



TOLLESBURY
PARISH
COUNCIL

- Carrying out an annual review in April each year of the Council's employment policies, making recommendations to the Full Council for any alterations/amendments.
- Through the Clerk/RFO, the Committee will be aware of pay, NI, pension contributions and other related expenses, and ensure that legal requirements and recommendations are complied with.
- The Committee will forward details of resignations to the full Council and will initiate filling the vacancy.
- Advertising for new staff, conducting interviews and making recommendations to the full Council.
- Contracts of employment for new staff members are reviewed by the Personnel Committee and approved by the Full Council.
- The Committee Chairman and/or Vice-Chairman may approve the Clerk's annual leave and lieu time.
- Responsible oversight and guidance in the management of the budget allocated to personnel.
- It is recognised that some matters may be of a sensitive or confidential nature and require to be treated accordingly as permitted by Standing Orders.

Version	Details of Changes	Date	Approver
V1.0	Adopted by the Parish Council	01/09/20	TPC
V1.0	Reviewed – no change	03/05/22	TPC
V2.0	Reviewed and amended by the Personnel Committee	25/05/22	
V2.0	V2.0 - Adopted by the Full Council	07/06/22	TPC
	Next Review – April 2023		

once every four to six weeks. Three volunteers are required for each evening, for safeguarding reasons.

Activities will be driven by the suggestions from the members of the **HANGOUT**. Initially, several options exist within the pavilion.

The availability of the space in the pavilion is a key asset. The recent procurement of a flatscreen TV (with a licence) and the donation of some games are helpful too. The ambience in the pavilion will be developed in subtle ways, to provide more welcoming lighting and furnishing. The pantry can provide refreshments.

The focus of the **HANGOUT** is to engage young people in positive activities.

NEXT STEPS

1. Recruit sufficient volunteers: to assess their needs for briefing/training and to have them DBS cleared. The objective is to tackle this during May and June. Until this is achieved, there will be no recruiting drive for young people.
2. Safeguarding Policy needs to be written. Essex Youth Services can assist with this; and with drafting the related Risk Assessment, for the organisers, volunteers and the Parish Council.
3. Already in hand, the existing Insurance Policy held with PolicyBee by the Tollesbury Volunteers Support Group needs to be updated to reflect the needs of the initiative.
4. The environment in the pavilion needs to be developed, in conjunction with the Parish Clerk and other users, to provide shared space and an appropriate (reversible) vibe.
5. Once volunteers have been recruited and DBS cleared, the Parish Council will be informed; at the same time the Risk Assessment and updated insurance certificate will be shared; updates will be provided quarterly to the Parish Council.

Subject to finding sufficient volunteers, the current working assumption is that **HANGOUT** will open in July and run through the summer. Once up and running, the outcomes will be monitored and any changes in approach can be introduced during the autumn.

Jolene Rogers
Vikki Chambers
Roy Clare

23 MAY 2022

Parish / Town Council	Month	Total Number of Hours
Tollesbury	April	3
PCNs Issued	FPNs Dog Fouling	FPNs Litter Fouling
0	0	0
ASB Issues		VMO (Vehicle Moved On)
0		1
Any Other Details		

Officer	Date	Parish	Start	Finish	Total	Patrol Area	COMMENTS ON PATROL
BC/SC	15/04/2022	Tollesbury	10:30	11:15	00:45	Woodrolfe Road carparking patrol/ next to Saltpool.	Checks on recreation ground and station road, all appeared correct. Observed dog walkers, all ok.
BC/SC	20/04/2022	Tollesbury	14:15	15:30	01:15	Village	Recreation ground check onto village and school patrol, nothing to report.
BC/GD	25/04/2022	Tollesbury	09:05	10:05	01:00	Patrols of village	Check on saltpool, woodrolfe Road, recreation ground , engaged with locals, dog fouling checks. All ok.
					3:00:00		