- 3.9 A formal sponsorship agreement will be entered into between sponsors and the Council for a fixed term. The sponsors' signs are to be removed when the term expires, or the agreement is otherwise terminated.

- 3.10 The design and improvements will vary according to the location of the roundabout and the interests of the sponsor. It is anticipated that most improvements will be horticultural or arboricultural. There may, however, be opportunities for more ambitious improvements, involving art and sculpture, for example.

- 3.11 Roundabouts, which are currently 'sponsored' or 'adopted' will continue to be sponsored under the existing arrangements until the expiry of the agreement.

4. HIGHWAY AND PLANNING CONSIDERATIONS

- 4.1 Several highway and planning considerations must be taken into account when considering roundabout improvements and sponsors' signs.

- 4.2 Wiltshire Council, as the Highway Authority, has its criteria for sponsorship of roundabouts, which are:-

-Visibility must not be obscured

-The form of landscaping must be approved on highway safety terms

-Signs must:

- be no greater than 0.5 metre in height and 1.0 metre in width
- not carry advertising other than the name of the sponsor and the Town Council
- not be coloured or designed to look like direction signs
- not be attached to highway furniture.

- 4.3 Wiltshire Council, as the Planning Authority is required to grant planning permission or advertisement consent, if necessary.

- 4.4 Advertisement consent may be required for the design and location of sponsorship signs.

- 4.5 Planning permission may also apply to any improvement, which is more ambitious than a simple horticultural or arboricultural works.

5. ENVIRONMENT

- 5.1 Planting by the Town Council will only be considered that enhances the existing landscape, and which will be maintained above the present minimum levels.

- 5.2 Design work to roundabouts and gardens should integrate with the local landscape and take account of townscape character, designated areas, buildings, and features.

- 5.3 Commercial sponsorship of roundabouts and gardens may involve the improvement of both hard and soft landscapes elements. Innovative proposals involving hard landscape will not be discouraged if they contribute to delivering the council's environmental objectives.

- 5.4 Designs will not be permitted that may be distracting to drivers including flower arrangements that depict written messages.

6. **SIGNAGE**

- 6.1 An important element of sponsorship is signage. This must be properly designed to ensure that improvements to roundabouts are not negated by the visual intrusion or clutter of signs.
- 6.2 The Council will determine the type and style of all plaques/ signage with the aim of having a unified approach throughout the town, before seeking the approval of the highways department.

SPONSORSHIP AGREEMENT

THIS AGREEMENT is dated and made between Melksham Town Council of the Town Hall, Market Place, Melksham, SN12 6ES (the Council) and XXXXX of address is (the Sponsor) in respect of the sponsoring of the maintenance and/or enhancement to the landscaping of the Roundabout/ Garden/ Planter as detailed on the attached plan (the Roundabout/ Garden/ Planter)

Whereby the Sponsor agrees to sponsor the Roundabout/ Garden/ Planter and pay to the Council the costs incurred by it for the landscape maintenance/enhancement, subject to the following terms and conditions:

1. Sponsorship fees shall be payable in advance on the first day of commencement of the agreement. The Sponsor will meet the costs of any additional landscape enhancements agreed by the Council in full.
2. "Landscape enhancement" means those improvements to the landscape as defined and agreed by the Council. The Council reserves the right to determine the nature of the enhancements and to vary the type of plantings provided. "Maintenance" means the grounds maintenance works as determined by the Council.
3. The Council will erect and maintain sponsorship plaques on the Roundabout. The plaques will be of a size and appearance as not to interfere with traffic flow or present a hazard to motorists or other road users. The placement size and appearance and the number of plaques to be erected will be as agreed in writing by the Council in accordance with the advice, instructions, and approval of the Highway Authority, subject to Clause 4 below.
4. The size, appearance and positioning of each plaque shall be subject to the restrictions of Section 96 Highways Act 1980 per Wiltshire Council – see Appendix 2.
5. The Council shall have the absolute right to require the Sponsor to remove any plaque which is of a religious or political significance or context, or which is inappropriate or objectionable or is likely to subject the Council to prosecution and upon receipt of such request the Sponsor shall remove the said plaque within 24 hours, failing which the Council shall remove the plaque.
6. The Council will erect and maintain sponsorship plaques/ signage on gardens and planters.
7. The cost of providing, installing, maintaining, and replacing plaques is to be met by the Sponsor.

8. Sponsorship is to commence from the date of this agreement and is to run for a period of one year from the date hereof.
9. From time to time, it may be necessary for the Council and/or the Highway Authority to permit works to be carried out on the Roundabout that may cause temporary disruption to the landscape enhancements and/or temporary removal of plaques. In such event, the Council will not be liable for any claims for compensation by the Sponsor provided that such works and/or disruptions are for a total period of less than 30 days within any sponsored twelve-month period. In the event of works or disruption lasting more than 30 days within any sponsored twelve-month period the Council will refund to the Sponsor a sum equating to 1/52 of the landscape enhancement annual sponsorship fees for each subsequent seven days, or part thereof, of continued works or disruption.
10. The Council will restore any landscape enhancement disturbed by such works to the appropriate standard and within a reasonable time. The Council will endeavour to provide advance notification to the Sponsor or any such works, whenever this is possible.
11. It will also be necessary for the Council to carry out planting and maintenance to the gardens and planters throughout the year.
12. The rights and obligations of the Sponsor in this agreement shall not be assigned without the prior written consent of the Council.
13. If the Sponsor shall be in breach of any of the terms and conditions and stipulations on the part of the Sponsor to be observed and performed hereunder then it shall be lawful for the Council to determine this agreement by serving not less than seven days' notice to the Sponsor, but such determination shall not affect the rights of the Council under this agreement prior to the cancellation thereof.
14. It is agreed that if there are changes in external legislation, circumstances, or policy outside the control of the Council, the Council reserves the right to terminate this agreement and remove the plaques/ signage.

Terms agreed and accepted:

Melksham Town Council

.....

Position

.....

On behalf of ()

Position

- 1 *All conditions in the Licence including those set out in the 2nd Schedule must be complied with.*
- 2 *Wiltshire Council may withdraw this Licence after 30 days' notice if it is necessary for them to exercise their duty as highway authority.*
- 3 *If it is necessary for Wiltshire Council to reinstate the areas of land specified in the 1st Schedule to their original condition, they may recover the expenses reasonably incurred from the Licensee.*
- 4 *It is a condition of the Licence that the Licensee shall indemnify the Council against any claim in respect of injury, damage, or loss, including any claim by or on behalf of statutory undertakers or other appropriate public utilities arising out of the planting or presence of trees, shrubs, plants, grass, or guards in the area of land specified in the 1st Schedule. It is advisable for the Licensee to have public liability cover for not less than £5,000,000 to provide this indemnity.*
- 5 *This Licensee is subject to the right of statutory undertakers or other public utilities as appropriate to place apparatus in, under or over the said highway or to maintain remove or replace existing apparatus and shall in no way prevent the placing, maintaining, removal or replacement of such apparatus.*

1st Schedule

1. *Conditions agreed by Wiltshire Council for cultivation and maintenance by the Licensee, are as follows:*

The lighting columns should be kept clear of planting in order that access to the inspection doors is always maintained.

To ensure that visibility at junction areas is not compromised.

2nd Schedule

1. *The area of land specified in the 1st Schedule shall be cultivated and maintained in such manner that it shall not interfere with any apparatus of statutory undertakers or other appropriate public utilities. Prior to digging to a greater depth of 250mm, the Licensee shall contact all Statutory Undertakers to locate any apparatus within the land specified and will supply information on all apparatus to Wiltshire Council for approval.*
2. *The Licensee may erect guards (approved by the Divisional Highway Manager) on the area specified in the 1st Schedule, for the purpose of protection of trees, shrubs, plants, or grass verge only and not to cause annoyance or interfere with the passage of persons using the highway.*

3. *In conjunction with Section 141 of the Highway, no trees shall be planted in a made-up carriageway, or within 15 feet from the centre of a made-up carriageway.*

4. *The trees, shrubs, plants, grass, or guards shall be planted and maintained in such a manner as not to cause nuisance, annoyance, or danger to users of the highway and, you the Licensee shall comply with the following:*
 - a) *No tree, shrub, plant, or grass which is of a poisonous nature (whether by reason of fruits, flowers, leaves or otherwise howsoever) or is otherwise likely to constitute a source of danger to persons or animals shall be planted on the highway under this Licence.*
 - b) *All trees, shrubs, plants, grass, or guards to which the Licence relates shall be always kept in a trim and tidy condition and shall not be allowed to become a source of danger or interfere with the passage of persons using the highway.*
 - c) *All trees, shrubs, plants, grass, or guards to which the Licence relates shall not be allowed to overhang the boundary of the Highway verge specified in the 1st Schedule.*
 - d) *The Licensee shall not remove any soil from the part of the area of land specified in the 1st Schedule or otherwise do anything to interfere with the foundation of the rest of the highway.*
 - e) *Any existing trees should only be maintained by a qualified tree surgeon to the standard laid down in BS3998: 1989.*
5. *If any of the above conditions in clauses 1 and 2 of the 2nd schedule are not complied with, Wiltshire Council may without prejudice to their power under Section 96 of the Highways Act 1980, withdraw the Licence, within 7 days' notice, to the person who is for the time being the current Licensee. Wiltshire Council may recover any expenses incurred in reinstating the Highway from the Licensee.*
6. *With the prior written permission of the Divisional Highway Manager, on roads subject to a 30mph speed limit, wooden marker posts may be erected in the verge provided that:-*
 - (i) *The posts do not exceed 800mm (2ft-4ins) in height.*
 - (ii) *The posts are positioned 300mm (1ft-0ins) from the edge of the carriageway.*
 - (iii) *The posts do not exceed 150mm x 150mm (6ins x 6ins) in cross-section.*
 - (iv) *The posts are of either natural wood colour, painted white, or painted black and white in horizontal bands.*
 - (v) *The posts are vertical and firmly embedded in the ground with a suitable foundation if necessary.*
 - (vi) *The posts are located over 1.5metres (4ft-6ins) apart.*
 - (vii) *The posts do not obstruct visibility for road users.*
 - (viii) *The posts are fitted with suitable white reflective markings facing towards the oncoming traffic, and with red reflectors on the reverse.*
 - (ix) *The posts shall be kept in good condition with the reflective markings kept clean and replaced as necessary.*

- (x) *Excavation of foundations of posts may only be carried out by NRSWA accredited personnel. (A list of suitable contractors is available on request). No excavation for posts shall take place until all relevant information is obtained from the public utilities. The location of posts may have to be adjusted where there are underground services so that the spacing between them is increased or the distance from the carriageway edge is greater than 300mm. Attention is drawn to the potential danger of excavating in verges where public utilities equipment, including high voltage electricity cables may be present.*
- f) *With the prior written permission of the Divisional Highway Manager, collapsible black and white marker posts may be erected in the verge provided that:*
 - (i) *The posts do not exceed 1,000mm (3ft-3ins) in height.*
 - (ii) *The posts are positioned 450mm (1ft-6ins) from the edge of the carriageway or as agreed.*
 - (iii) *The posts do not exceed 150mm (6ins) in width.*
 - (iv) *The posts are collapsible, or plastic or similar material, and coloured black and white in horizontal bands of 225mm to 350mm depth.*
 - (v) *The posts are vertical and firmly embedded in the ground with a suitable foundation if necessary.*
 - (vi) *The posts are located over 1.5metres (4ft-6ins) apart.*
 - (vii) *The posts do not obstruct visibility for road users.*
 - (viii) *The posts are fitted with suitable white reflective markings facing towards the oncoming traffic and with red reflectors on the reverse.*
 - (ix) *The posts shall be kept in good condition with the reflective markings kept clean and replaced as necessary.*
 - (x)
- 7. *Excavation of foundations of posts may only be carried out by NRSWA accredited personnel. (A list of suitable contractors is available on request). No excavation for posts shall take place until all relevant information is obtained from the public utilities. The location of posts may have to be adjusted where there are underground services*

Any signs placed on the roundabouts must be approved by the local Highway Authority and comply with the following:-

The sign face:-

1. Should not exceed 0.3 sq metres in area
2. The sign must contain the wording "Sponsored by" or "Sponsors of"
3. Should not be made of reflective material
4. Should not use colours that closely resemble traffic signs
5. Should not contain open hours, telephone numbers and e-mail addresses
6. Should not promote alcohol, tobacco, political parties, or business of a sexual nature
7. Should be discreet and respect its surroundings
8. May be illustrated with the maximum of two emblems i.e., the Town Crest and the Sponsors logo.

The sign should be erected:-

9. By the highway authority or an accredited contractor
10. At low level between 300mm and 900mm above ground
11. On a separate post from any sign
12. Where it does not obstruct sight lines and vehicles
13. Where it will not be so distracting or confusing that it creates a hazard for, or endangers, road users who are taking reasonable care for their own and other safety
14. Where it will not present a hazard to pedestrians.

MELKSHAM TOWN COUNCIL SPONSORED ROUNABOUT, GARDEN AND PLANTER SCHEME

Initial arrangements for the sponsorship of Melksham's roundabouts, gardens and planters and continuing promotion of the scheme

1. An advertisement will be published in the Melksham Independent News, and on the Council's website giving details of the roundabouts, gardens, and planters within the town for which sponsors are being sought. An indicative level of the estimated monetary level of sponsorship sought will be given. This will be based on the annual maintenance, administration and signage costs acknowledging the sponsorship to the Council. Expressions of interest by sponsors should be sent to the Town Hall within 14 days of the date of the publishing of the advertisement
2. The Council will evaluate the sponsorship applications within 14 days of receipt and shall at its discretion decide who the successful tenderer will be
3. In the event of not receiving a tender for any of the roundabouts, gardens, or planters that the Council offers for sponsorship under this scheme, they will then be readvertised on the Council's website, as will any that become available for sponsorship in the future
4. In addition, a comprehensive programme of advertising and promotion will continue for those that remain un-sponsored
5. Any approach from any organisation for sponsoring a roundabout, after the initial tendering process, will be dealt under the officer delegated decision process.



RESERVES POLICY

Introduction

Local Authorities are empowered to hold reserves through section 32 and 43 of the Local Government Finance Act 1992.

Reserves are an essential part of good financial management; they assist the Council to manage unpredictable financial pressures and plan for future spending commitments.

Legislation states the Council must set a balanced budget, in setting the balanced budget the Council should consider the following:

- What level of expenditure is required to deliver the desired level of services;
- What income the Council can generate through fees and charges to support the expenditure;
- The amount of reserves available to support the Council's expenditure;
- The level of reserves required to fund the Council's capital projects contained within the medium-term financial plan;
- The level of Precept the Council is prepared to charge local residents.

Reserves-Definition

This Council's reserves fall into three main categories:

1. The General Reserve;
2. Earmarked Reserves to fund future revenue and capital costs;
3. Major Projects Reserve.

1. The General Reserve

The level of this reserve is designed to reflect the general cash flow and day to day risks surrounding the delivery of the Council's services. There is no specific guidance on the minimum level of the general reserve, the Council should determine what is a prudent level of reserve based on its own circumstances, risks and uncertainties.

2. Earmarked Reserves

Earmarked reserves are set up for identified projects. These are sums set aside for service departments to meet future expenditure not contained within the annual revenue budget. They are created by carrying approved unspent budgets or over recovery on income into earmarked reserves, also if expenditure on certain items is delayed then these may be earmarked for completion in the following year.

3. Major Projects Reserve

This is created from sums raised via the Precept and other receipts with restrictions on use (CIL, Solar Farm Receipts and other receipts of a capital nature), this reserve is designed to finance capital projects and other projects for the benefit of the community.

Reserves Policy

General Reserve

As stated above there is no hard and fast rule governing the level of general reserve, using a ratio of Precept to income generated from activities, in this Council 60% Precept 40% other income, the cash flow risk is considered to be medium, based on this income mix the level of General Reserve should be between four and six months operating costs (excluding capital projects). If the General Reserve drops below four months operating costs it should be topped up by either contribution from the Precept or by virement of sufficient funds from the Earmarked or Major Projects Reserves to restore the General Reserve to an acceptable level. If the General Reserve exceeds six months operating costs, surplus funds should be carried into the Major Projects Fund or a new Earmarked Reserve created to support future years Precept.

Earmarked Reserves

Earmarked Reserves are created by carrying surpluses into the following financial year, these may be either underspends on expenditure or over recovery on income budgets. They may also be created to smooth irregular revenue expenditure by making an annual allowance in the budget (for example an Election Reserve). The practice of rolling over budgets due to over budgeting is not allowed, accounting for such surpluses will take place each year end, when the overall financial position of the Council can be established and the treatment of the surplus/deficit is decided by the Full Council.

Earmarked Reserves are controlled by the committee responsible for the delivery of the relevant services and are set up and spent by resolution of that committee. The committee in conjunction with the head of service should define:

- The reason for/purpose of the reserve;
- How and when the reserve can be used;
- Procedures for the reserve's management and control;
- Timescale for review of the reserve to ensure its continuing relevance and adequacy.

Major Projects Reserve

The Major Projects Reserve is funded partially by an amount determined each year (subject to any constraints or no requirement) to be included in the annual budget calculation and claimed via the Precept, it may also be funded via special receipts whose use is restricted to projects specifically for the benefit of the community.

The Major Projects Reserve is controlled by the Council in conjunction with the Town Clerk and is set up and spent by resolution of the Council. Capital Projects are defined in the strategic plan (NB strategic plan to be completed). Projects should be reviewed annually, and progress reported to the Council. If for any reason the project is abandoned, then the funds can be re-allocated to a new project or returned to the General Reserve to support the Precept.

Reviewed and Adopted by Full Council on 1 March 2021

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No Fly Posting Policy

1. Introduction: What is fly posting?

The Department for Environment, Food and Rural Affairs describes fly posting as ‘the commercially driven defacement of the local environment through the display of advertising material on buildings and street furniture without the consent of the owner, contrary to the provisions of the Regulations.’ Fly posting is often divided into three categories:

- Advertising, primarily for local events and businesses, and often put up in large numbers on a regular basis. Such posters might advertise bands playing in pubs, car boot sales, local events, local businesses and services, or carnivals and fairgrounds. They may be attached to lampposts, railings, and street furniture, or pasted onto buildings
- Posters advertising products of large organisations and put up by professional poster companies
- Posters displayed by pressure groups or political bodies. These are generally ad hoc and sporadic with no clear pattern to their locations.

2. Legislation:

The main legislative powers in relation to unauthorised flyposting are as follows: Town and Country Planning Act 1990 Under Section 224 of the TCPA it is an offence for any person to display an advertisement in contravention of regulations. The relevant legislation is contained within the Town and Country Planning (Control of Advertisements) Regulations 2007. Any person contravening the legislation is liable on summary conviction to a fine not exceeding £2500 and in the case of a continuing offence £250 for each day on which the offence continues after conviction.

Under Section 225, the local planning authority may remove or obliterate any placard or poster which is displayed in their area and which in their opinion is so displayed in contravention of regulations made under section 220. However, if the placard or poster identifies ‘the person who displayed it or caused it to be displayed’, the local planning authority must give that person at least two days’ notice that they plan to remove or obliterate the poster. In the first instance, the costs of removal are recoverable from the person identified in the poster or placard as having displayed it or having caused it to be

displayed. If this person cannot be identified, section 225 permits the local authority to recover costs from an identifiable beneficiary of the illegal advertising (the person whose goods, services or concerns are publicised in the poster or placard).

Under Section 43 of the Anti-Social Behaviour Act, an authorised officer of a local authority may give a fixed penalty notice to any person who is guilty of defacement of land and property by flyposting. The fixed penalty is set at £75 (with a lesser amount of £50 if payment is made within 10 days of receipt of the notice) in accordance with the Environmental Offences (Fixed Penalties) (Miscellaneous Provisions) Regulations 2006.

3. Town Council's Position

- Flyposting is illegal and the Council has a zero-tolerance approach which means that enforcement action will be pursued where necessary and appropriate.
- The Council believes that flyposting can be unsightly and make our towns, villages, and other areas less attractive for residents and visitors alike. It can make an area feel unsafe and uncared for and impact negatively on people's perceptions of the area. It can also distract drivers or obscure road signs and be hazardous to members of the public. It can be costly to remove.
- The Council believes that there are many legitimate ways for businesses and other organisations to promote their services, activities, etc without the need to resort to illegal flyposting. The Council also believes that flyposting can be bad for business and can discourage business investment. It can create a less attractive environment for shoppers and disadvantage those businesses that choose to advertise their business in an appropriate and lawful manner.

The Council recognises the difficulties that its policy towards flyposting will present to charity and community groups. In such circumstances all such groups, if seeking to display any advert or placard, should contact the Council to check whether planning consent is required and in any event:

- Comply with the relevant restrictions on size, placement, illumination, timescales, etc as described in the Town and Country Planning (Control of Advertisements) (England) Regulations 2007, which include, but are not limited to, the following: advertisements for community and charity events should not exceed 0.6 of a square metre, should not be displayed more than 28 days before the event begins and must be removed within 14 days after it ends.
- Have the permission of the owner of the site before placing any signage on it (this includes the Highway Authority if the sign is to be placed on highway land, including street furniture such as roadside railings, lampposts, etc).
- Consider alternative ways of advertising that does not involve flyposting.
- Avoid placing any signage at road junctions, on roundabouts, pelican crossings or traffic lights, where they may cause a hazard by distracting the road user.

- Avoid obscuring, or hindering the interpretation of, official road, rail, waterway, or aircraft signs, or otherwise make hazardous the use of these types of transport.
- Avoid putting signs up in sensitive locations or where they could possibly cause offence.
- Avoid putting up signs with wording or imagery that could be reasonably considered to be offensive to members of the public.
- Avoid putting up an excessive number of signs.
- Make sure that the signage is not a hazard to pedestrians, cyclists, etc (e.g., it should be firmly attached and should not be at a height where a pedestrian could walk into it).
- Keep signs clean, tidy and in a safe condition; and
- Remove them carefully when required to do so.

Temporary notices or signs announcing the visit of a travelling circus or fairs should not exceed 0.6 of a square metre, must not be displayed more than 14 days before the opening of the circus or fair and must be removed within seven days afterwards. The local planning authority must be told 14 days beforehand of the sites of the notice.

It is important that the council remains impartial during elections and referenda. For this reason, the council will not give candidates and parties permission to display their campaign material on land or buildings owned by the council. If material is placed in such locations, the council will normally contact the relevant candidate or party to ask them to remove the material or, if they cannot be contacted, a council officer will remove the material and retain it for collection for a period of up to 28 days (after which it will be disposed of).

There are several situations when the council would consider that the issuing of a fixed penalty notice may not be appropriate, and the council would seek to prosecute under the Town and Country Planning Act or other relevant legislation. This includes:

- Large scale commercial fly posting, which is commercially motivated and expensive to remove and repair.
- When the offence is too large/serious in its effect on the community.
- When the offence is committed by someone that has previously received a fixed penalty notice for the same offence; and
- Where the flyposting is motivated by hostility towards a racial or religious group (or towards a person based upon their membership (or presumed) membership of such a group).

The council will not normally act when the offence that has been committed is so small or trivial in its effect that action might not be in the public interest (e.g., notifications of missing cats, birthday greetings, etc).

Adopted by the Asset Management committee
Reviewed xxxx

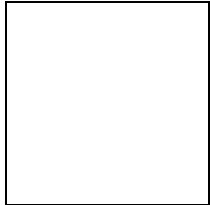
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FW: Wilts & Berks Canal Trust - On The Button - February 2022

Welcome to the February 2022 edition of On The Button

CEO's February 2022 update

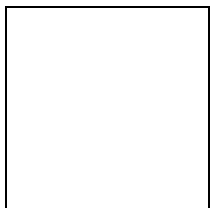
Loans to Donations programme a big success, £100,000 raised for 5 new Branch restoration projects.



Royal Wootton Bassett Bee Route

Royal Wootton Bassett Branch has been publicising the Bee Route.

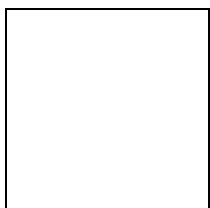
Click the link for details



Canal to Dunnington Aqueduct

The Royal Wootton Bassett work party made good progress clearing more canal bed west of Dunnington Aqueduct last week.

You can find more details at the link below.



WBCT Online Talks

The second in the series of monthly online talks took place on the 24th February. The talk given by Michael Limbrey was on the Restoration of the Montgomery Canal.

The next talk on 31st March will give news from the Wilts & Berks Canal Trust Branches. Details of how to join the talk will be circulated a few days before.

200 Club

Applications for this years 200 Club are now closed. The first draw will take place in March.

The winning ticket numbers for 2020 and 2021 can be found at <https://www.wbct.org.uk/get-involved/200club>

For regular news updates follow our Facebook page - <https://www.facebook.com/wiltsberks canal> and visit our website - www.wbct.org.uk

Wilts & Berks Canal Trust: A Non-Profit-Distributing Company Limited by Guarantee
Restoring in partnership the Wilts & Berks canal through Wiltshire, Swindon and Oxfordshire
Registered in England and Wales No. 2267719
Registered Address:

Dauntsey Lock Canal Centre
Dauntsey Lock
Chippenham, SN15 4HD
United Kingdom

Office telephone: 0845 625 1977 Registered Charity No: 299595

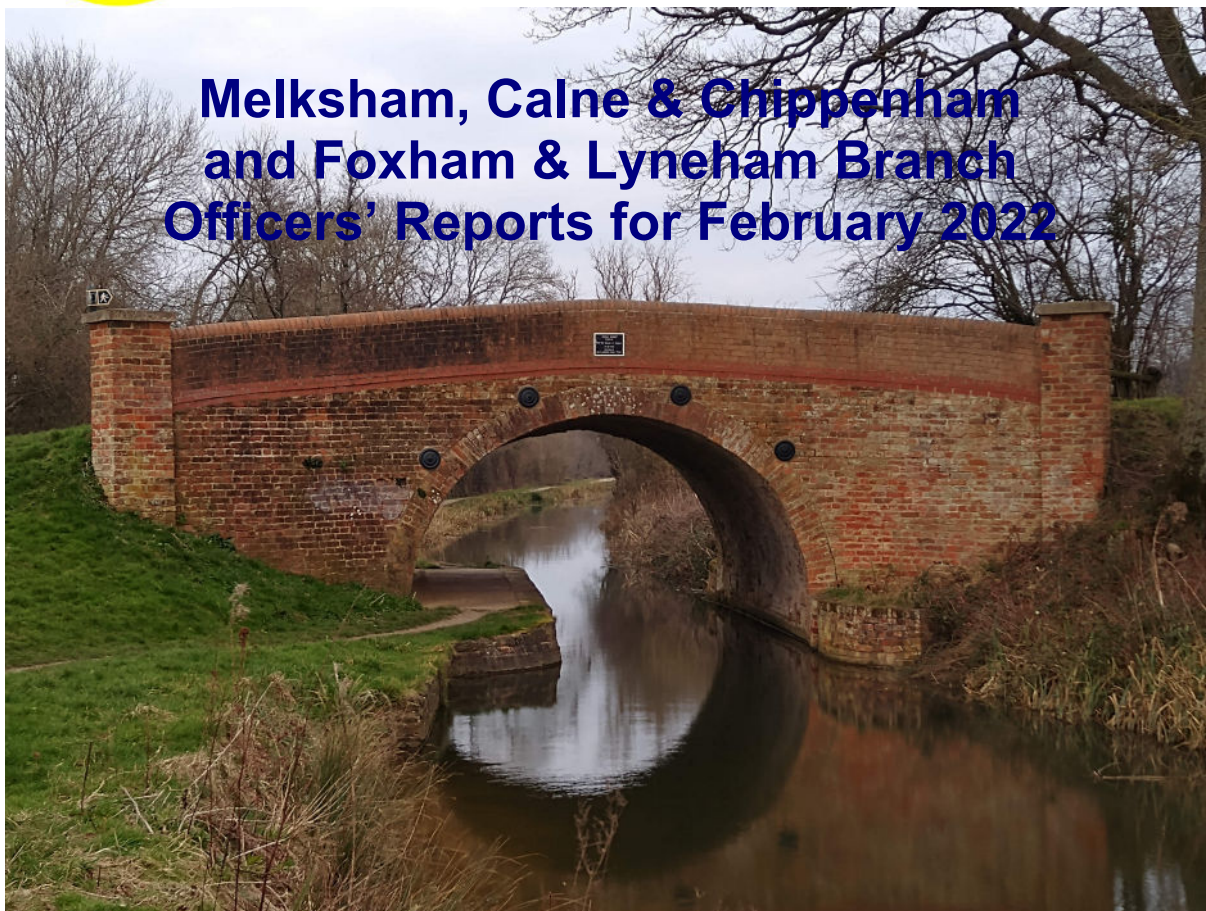


WILTS & BERKS CANAL TRUST

PATRON: HRH THE DUCHESS OF CORNWALL

Restoring all 72 miles of the Wilts & Berks canal to create a tranquil public waterside park for walking, cycling, fishing and boating

Melksham, Calne & Chippenham and Foxham & Lyneham Branch Officers' Reports for February 2022



Chair's Report



Plenty of activity on many fronts this month.

Land

Wiltshire Council have leased to WBCT a section of canal line and adjoining land at Naish Hill. This section stretches from Double Bridge south to where a stile and fence cut the canal line. We have been allocated £20k from central funds to carry out towpath work and to re-water this section, which was the first area on this part of the line to be dredged many years ago.

We will face habitat management and engineering challenges in this area. I have already arranged both for Jon Coates, our Chief Engineer, to visit the site, and for our partners, Ellendale Environmental, to come and conduct habitat surveys.

Wilts & Berks Canal Trust: A Non-Profit-Distributing Company Limited by Guarantee

Registered Address: Dauntsey Lock Canal Centre, Chippenham, SN15 4HD
Registered in England and Wales No: 2267719
Registered Charity No: 299595
Office telephone: 08452 268567
E-mail: info@wbct.org.uk
Web Site: www.wbct.org.uk



Naish Hill section looking south. Believed to be in 2006. Sadly it looks nothing like that now!

Staying with land, we have successfully made contact with the owner of land West of the canal line at Pudding Brook, and have obtained permission to enter the fields to be able to measure and subsequently erect a stock fence along that 650m stretch.

Chippenham Relief Road

We continue to have meetings with Future Chippenham over the proposed new relief road and how, if the road goes ahead, we might get access from this road to land we lease, in order to get visitor vehicles to the Pewsham site.

Fundraising

I attended our first fundraising event of 2022 along with Val Melville. We attended a coffee morning at St Andrews Lodge in Chippenham where £137 was raised for the Wilts & Berks Canal Trust.

My thanks to Harriet Garfitt, a Branch member, who put us forward to be the receiving charity, and to Rachel Gilmore and her team at St Andrews Lodge, for hosting us.

I have also been out and about delivering logs this past month, and you will see from Steve Roberts report that a decent number of people are supporting our work by donating funds for these log deliveries.

Events

As you will hear from Brian Wright, a full events programme is in place for 2022. These events will be a mixture of fundraisers, public awareness and just fun for volunteers. However, we can't run these without your help so, if you can, please do volunteer when you read a request to do so. Thanks.

Donations

We are extremely grateful to Chris Gibson and Bob and Linda Howlett for their generous donations that allowed us to purchase an electric outboard motor and a pair of batteries, so that we can run *The Mary Archard* (and *Damselfly*) silently along our local waterways. This will make such a difference to the experience of boat trips both on the canal at Pewsham and the river trips at Chippenham and Melksham.

A single battery engine is a far cry from the multiples of car batteries we used in the early days!

Thank you's

As more volunteers step up to carry out specific tasks, I am grateful to Jeremy Brickell who has adapted our Local Maintenance Plan paperwork, and has been carrying out Local Maintenance Plan surveys at Pewsham recently.

Also, thanks to Micah Leitch, who continues his historical research. I reminded myself of a lock keepers cottage on the Calne Branch Arm and Micah has located drawings that might help us determine the layout of the lock keepers cottage at Pewsham.

Gary Tytherleigh's mapping of the Pewsham Locks site will help us plot the location of a number of buildings on site.

Display Posters

I have made contact with a new Trust volunteer who is a graphic artist, and will be assisting us to create new display posters for this year's events, and advising on replacement Interpretation boards.

If anyone is interested in getting involved with this element of our work, please let me know and they can join our online calls.

Health & Safety

With my Branch Chair and Trust Executive hats on, I am grateful to the Work Party Organisers (WPOs) of MCC Branch, who are working with Jon Coates to finalise the new H&S policy and WPOs Hand Book (now known as the Work Party Management Plan).

At a recent meeting at the Dauntsey Lock Canal & Community Centre, a lot of ground was covered. We have a little more to do before we are able to invite the Health & Safety Executive on site at Pewsham to help clear the way for us to start work on the Top Lock Bridge.

Dry Dock

The Dry Dock walls are all but complete, and we are now waiting for further information on the methodology of fastening the posts to the brick plinths.

Jon Coates, the Trust Chief Engineer, has scrutinised the architects drawings and has raised a number of issues.

An on-site meeting is planned for mid-March with the architect, his structural engineer and members of the Branch project team.



top row of bricks on west wall of Dry Dock

More volunteers needed (as always)

Despite asking for volunteers on a monthly basis, very few people are stepping forward. Please do consider these roles. If you are not experienced don't worry, guidance or even courses are available, so why not try a new challenge ready for 2022???:

- **Events Committee:** Every year there are a multitude of events in our area that we could attend, whether to raise funds, increase awareness of the Branch and our work, or maybe simply a social for Branch members to let their hair down; none of these can happen without Events Committee members to organise and coordinate volunteers etc.; please consider joining us for this very rewarding "clean shoes" team activity;
- **Display posters:** we have had a generous donation to redesign our Branch display posters; do you have a flair for such things or are already a graphic designer; and
- **Interpretation Boards:** volunteers needed who could maintain our interpretation boards and work with the Trust's graphic designer to create a few more for the Pewsham Locks and Green Lane Farm sections; easily done from a home computer, if a few hours a month can be spared, and a few onsite visits to get you out in the countryside.

Please contact me for more details.

Notes from the Executive

My notes may be limited due to some degree of confidentiality and the need for clarity.

Extraordinary General Meeting

The Trust is holding an EGM at 11 a.m. on Saturday 9 April, at The Peterborough Arms. This is principally to alter the Trust's Constitution to permit virtual AGMs, as the Government's temporary arrangement to allow this has expired.

Peterborough Arms

Thanks were extended to all those who had helped to purchase the Peterborough Arms and who have agreed to convert those loans to donations and thereby creating £100k in donations to the Trust.

Chaddington Lane Bridge

Trust engineers are in consultation with Wiltshire Highways about the rebuild of Chaddington Lane Bridge, which is outside of Royal Wootton Bassett.

M4 Tunnel

The detailed submission for funding of the M4 crossing has not yet been submitted to National Highways (NH) as further investigation is being undertaken to verify the scope of work to be performed in each phase and the corresponding budgets.

The next stage of funding will be some £700K. After that, the detailed designs would be around £750K. The total project cost is estimated at £15.5 million.

East Vale towpaths

There are about 6km of towpath at East Vale that need attention to improve the surface conditions. A detailed section by section report is to be compiled to help identify which stretches are made up of public footpaths, and which are the responsibility of the Trust.

Dave Maloney

Chair, MCC and F&L Branch

dave.maloney@wbct.org.uk

07809 374 754

Projects



Melksham Link

Our proposal to address the two outstanding Environment Agency issues on the current Planning Application was sent out (via Wiltshire Council Planning) on Thursday 24 February. So, in theory, we should get a response by the end of March.

The proposal comprises the report from the Bristol Avon Rivers Trust on a wetlands compensation area, together with our proposals on river monitoring.

Paul Lenaerts

Project Manager, Melksham Link



Peterborough Arms

Progress on Bedroom One continues to be made, with volunteers tackling the paint on the windows. There are eight windows in this room made up of small panes, totalling 104 panes! All need stripping of the decades of paint, to help these sash windows move smoothly.

Work on electric lighting and extra loft insulation continues in the loft above the manager's accommodation.

There are major concerns, though, about trade to The Peterborough at the moment, due to the closer of Lyneham Banks (aka Dauntsey Bank or just The Bank) following recent serious subsidence. It's possible that the road will be closed for 6-12 months and this is already affecting trade.

Dave Maloney

Refurbishment Team

Work Parties



Pewsham Locks

Well what can I say about February. It wasn't the driest month, but despite this, most work parties went ahead.

Bill Pilcher, Jeremy Brickell and John Goring have serviced most, if not all, of the small pieces of plant i.e. brush cutters, hedge trimmers, pole saw.

Our containers have had a tidy up, making it much easier to find items. Our hand tools have been checked for safe working condition, cleaned and had their handles painted.

The clay trench work we had thought of doing this Spring has been moved to this coming Autumn. Why the change you ask? Well it's planned to start running boat trips soon, and because we would need to lower the water level to do the trench work, we might not get the water level back up in time. Plus, by moving it to the Autumn, it might give us some time to do some dredging.

The Dry Dock needs just one more row of bricks, and then it is ready for the coping. This we cannot do until we get the fixing plates sorted.

Basil Raddy has started to build the East Wing Wall of the Dry Dock.

All in all, the Dry Dock is looking very impressive.



newly laid dedge (L) & hedge (R)

The hedge laying team led by Fiona Rivers has been very busy, not only laying the hedge around the Lower Pound, but also building a dedge along the fence line.



working on the entrance to the Dry Dock



Brian and some of his thousands of bricks

Brian Grinham has also been busy with the brick cleaning. I'm not sure how many he has cleaned, but I do know it's in the thousands.



the children's play area before...

The area that we had set aside for the children's play area is now being considered for the relocation of our work compound. The reason for this is that, should the planned new road go ahead and we get a slip road off, we will need the area where the compound is currently for access and parking. The wooden rail fence that was around the children's play area has been taken down.



...and after

A new children's play area will be made nearby.

The Saw Pit has been tidied up, and there the old red plastic fencing has been replaced with a nice new post and rail fence.



new post & rail fence around the Saw Pit

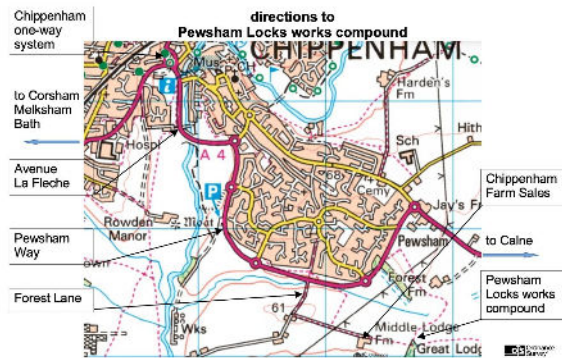
The large excavator hydraulic oil cooling radiator developed a leak. Unfortunately we were not able to buy a replacement, so one was made by Arrow Radiators (Melksham). We're hoping to have it up and running very soon.

The welfare unit is being used, however we still have some remedial work to do. We are hoping to harvest rain water and we're looking into the best way of doing it.

Jon Coats, Trust Chief Engineer, came to site last Tuesday. This was to discuss the southern East Wing Wall of Bottom Lock, plus other projects.

All of the above work has been carried out by our volunteers, who deserve a big Thank You. However we do need more volunteers. If you think you can help please get in touch. If you would prefer, you can just pop in to our Pewsham Locks site. I am there most Tuesdays and Thursdays and would love to meet you to discuss volunteering. Contact me at ray.canter@wbct.org.uk.

Ray Canter
Work Party Organiser



Green Lane Farm & Pudding Brook

The mid-week and weekend teams continue to manage the hedgerows and clear canopy, which will allow light to the newly laid hedges. Tree planning has also been carried out to fill the gaps.

Bob Howlett continues to locate the route of the towpath.

Despite signs asking the public not to enter this section. they continue to do so; fencing at Pudding Brook might have to be considered.

Dave Maloney
Work Party Organiser



cleared towpath at Pudding Brook

Boats



We have now purchased a lithium-ion battery powered outboard motor, mainly for use on the canal at Pewsham. This should offer near silent boat trips for our passengers and crew. Instructions for the use of this will be given prior to the pop-up café boat trips which start on Saturday 16 April 2022.

Hopefully training will be on Thursday 17 March. Please contact Bob on boblin47@gmail.com, if you can attend.

On other boating matters, we have continued to run *Boswell* up and down the canal to keep the channel clear, giving Liz Hollis and Martin Palmer an opportunity to operate the boat.

The petrol outboards have also been run to keep them ready for the Chippenham Folk Festival in May.

Bob Howlett
Boats Officer

Events



Only one event to report on this month, the Warming Coffee Morning at St Andrew's Lodge, Chippenham. This is a new event, which went well.

Meanwhile we are preparing various events for the Spring and Summer. Please look out for emails from John Goring asking for Marshalls at local running races. These are good fundraisers for the Trust, and you need very little knowledge or experience to help out.

Brian Wright
Chair, Events Committee

Branch Webpages and Digital Comms



Branch webpages (<https://www.wbct.org.uk/our-enthusiasts/mcc-fl>)

The work of the MCC volunteers during the month was highlighted on social media as was the forthcoming Branch Quiz.

Other activities

New photographs were added to the photo archive on the Trust's ownCloud site.

Howard Wilson
Branch Webpages and Digital Comms Officer

Public Relations



The National Lottery Award for the welfare unit at Pewsham continues to attract coverage, with a brief report in the March issue of the national *Tillergraph* magazine, featuring our photograph of Ray Canter and Basil Raddy.

No further press releases have been requested at this stage.

JG
PR Officer



Ray and Basil with Dave
Maloney by the Welfare Unit
picture by JG

Membership



There were no new MCC/F&L memberships in February. The current number of MCC/F&L memberships remains at 563/50 with 790/73 members. The total Trust memberships is 1,700 with 2,358 members.

Micah Leitch
Membership Secretary

Finances



February was a bumper month for income from donations:

- £120 for logs;
- £59 from two personal donations; and
- a £1,250 member donation towards boating.

The latter was combined with the £1,500 received in November to pay for the month's big buy: the electric outboard and two batteries.

Eventually, the cost of that purchase will be less, since WBCT will claim Gift Aid and reclaim the VAT.

Other expenses were:

- £574 battery chainsaw, to be booked to the Chippenham Borough Lands grant;
- £165 to replace the memorial oak tree at the meadow; fortunately the donation in early 2021 was enough to cover this second attempt;
- £101 fence posts for Pewsham site;
- £98 chainsaw chains and oil;
- £24 chain sharpening kit;
- £21 petrol for chainsaws; and
- £13 miscellaneous equipment repair parts.

Bank balance in early March was £1,609 petty cash, plus the £4,892 Chippenham Area Board grant, altogether £6,501.

Steve Roberts
Treasurer

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Note of Melksham Area Board Health and Wellbeing Group held on

Tuesday 22 February 2022 at Melksham Town Hall

1. Present

Cllr Nick Holder (Chairman), Cllr Mike Sankey, Cllr Jonathon Seed, Peter Dunford – Melksham Area Board

David Walker – Melksham Carers' Champion

Patsy Clover – Melksham Town Council

Teresa Strange - Melksham Without Parish Council

Dr Claire Rigby, Amanda Brookes - Melksham and Bradford on Avon Primary Care Network

Moira Conroy, Jackie Maton - Social Prescribers, Primary Care Network

Rebecca Seymour – Celebrating Age Wiltshire

Sue Denmark - Care Home Volunteers

Jo Woodsford – Healthwatch Wiltshire

Louisa Lewis, Dee McLeod – Melksham Free Dining

John Firth – That Meeting Space

Sarah-Toshi Parsons – interested person

2. Apologies: Chris Pickett (Mens Shed), Ashley Harris (Carer Support Wiltshire), Chris Guest (Blenheim House), Stephany Bardzil (Alzheimers Support), Sarah Cardy (Age UK Wiltshire), Emma Cade (WC Wellbeing and Prevention Service), Cllr Phil Alford (Melksham Area Board)

3. Introductions

All briefly introduced themselves.

4. Carers and Caring

The Chairman introduced David Walker who has been appointed by the Area Board as “Carers Champion for Melksham”.

David talked movingly about his personal journey of caring for 12 years for his wife who had early-onset Alzheimers, about trying to navigate the myriad care support

networks and about the loneliness and endless patience required for a 24/7 unpaid caring role. Also about the deep sense of emptiness in life when your loved one passes away and the emotional, physical and financial impacts of loss. David's slides are appended with this note of the meeting.

David will be discussing his role with stakeholders to agree a small number of targetted activities in support of carers. He will publicise his work through the local press and will make himself available to speak to local groups about his experiences. Quick wins might include the establishment of a "carers café" and information events around Carers Week in June .

The Chairman reminded the group that the Melksham Area Board has agreed to fund an event for Young Carers as a "thank you" for their important work, much of which goes unnoticed. It is hoped to hold the event at the new Community Campus in October half term this year, hopefully offering free use of the sporting facilities. The funds will also pay for Agency staff to cover the time duration of the event, so that the young person can relax for few hours in the knowledge that the person they care for is in good hands. Local businesses will be approached to see if any of them are prepared to provide sponsorship for a gift for each of the young carers.

ACTION: Melksham Area Board to agree a focus for the Carers Champion role at its forthcoming meeting on 9 March

ACTION: Further discussions with stakeholders to be held around the proposed Young Carers event, including with young carers themselves

5. Groups and Activities for Older People in Melksham

Moira Conroy shared a listing that she has compiled of groups and activities for older people in Melksham which includes lunch clubs, day centres, friendship groups, church groups, dementia support, fitness, singing, walking and other social activities. This mostly covers the town, but not most of the villages, and provides a constantly evolving record from which to build a local directory.

Moira, Jackie and other "social prescribing" colleagues often bring elderly and vulnerable clients along to these sessions and report the transformative impact on their health and wellbeing of having human contact and the chance to develop new friendships.

A recurring issue that is reported, however, is the lack of transport to take the old and vulnerable to attend these local activities.

ACTION: Discussions to be held with LINK and the community bus to publicise the community transport options available.

ACTION: Peter Dunford, with others, to keep the directory up to date and to include activities and services in the villages local to Melksham

6. Melksham and Bradford on Avon Primary Care Network

Dr Claire Rigby and Amanda Brookes provided an update on the work of the PCN which covers 48,000 patients registered with the primary care practices at Spa and Giffords surgeries in Melksham and in Bradford on Avon.

A fantastic service continues to be delivered under very trying circumstances, including delivery of 90,000 vaccines at the clinic at the Spencers Sports and Social Club. The combined pressures of COVID, staff shortages and population growth in the local area has resulted in a 40% rise in demand for doctor appointments. New “social prescribing”, “health and wellbeing” and “carers champions” posts have been created as a response to a growing focus on delivering care in the community.

A review of the NHS estate has been delayed but is underway with decisions expected soon on plans for new capacity at doctors surgeries as well as the future of hospital sites at Chippenham and at Melksham being determined. Cllr Holder has spoken to Simon Yeo, NHS Estates Manager, who has agreed to come to present the new plans to the group once these are in the public domain.

ACTION: Simon Yeo and NHS locality lead, Elizabeth Disney, to be invited to speak to a future meeting.

7. Celebrating Age Wiltshire

Rebecca Seymour gave an update on the delivery of a programme of lottery-funded arts, music and theatre in the Melksham area. Events over the past year have had to be mostly outdoor and socially distanced: “doorstep concerts” for elderly and vulnerable clients; a Christmas concert at the Riverside Club; 1-2-1 “creative conversations”; and “noticing nature” art classes held at That Meeting Space. A programme of Spring outdoor concerts is coming, as is a theatre afternoon with afternoon tea at the Riverside Club on 29 March.

Jonathon Seed asked for more activities to be held in the villages.

ACTION: Rebecca Seymour to discuss opportunities for delivery of events in village halls and other more rural settings.

8. That Meeting Space

John Firth described how the Good News Church had taken on the lease of the former Art House Café and set it up as a space for use by the church and the community. In addition to religious activities, in a short space of time the centre has helped to facilitate a number of community events: drop-in socials for older people; “tech savvy” sessions for IT support; bereavement counselling; a singalong group; a book club; and “noticing nature” art sessions.

Future plans include a memory café in association with Alzheimers Support and a drop-in for ex-military personnel.

ACTION: Discuss possible grant funding from the Area Board, including for piloting a “Carers Café”

9. Health and Wellbeing Grant application:

Melksham Free Dining requesting £1,700 for the “Coming Together to Dine With Us” project to support the costs of free lunches and after-meal social activities for the elderly and vulnerable

Louisa Lewis and Dee McLeod outlined their bid for financial support to provide a free two course nutritious lunch to Melksham residents and the surrounding areas, with the option to stay after the meal and join in the social activities, interact with others and ask for advice on personal matters. Grant support will help with consumables, catering equipment, transportation and communication costs.

The charity, which is awaiting accreditation with the Charities Commission, is focused on addressing food poverty, loneliness and social isolation among the vulnerable elderly population, delivering its lunches at Bowerhill Village Hall every Wednesday. As well as providing a nutritious meal and social activities, its DBS-checked volunteers provide a support network with signposting and aftercare services to its clients.

Meals are provided free of charge with no donations taken and all staff work without pay as volunteers. The average attendance is 42 people per lunch session. The cost price is £3 per person per meal which means that this grant application would provide for approximately 12 weeks service.

Grants and sponsorship have been, or are being, secured from the Town Council, Parish Council, Happy Circle Day Centre, Almshouses Trust and from private individuals. Sponsorship in kind has come from the Reefa Tandoori.

Cllrs Seed and Sankey were very supportive of the initiative and suggested that a larger grant might be appropriate in order to guarantee a longer term sustainability for the service.

Cllr Holder asked about the needs assessment of those attending and whether they were genuinely vulnerable and in food poverty. Dee confirmed that no checks are carried out but that “we know our clients and it finds its own level, with those who can afford to buy their own lunch soon doing so elsewhere”.

After questions all members declared themselves supportive of the application.

RECOMMENDATION: The Melksham Health and Wellbeing Group recommends that Melksham Free Dining be awarded £1,700 for the “Coming Together to Dine With Us” project to support the costs of free lunches and after-meal social activities for the elderly and vulnerable

Note taken by Peter Dunford, Community Engagement Manager



MEETING Thursday 3rd March at 2pm
Online meeting Microsoft Teams

Item	Notes	
	Attending	
JL	John Laverick (President) Acting Chairman for meeting	
DE	Cllr Duncan Enright Oxfordshire CC (part of meeting)	
CG	Cllr Colin Goodhind Melksham Town Council	
MH	Cllr Mark Harris Melksham Without PC	
WS	Cllr William Scott Semington PC (part of meeting)	
JA	John Allan Cotswold Canals Trust	
MHo	Martin Hollis Wilts & Berks Canal Trust	
DL	Dominic Lamb Vale of White Horse DC (part of meeting)	
SM	Sam Meredith Environment Agency	
GO	Gordon Olson Wilts & Berks Canal Trust	
CS	Chris Sims K&A Canal Trust	
KO	Ken Oliver Wiltshire Council (Partnership Officer)	
1	Apologies: Cllr Nabil Najjar Wiltshire Council, Cllr Gary Sumner Swindon BC, Chris Clark Wiltshire Council; Paul Harris Oxfordshire CC;	
2	Notes from the last meeting 2 December 2021 (pre-circulated) were agreed	
3	Chairman's Announcements JL agreed to chair the meeting in the absence of NN. (On behalf of the NN) KO reported that the invitation to Wessex Waterways Restoration Trust to join the Partnership had been temporarily suspended GO noted that the WWRT annual report had been filed at Companies House and Charity Commission	
4	Partnership Officer Report- <ul style="list-style-type: none"> M4 Crossing National Highways Designated Fund GO reported that the bid for the second stage design study is for over £700k is nearly complete and will be submitted imminently. The work so far has been carried out by the WBCT team and consultants following on from the initial feasibility study (£41k funded by NH). JA asked what the £700k would be used for. GO confirmed this would be a completed design to go to tender. KO asked if WBCT could consider making the stage one work publicly available. GO said he would investigate . Melksham Link- planning application- update KO said that WBCT had now submitted to the planning team the latest responses to EA issues. SM confirmed that the response had been received and was being 	GO

	<p>processed and reviewed. MHo noted that this is a key project and wondered if there was a timescale for delivery. KO said that determination of the WBCT planning application is the main obstacle to progress. The follow up to a successful consent will be dependent on WBCT masterplanning partners – the earliest likely element will be a marina. GO said that the WBCT partner Melksham Link Ltd had recently made offers for all the land required. The developer has indicated that they would consider using and Transport & Works Act order in the event if this process not being successful. CG said that the scheme is dependent on the construction of 900 houses and that understandably this aspect is causing local concern. He is conscious that Parish & Town Councils have not commented on the funding aspect of the scheme and he was therefore keen to combine with other councils to look at this aspect of the scheme. GO asked that there should be some dialogue that included WBCT. CG was eager to make a more proactive response as the scheme was generally viewed as a once in a lifetime opportunity. MH was in favour of the idea and said that previously it had been proposed that a Partnership Group was set up to specifically deal with the Melksham Link. CG wanted to include Semington and Lacock PC's. GO added WBCT support. WS also confirmed support of Semington PC. KO noted that Lacock are not currently members of the Partnership but could be invited to join. MHo said that as a newly appointed Trustee of WBCT he was keen to understand what is required to progress the project. JL said that as previously noted the issue is with lack of progress on the planning application and that Wiltshire Council seemed not to be willing to lead on this issue and that recently there appeared to be an issue with the retiring Head of Planning not handing the case properly to his successor. CG reiterated the high level of local support. JL said that there seemed to be a consensus that a Lacock PC should be invited to join and asked KO to action.</p> <p><i>[At this point JL welcomed Cllr Enright who had just joined the meeting- the members introduced themselves. Dominic Lamb also joined at this point]</i></p>	KO
5	<p>Projects update –</p> <ul style="list-style-type: none"> • Swindon Wichelstowe <ul style="list-style-type: none"> ▪ East Wichel- canal leak <p>KO reported that the contractor continued to monitor the levels in the bunded sections of the canal. One major issue has been resolved and a leak in further section has yet to be diagnosed.</p> <p>Images of East Wichel canal with bunds:</p>	



▪ Landowner issue-

GO reported that WBCT were in written communication via solicitors as they had received an offer to allow the boat to run this year

• **Swindon New Eastern Villages-**

KO reported that the planning applications for the site continue to be assessed. It was hoped that there may be an opportunity to work with the new developer at Lotmead to assess whether it would be possible to construct the canal at the same time as the 2000 houses.

• **Pewsham**

GO reported that Wiltshire Council had granted a lease for an 8 acre site at Reybridge. This will add 500m of canal to the existing section at Pewsham

• **IWA National Policy Panel – proposal for a Canal restoration Fund**

KO said that plans to ask Government to replicate the fund set up for railway restoration were progressing. There were still some uncertainties about how this would be presented but it would likely be as part of the levelling up agenda.

• **Questions and other Partner updates**

KO on behalf of WBCT reminder Oxfordshire members of the briefing meeting on 23rd March

KO outlined the current consultation by Water Resources South East – details would sent separately after the meeting. **JA** asked that members consider supporting the restoration of the Cotswold Canals as part of the water transfer proposal between the Rivers Severn & Thames.

KO

6

Partners Reports and Issues

• **Proposal to form M.P.s group for the Wilts & Berks project**

KO reported that the meeting proposed for February had been postponed and it was now intended to reschedule for the summer **GO** offered to contact the 5 MPs who were (or has been invited to be) Vice Presidents of WBCT to try to enlist their support.

GO

	<ul style="list-style-type: none"> • Cotswold Canals –update <p>JA advised that the project to create a new under bridge for the railway crossing at the Ocean had been completed on time over the Christmas break.</p> <p>CG asked whether it was possible to share contact details of interested parties regarding the Melksham Link.</p> <p>JL asked if the previously agreed action of monthly updates about the partnership could be revived. KO noted that there was a detailed Partnership report that was submitted monthly to WBCT and an edited version of this could serve this purpose- some careful consideration should be given to the format of the report to avoid the need to duplicate report writing. KO suggested it might be appropriate for an online platform for the report with notification to members when an update had been made.</p> <p>JA widened the discussion to consideration of what the Partnership is for. He concluded that based on the Cotswold model it should be a forum where organisations (particularly community based like Parish Councils) could meet to help unlock issues that prevented progress. He added that it was important that the Unitary County and District Councils were involved at the highest level. JL said his view was that the Partnership should be made up of organisations that were in a position to facilitate restoration projects particularly for the Canal Trust . GO thought that there should be more defined actions from Partnership meetings. JL observed that a Partnership allowed members to be not so closely involved as having to be a signed up member of the Trust</p> <p>GO suggested that perhaps a review should be scheduled to consider this further.</p> <p>A further general discussion looked at possible options.</p> <p>KO noted the geographic disconnection of the 70 mile long project but noted that the Partnership was a forum to consider all aspects of the scheme. The earlier discussion of specifically targeted Partnership groups could perhaps provide element that could create local engagement.</p> <p>JL suggested that this subject is headlined as an agenda item for the next meeting - Future Purpose of the Partnership It was agreed that JL would be pleased to receive ideas of the intervening period</p> <p>KO asked also whether in this review consideration might be given to a rotating Partnership Chairman between the Local Authorities.</p> <p>KO thanked JL for chairing the meeting</p>	<p>KO</p> <p>JL</p>
7	<p>Date and time and location of next meeting: 2pm Thursday 9th June 2022- hybrid meeting Wiltshire Council Offices Monkton Park Chippenham and online</p>	

Wilshire Swindon & Oxfordshire Canal Partnership

Action Items

Last Updated 21st March 2022

Item	Actioned by	Target date
Stage 1 Report availability	GO	April 15
Invitation to Lacock PC	KO	April 15
WRSE Consultation Circulation of details	KO	Completed 5 th March
Send contact details to CG re Melksham Link	KO	March 31
Ideas for future of Partnership -send to JL	ALL	May 15
Contact MPs with revised date proposal for meeting	NN	May
Contact MP's to seek active support of meeting	GO	

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