

WILSFORD PARISH COUNCIL

Parish Clerk: Denise Gascoyne, 82 Ermine Street Ancaster Grantham Lincs NG32 3QP

Tel: 01400 230745 email clerk@wilsfordpc.co.uk

<http://wilsford.parish.lincolnshire.gov.uk>

Wilsford Parish Council Property

Guidance Notes

These guidance notes cover the use of items owned by Wilsford Parish Council (WPC) and include health and safety, public liability and insurance.

Gazebo

Octagonal Pro 50 - 6m x 3m. Value £1300

Purpose

To provide cover or additional capacity when needed for public or community events run, supported or sponsored by WPC.

Use

The gazebo is covered by WPC's insurance in respect of damage, loss and public liability. It may be used on property approved by or the responsibility of WPC

Only councillors or nominated persons are permitted to erect, move and dismantle the gazebo to ensure this is done in accordance with the manufacturer's guidelines and with due consideration to public health and safety. (Minimum of 4 persons required)

The following must be considered prior to use: reason for use, location, weather conditions, lighting, access and exits

Alcohol - If the gazebo is to be used as a bar area then evidence of a licence to sell alcohol will be required, if applicable

Dogs - Dogs are only permitted within the gazebo if kept on a short lead.

Who may request use of the gazebo

Wilsford Village Hall (WVH)

WVH with prior agreement from WPC, may use the gazebo where events organised benefit or are organised for the community. Use must be in accordance with the above guidelines.

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Where the gazebo is used at or by WVH, when not supported or sponsored by WPC, then their insurance cover shall apply.

Storage of the gazebo at WVH has been agreed free of charge on the understanding that no charge is to be made by WPC for use of the gazebo by WVH. Charges made to hirers by WVH are approved by WPC, so long as any profit made is used for the benefit of the hall (a recognised village asset) or the local community.

Private bookings at WVH

Should use of the gazebo be requested as part of a private booking, the hirer must be referred to WPC. A request should be sent to the clerk stating when and how they would like to use the gazebo and whether use of it is critical to their booking. If approved the Village Hall committee will be advised. Use must then be in accordance with the above guidelines.

Private Individuals are not permitted to erect, dismantle or move the gazebo.

Private / Public Bookings

The gazebo is not available to the public for hire or reward, loan, or use on any private property except in exceptional circumstances and then only with prior agreement from WPC.

Requests will be considered on a case by case basis. If permission is given then the above user guidelines must be adhered to in full and proof of insurance equivalent to that of WPC must be provided.

Requests should be sent to the clerk.

Professional Horticultural Equipment

Includes Stihl chainsaw, hedge cutter, brush cutter, pruning saw

Purpose

To provide suitable equipment to support the environmental and biodiversity work undertaken by Wilsford Naturehood Programme run by WPC.

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Use

The equipment is covered by WPC's insurance in respect of damage, loss and public liability. It may be used on property approved by or the responsibility of WPC.

Only councillors or nominated persons are permitted to use or oversee use of the equipment to ensure this is done in accordance with the manufacturer's guidelines and with due consideration to public health and safety. Where the chainsaw is to be used this can only be by a qualified person and proof certification must be provided. Correct PPE must be worn at all times while using the equipment.

The following must be considered prior to use: reason for use, location, weather conditions, season and nesting period, lighting, and access.

The equipment cannot be used by minors.

Who may request use of the equipment

Local Community Projects

Representatives of these projects may request use of the equipment , or for the project to be supported /sponsored by WPC. If approval is given then a councillor or nominated person must be in attendance at all times to ensure the above guidelines are adhered to. In this case WPC insurance cover will apply.

Private / Public Requests

This equipment is not available to the public for hire or reward, loan, or use on any private property except in exceptional circumstances and then only with prior agreement from WPC.

Requests made by individuals will be considered on a case by case basis. If permission is given then the above user guidelines must be adhered to in full and proof of insurance equivalent to that of WPC and in respect of the chainsaw proof of certification must be provided.

Requests should be sent to the clerk.