

Staplehurst Parish Council

COMMUNITY PAYBACK POLICY & PROCEDURES

Version Control

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Updated version referencing new beneficiary agreement adopted 03 February 2020 (Min1814)

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1. POLICY

- 1.1. Staplehurst Parish Council may make use of Community Payback, in accordance with the Beneficiary Agreement dated February 2020 or as subsequently amended, to carry out minor maintenance or small-scale projects, where it is appropriate and cost-effective to do so, on Parish Council-owned land and also on other land for purposes for which the Parish Council has powers (e.g. maintenance of public rights of way).
- 1.2. Where the land is not owned or managed by the Parish Council, the consent of the landowner is to be obtained before any work commences.

2. PROCEDURE

- 2.1. Any Parish Councillor may request the use of Community Payback by discussing their request with the Parish Office in the first instance.
- 2.2. For each visit, a liaison person will be appointed. This will normally be a Parish Councillor but may be any suitable person. The duties of the liaison person will include:
 - i. Communication with the Community Payback Manager and Supervisor(s).
 - ii. Ensuring that any necessary tools (not provided by Community Payback) and materials are available.
 - iii. Ensuring that appropriate arrangements are in place for the disposal of any arisings.
 - iv. Arranging for the provision of refreshments, if provided (see 3 below).
 - v. Taking appropriate action in the event of any problems or issues during the work.
- 2.3. The Parish Office will maintain a list of programmed and completed visits by Community Payback arranged on behalf of the Parish Council. This will include:
 - i. Date.
 - ii. Approximate times.
 - iii. Site of work.
 - iv. Nature of work (in brief, e.g. "Collecting litter" or "Cutting back undergrowth").
 - v. Approximate size of team.
 - vi. Name of liaison person.
 - vii. Cost incurred (split into two sections: materials and refreshments)

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Details of other work being conducted by Community Payback within the Parish may also be included if known, with a note that the Parish Council is not responsible for it.

2.4. The list of programmed and completed visits by Community Payback will be presented to the Community Enhancement Group at appropriate intervals at least every six weeks and presented to the Council at least every three months. The presented list will include all work for the Parish Council completed since the list was last tabled and all work programmed for the future. The list will include a disclaimer to the effect that the programme may change as a result of Community Payback's commitments or other unforeseen circumstances.

3. EXPENSES

3.1. Modest refreshments may be provided to Community Payback team members and supervisors at the Parish Council's expense.

3.2. Costs incurred (e.g. materials and refreshments) will be recorded by the Parish Office and charged to the appropriate Parish Council expenditure code.