

# Community Payback Policy & Procedures

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## Version Control:

Version	1.3	2	3	4	5	6	7
Author	Burnham						
Date	Jul. 18						
Approved	24 Sep. 18						
Review	Oct. 19						

## Version Information:

Version	1.3		
Creation Date	22 July 2018	Policy Authoriser	Council
Initiating Author	Councillor Burnham	Last Updated By	Councillor Lain-Rose
Authorisation Date	24 September 2018	Last Updated Date	18 September 2018
Implementation Date	25 September 2018	Classification	Public

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## DOCUMENT HISTORY

- (a) Recommended to the Council by the Community Enhancement Group (Meeting: 20 August 2018).
  - (b) Adopted by Staplehurst Parish Council on 24 September 2018 (Min Page 1723).
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# Staplehurst Parish Council

## 1. POLICY

- 1.1 Staplehurst Parish Council may make use of Community Payback, in accordance with the Beneficiary Agreement dated 26 March 2018, 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.
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## 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 the 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).

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

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- 2.3 The list of programmed and completed visits by Community Payback will be presented to the Community Enhancement Group at appropriate intervals at least every 6 weeks and presented to the Council at appropriate intervals at least every three months. The presented list will include all work for the Parish Council completed since the list was last tabled, and of all work programmed for the future. This 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.
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## **3. EXPENSES**

- 3.1 Modest refreshments may be provided to Community Payback team members and supervisors at the Parish Council expense.
- 3.2 Costs incurred (e.g. materials and refreshments) will be recorded by the Parish Office and charged to the appropriate Parish Council nominal code.
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