

RISK ASSESSMENT

| Name of activity Event Location | Who let the Dogs Out (Dog Show) The Rype Lydd | Date of Risk Assessment | Review Date | 22 nd July 2023 Ongoing |
|--|---|---|--|--|
| Hazards identified / Risks from it. | Who is at risk | How are the risks controlled what extra controls are needed? | What has changed that needs to be thought about and controlled | Keep Checking throughout the activity / event in case you need to change it... or even stop it. |
| <p>Hazard – something that may cause harm or damage. Risk – The chance of it happening</p> | | <p>Controls – Ways of making things safer by removing the risk from it. For Example – You may use a different piece of equipment or you might change the way an activity is carried out. Safety Talk prior to start of event with all involved</p> | <p>What has changed that needs to be thought about and controlled</p> | <p>Keep Checking throughout the activity / event in case you need to change it... or even stop it.</p> |
| <p>ARENA AREA Slips trips and falls (uneven ground)</p> | All | <p>Marshalls to have Hi-Viz so to be easily identified All personnel involved are aware. Make sure access is free and unrestricted at all times and appropriate signage is visible to the public Arena to be fenced off appropriately</p> | <p>To be included as part of safety talk</p> | <p>This risk assessment to be read and then signed by all involved prior to event</p> |
| <p>DOGS Nips, Bites, Fouling</p> | All | <p>All dogs to be on a lead at all times and under the control of owner. Dog owners to pick up their dogs fouling and placed into designated bins for this only.</p> | <p>Signage to be placed around and visible to public Poo bags will be given to owner if they have not got one to pick up their dogs fouling. Announcements to be given frequently on PA system All Scout Marshalls have Emergency Aid training</p> | <p>Signage to be placed around and visible to public Poo bags will be given to owner if they have not got one to pick up their dogs fouling. Announcements to be given frequently on PA system All Scout Marshalls have Emergency Aid training</p> |
| <p>FIRST AID</p> | All | <p>First aider will be at the Hub (First Aider Jack Revel-Hughes)</p> | | |

| | | | |
|--|-----|--|---|
| LOST CHILDREN | All | Lost children need to be brought to the Hub where it will be announced over PA system All lost property to be handed into the Hub | |
| LOST PROPERTY | All | | |
| VEHICLE MOVEMENT | All | Stall holder vehicles will be directed where to go (pitch) Vehicles to stay for the duration. Public to park in appropriate places (NO PARKING ON THE RYPE) | If stall holder has to move vehicle try to limit the amount of moving and this to be supervised |
| PUBLIC TOILETS | All | No provision has been made by this event organisers (Who let the dogs out) however public toilets on Park Street will be requested to be open. | Request for public toilets Park Street to be open |
| GENERAL RUBBISH | All | Bins will be provided but volunteers will be doing a litter pick after the event | |
| ABUSIVE & INAPPROPRIATE BEHAVIOUR | All | If at any time members of the public become abusive volunteers to report to lead person where it will be reported to organisers. At no time is a volunteer to become confrontational and deal with this issue. | Safety Talk prior to start reminding everyone do's & Don'ts along with expectations. |
| | | | |
| | | | |

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Event Insurance Schedule

Welcome to Insure Our Event

These details are a record of the information provided to insure-Our-Event. It is also essential that you read all of the endorsements applying to your quotation as these contain important information that may affect your Policy cover.

| | | | | | | | | | | |
|--------------------------------|---|--|------------------|---|------------------|---|------------------|--------------------------------------|------------------|--|
| Policy Number: | B1028GCG050000W/2022/02256 | | | | | | | | | |
| Type: | Event Insurance | | | | | | | | | |
| Insurer: | Beazley Furlonge Limited (Syndicates 2623 & 623) | | | | | | | | | |
| Policy Wording: | JSV Events Ltd Event June 2021 | | | | | | | | | |
| Policyholder: | Who Let The Dogs Out | | | | | | | | | |
| Policyholder's Address: | 14 Vinelands Lydd, Romney Marsh, TN29 9BH | | | | | | | | | |
| Event Type: | Domestic Animal Show | | | | | | | | | |
| Event Name: | Who Let The Dogs Out | | | | | | | | | |
| Event Venue: | The Rype | | | | | | | | | |
| Event City: | Lydd | | | | | | | | | |
| Event Post Code: | TN29 9HN | | | | | | | | | |
| Period: | From 22/07/2023 To 22/07/2023 Both days inclusive, Local Standard Time | | | | | | | | | |
| Number of Events: | Single event | | | | | | | | | |
| Section 1 | Description Public Liability (€1m/€2m/€5m/€10m) Any one claim or series of claims arising from one occurrence (including costs and expenses) | Sum Insured £10,000,000 | | | | | | | | |
| Section 2 | Employers Liability (€10m) | Not Included | | | | | | | | |
| Section 3 | Cancellation - Cost & Expenses | Not Included | | | | | | | | |
| Section 4 | Money Cover Event Equipment | Not Included Not Included | | | | | | | | |
| Excesses: | <table border="0"> <tr> <td>Section 1</td> <td>Public Liability €250.00 Public Liability Each and every occurrence Up to the above amount per claim in respect of accidental injury to third parties or accidental loss of or damage to third party property.</td> </tr> <tr> <td>Section 2</td> <td>Employers Liability - Not Applicable</td> </tr> <tr> <td>Section 3</td> <td>Cancellation - Not Applicable</td> </tr> <tr> <td>Section 4</td> <td>Money & Property - Not Applicable</td> </tr> </table> | | Section 1 | Public Liability €250.00 Public Liability Each and every occurrence Up to the above amount per claim in respect of accidental injury to third parties or accidental loss of or damage to third party property. | Section 2 | Employers Liability - Not Applicable | Section 3 | Cancellation - Not Applicable | Section 4 | Money & Property - Not Applicable |
| Section 1 | Public Liability €250.00 Public Liability Each and every occurrence Up to the above amount per claim in respect of accidental injury to third parties or accidental loss of or damage to third party property. | | | | | | | | | |
| Section 2 | Employers Liability - Not Applicable | | | | | | | | | |
| Section 3 | Cancellation - Not Applicable | | | | | | | | | |
| Section 4 | Money & Property - Not Applicable | | | | | | | | | |
| Conditions: | <ul style="list-style-type: none"> • Refer to Policy Wording • The premium referred to by Sections 1 (Public Liability) & 2 (Employer's Liability) is on a Minimum and Deposit Basis. | | | | | | | | | |
| Premium: | One Off Event | £101.40 | | | | | | | | |

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| | |
|-----------------------------|----------------|
| Tax | £12.17 |
| Total Amount Payable | £113.57 |

| | A | B | C | D | E |
|----|---|-------------------|------------------|-----------------|---|
| 1 | Appointment to Committees was considered by the Mayor, Deputy Mayor and | | | | |
| 2 | Chairman of Personnel on 16th May 2023 | | | | |
| 3 | | | | | |
| 4 | COUNCILLOR | COMMITTEES | | | |
| 5 | | | | | |
| 6 | | BUILDINGS | PERSONNEL | PLANNING | |
| 7 | | | | | |
| 8 | M. Beach | | | Beach | |
| 9 | D. Chapman | | Chapman | Chapman | |
| 10 | A.Duncan | Duncan | | Duncan | |
| 11 | C. Goddard | Goddard | Goddard | | |
| 12 | P. Harston | | | Harston | |
| 13 | J. Jones | J.Jones | | | |
| 14 | R. Jones | R. Jones | R. Jones | | |
| 15 | L.Laws | n/a | n/a | n/a | |
| 16 | K. Manahan | | | Manahan | |
| 17 | A. Martin | Martin | | | |
| 18 | A. May | | | May | |
| 19 | S. Piper | | | Piper | |
| 20 | K. Rye | | | K.Rye | |
| 21 | P.Rye | P.Rye | P. Rye | | |
| 22 | M. Sweeney | Sweeney | Sweeney | | |

APPOINTMENT TO EXTERNAL BODIES AND ORGANISATIONS 2023-24

Councillors completed forms were considered by the Mayor, Cllr Sweeney, Deputy Mayor, Cllr Bob Jones and Chairman of Personnel Cllr Darren Chapman on 16th May 2023.

| NAME OF ORGANISATION | Appointed Councillor |
|--|---|
| Lydd Airport Consultative Committee 1 Member | Laws Bob Jones |
| Lydd Club Day Committee 6 Members | Paul Rye Harston Beach Kim Rye |
| Lydd Twinning Committee 5 Members | Beach Harston Paul Rye Piper |
| Dungeness Power Station SSG 2 Members 1 Sub. | Sweeney May Bob Jones sub |
| Lydd Community Hall Committee 2 Members | Jean Jones Beach |
| Internal Drainage Board 1 Member | Kim Rye |
| Romney Marsh Forum 2 Members | Goddard Bob Jones |
| Banks Sports & Social Club 1 Member 1 Sub. | Martin Piper |
| Planning User Group 4 Members | Harston Duncan |
| Kent Highways County Lengthsmen 1 Town 1 Coast | Duncan Kim Rye |
| KALC (Area Committee) 2 Members | Sweeney Duncan |
| Confederation of the Cinque Ports Champion | Goddard |

LYDD TOWN COUNCIL

Timetable of Meetings 2023-24

Meetings are held on Mondays

| Month | Council | Planning | Buildings and Amenities | Personnel | Annual Town Meeting |
|------------------|--|-------------------------|----------------------------|-----------------------------|---|
| Clerk | Town Clerk | Planning Clerk | Town Clerk | Town Clerk | Town Clerk |
| 2023 | | | | | |
| June | | 5 th 6 pm | 5 th 6.30pm | 12 th 6.30 pm | |
| July | 3 rd Council 7pm | 3 rd 6pm | | | |
| August | No meetings | No meetings* | No meetings | No meetings | |
| September | 4 th Council 7pm | 4 th 6 pm | | 18 th 6.30pm | |
| October | | 2 nd 6 pm | 2 nd 6.30pm | | |
| November | 6 th Council including Budget setting 7pm | 6 th 6 pm | | | |
| December | | 4 th 6pm | | | |
| 2024 | | | | | |
| January | 8 th Council including Precept & Allotments 7pm | 8 th 6 pm | | 22 nd 6.30pm | |
| February | | 6 th 6pm | 19 th 6.30pm | | |
| March | 4 th 7pm | 4 th 6 pm | | | |
| April | | 1 st 6pm | | | 22 nd Annual Town Meeting 7pm |
| May | 20 th Council Annual Meeting & Mayor Making | 6 th 6pm | | 6 th 6.30pm | |

*August Planning meeting * – extensions requested where possible or applications considered under delegated authority.*

Considered and agreed by Personnel Committee on 30th January 2023

LYDD TOWN COUNCIL

HONORARY FREEMAN SCHEME



Policy Statement

From time to time, members of the community demonstrate outstanding commitment and contribution to the wellbeing of the Town and it is recognised that their efforts should be acknowledged. The Council will do this, in special circumstances that meet the criteria of this policy, by awarding to an individual the title of 'Honorary Freeman (or Honorary Freewoman) of the Town of Lydd'. This honour will be awarded only on rare and exceptional occasions.

Service

The nominee may have given extensive and eminent service to the Town and Parish of Lydd and its local community (eg service to other organisations and voluntary or community groups) in a largely voluntary capacity. The nominee must have made an outstanding contribution to the Town and Parish of Lydd such that the nominee's contribution can be seen to stand above the contributions made by most other people.

Nomination Criteria

The following will be taken into account when consideration is given to granting the honour of Honorary Freeman (or Honorary Freewoman):

- 1 Preference will be given to a person who performs in a voluntary capacity, but this should not preclude the honour being awarded to a person whose dedication and contribution is significantly above that expected from their occupation.
- 2 All nominees should have carried out their largely voluntary roles for a period of at least 20 years.
- 3 The award will not be restricted to Town Councillors or Town Council staff.
- 4 Any nominated Town Councillor should have retired from the post.

5th August 2013

- 5 The contribution to the wellbeing of the community must involve one or more of the following factors:
 - (a) A significant allocation of the person's time in serving members of the community for the improvement of their wellbeing.
 - (b) The promotion, achievement and/or delivery of community services in which a real personal contribution has been made.
 - (c) Whilst difficult to define, the contribution must be outstanding in that it can be seen to stand above the contributions of most other persons.

Nomination Procedure

- 1 Any resident or elector of the Town and Parish of Lydd may make a nomination but it must be sponsored by a Town Councillor.
- 2 Nominations must be made in writing to the Town Clerk. The submission should be evidence-based by outlining the voluntary service provided by the individual to the community and any other examples of 'community spirit' to justify the honour. On receipt of a nomination, it will be circulated to all Councillors for informal consideration.
- 3 If it appears that sufficient Councillors agree, informally, that the nominee should be made an Honorary Freeman (or Freewoman), the nominee will be invited to indicate whether s/he would accept the honour. If an affirmative response is received the nomination will then be put before a Special Council meeting and a formal vote taken.
- 4 No fewer than two-thirds of the Town Councillors present at the meeting must agree the nomination.
- 5 The decisions of the Council on all nominations (whether affirmative or negative) are final.

Entitlements

Any person declared an Honorary Freeman (or Honorary Freewoman) may designate himself/herself 'Honorary Freeman (or Freewoman) of the Town and Parish of Lydd'.

The award shall be made at a small ceremony which may take place at a Council meeting.

A scroll will be presented to the recipient.

Limitation on Holders of Award

At any one time, a maximum of eight persons, unless otherwise decided by the Council, may hold the title 'Honorary Freeman (or Freewoman) of Lydd'.



Legal Topic Note

LTN 12

March 2013

HONORARY TITLES AND OFFICERS OF DIGNITY

Background

1. Individuals may enjoy special status in their local area in a variety of different ways. Such status can be by appointment, by conferment or by admission. This Legal Topic Note concentrates on the titles of freemen, officers of dignity and honorary freemen and freewomen. It will first consider the current situation in respect of the ancient titles of freemen and officers of dignity. Then it will outline the position in relation to the power to appoint honorary freemen and freewomen.

Freemen

2. Before the municipal reforms of 1835 there was a class of persons known as "freemen" in old corporate boroughs, enjoying special rights in the corporate property. The right to be admitted a freeman rested upon the custom of the borough, varied by the terms of its charter and, in certain cases, by local statutory provision. Generally the admission of a freeman, as distinct from the conferment of the honour of an honorary freedom, might be acquired by marriage, birth or employment to an existing freeman. The effect of successive reforms of local government law has been to continue the custom of maintaining a roll of freemen and regulating admission to it. Now the admission of freemen (as opposed to honorary freemen and honorary freewomen) of a pre-1974 municipal borough is to be approved by the chairman of the district council of the district in which the former borough lies (section 248 of the Local Government Act 1972 Act (the 1972 Act) as amended by section 27 of the Local Democracy, Economic Development and Construction Act 2009 (the 2009 Act)).

Officers of dignity

3. Prior to local government reorganisation in 1974 a number of cities and boroughs exercised by charter, custom or statute powers to appoint local officers of dignity. Among these honorary appointments were sheriffs, high stewards, honorary recorders, honorary freemen and honorary aldermen. Where, as a result of local

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government reorganisation, the area of an existing city or borough became a parish in England or a community in Wales having a separate council, any powers to appoint local officers of dignity became exercisable by the parish or community council (Section 246(3) of the Local Government Act 1972).

Honorary titles (honorary freemen and freewomen)

4. After local government reorganisation in 1974 a number of local authorities were given the power to admit honorary aldermen and freemen (section 249 of the 1972 Act). However, that power was not extended to parish councils in England or community councils in Wales. From 13 November 1980 any parish or community having by grant under the royal prerogative the status of city and any parish or community entitled by such grant to be called and styled a royal town to admit honorary freemen (section 180 of the Local Government, Planning and Land Act 1980). Only 10 local councils had the standing to confer the title of honorary freeman; seven in England (the councils of the cities of Chichester, Ely, Hereford, Lichfield, Ripon, Truro and Wells) and three in Wales (the councils of the Cities of Bangor and St Davids and the Royal Town of Caernarfon).
5. From 12 January 2010, all local councils may exercise powers to confer the title of "honorary freeman" or "honorary freewoman" to persons of distinction and those who, in the council's opinion, have rendered eminent services to the council's area (section 249(5) and (6) of the 1972 Act). The admission of an honorary freeman or honorary freewoman must be by resolution made at a meeting of the full council specially convened for such purpose and passed by no less than two-thirds of the members of the council (Section 249(8) of the 1972 Act). That section also requires "notice of the object of the meeting" to be given. This confirms the need for the agenda with the public notice and summons to members in respect of the council meeting to itemise a motion to confer the title of honorary freeman or honorary freewoman. A local council may spend a reasonable sum as it thinks fit for the purpose of presenting an address or a casket containing an address to a person on whom it has conferred the title of honorary freeman or honorary freewoman (Section 249(9) of the 1972 Act).
6. Prior to the changes in the law set out above, some local councils, who wanted to honour local residents who rendered notable service to their town or community or who achieved national fame, conferred the titles "honorary citizen" or "honorary townsman" or "honorary burgess." Given the current express powers to admit

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"honorary freemen" and "honorary freewomen" it is no longer necessary (or possible) for local councils to confer other titles.

Other Legal Topic Notes (LTNs) relevant to this subject:

| LTN | Title | Relevance |
|------------|--------------|---|
| 10 | Royal Visits | Sets out information in respect of royal protocol and forms of address. |

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