

Staplehurst Parish Council

COMMUNITY PAYBACK POLICY & PROCEDURES

1. POLICY

- 1.1. Staplehurst Parish Council may make use of Community Payback, in accordance with the Beneficiary Agreement dated November 2022 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 by the Parish Council before any work commences.

2. PROCEDURE

- 2.1. The aim is to develop a flexible schedule of work, any Parish Councillor may request the use of Community Payback via the Parish Office.
- 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. Liaise with the Community Payback Supervisor and support them to take appropriate action in the event of any problems or issues during the work.
- 2.3. The Parish Office will maintain a schedule 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").

Staplehurst Parish Council

- v. Approximate size of team.
 - vi. Name of liaison person.
- 2.4 A quarterly report by the Clerk will go to SCEnic and then onto the Council.
- 2.5 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.

3. ADOPTION

- 3.1 This policy supersedes any former policy and was adopted by Staplehurst Parish Council on19th December 2022 ...Minute.....2051.....