



Kenilworth Town Council

Jubilee House, Smalley Place, Kenilworth, CV8 1QG

Telephone: 01926 859155

E-mail: kentc@kenilworth.org

Town Clerk: Miss M S Field

THERMAL IMAGING CAMERA - LOAN **POLICY**

Date of Approval – 7 September 2023

Date of Review – September 2026

1. INTRODUCTION

1.1 Kenilworth Town Council own two Thermal Imaging Cameras available to loan to local residents and businesses. This Policy details how the loan process for the cameras will be managed.

1.2 Cameras Purchased:

- FLIR ONE – 3rd Generation for IOS for iPad and iPhone.
- FLIR ONE – 3rd Generation for Android

2. WHO CAN BORROW THE CAMERAS

2.1 The cameras are available for all residents that live in Kenilworth and pay their precept to Kenilworth Town Council.

2.2 The cameras are also available to all local Kenilworth businesses who have their registered address or premises within one of the five Wards of Kenilworth as shown on the Warwick District Council Parish Boundary Map (St Johns, Borrowell, Dalehouse, Park Hill and Abbey Wards)-
<https://maps.warwickdc.gov.uk/CNET49LIVE/CMFindIt/default.aspx?getmap=true&scale=120000&location=428845^266995&layersidentifier=1613b15f5eca499cbf639274cf134dab&backgroundmap=MapDefaultLayerNames>

2.3 Users will need access to a smartphone or tablet computer to use the cameras. This should be either an IOS or an Android device with a USB-C port. The cameras do not work with adaptors.

2.4 Kenilworth Town Council cannot provide a device for use with the cameras. Users

must ensure they hold the relevant equipment to enable use of the cameras.

- 2.5** Users will need to install the free FLIR App on their device using either the App Store or the Play Store in order to use the cameras.

3 LOAN PROCESS

- 3.1** Users can request a camera by emailing admin@kenilworth.org or by completing and submitting the loan request form on the Kenilworth Town Council Web Site. There will be no charge for the initial loan of the cameras.
- 3.2** All requests are added to a waiting list held by the Council Staff Team. The team will respond, either with instructions for collecting the camera, or details of where they sit on the waitlist for the camera, and an estimated date when the camera will be ready for collection.
- 3.3** An appointment will be made for the user to come to the Council Offices at Jubilee House, Smalley Place, Kenilworth.CV8 1QG. They will be asked to bring a form of photo ID, with their address on it (or relevant business address). A camera cannot be loaned without this ID being provided.
- 3.4** The user will be asked to complete and sign a loan agreement form, (see Appendix 1) which will include an agreed condition statement. The form will be held in the Office for the period of the loan and will, in line with GDPR, be securely destroyed along with the original website submission form, when the camera is returned.
- 3.5** The user will be provided with the fully charged camera, all accessories, the manufacturer's instructions on how to use the camera and useful online links.
- 3.6** The user will be allowed to keep the camera for a 3-day period, the return date will be agreed and included in the signed loan agreement form.
- 3.7** A copy of the signed loan agreement form will be held by Kenilworth Town Council and a copy given to the user.

4 RETURN OF THE CAMERA

- 4.1** The camera will be expected to be returned to Jubilee House, Smalley Place, Kenilworth, CV8 1GQ on or before the date stipulated on the Loan Agreement Form. When the camera is returned staff will check to see if there is any damage to the camera and ensure it is in full working order.
- 4.2** Staff will check that all the accessories are in the box with the returned camera and that the instructions have also been returned.
- 4.3** Staff will put the camera on charge so that it ready for the next user.
- 4.4** Staff will contact the next person on the waitlist to advise that the camera is available and agree a collection day and time with them.
- 4.5** If the camera is not returned to Kenilworth Town Council within 24 hours of the specified return date in the Loan Agreement form, the user agrees to hire the equipment at a unit cost of £25 for each full day that the equipment is not returned. The User shall accept and pay any invoice issued by Kenilworth Town Council

reflecting such hire without the necessity of further documentation being exchanged between the parties.

5 LOSS OR DAMAGE TO THE CAMERAS

- 5.1** The user is responsible for any cost(s) as a result of loss or damage to the equipment during the whole loan period. These costs shall not exceed the Unit Cost(s) of the equipment.
- 5.2** All transport costs shall be paid by the user. The user is responsible for loss and damage to the equipment whilst in transport as well as during the loan period.

6 ADVICE AND GUIDANCE

- 6.1** Staff are unable to provide any advice and guidance on how to address any issues identified from their investigations using the cameras. Users will need to contact expert contractors.
- 6.2** If users think they may be entitled to home support or grants associated with thermal heat loss, Kenilworth Town Council can signpost them to the appropriate team at Warwick District Council.

Thermal Imaging Camera Loan Agreement



Reference Number of the Thermal Camera being borrowed

This loan agreement is between **Kenilworth Town Council** and:

Name:

Contact Number:

Address:

Email Address:

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Date loan period begins:

Return date:

All accessories included:

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Condition of Camera:

TERMS & CONDITIONS OF EQUIPMENT LOAN AGREEMENT

1. THE FOLLOWING EXPRESSIONS SHALL HAVE THE FOLLOWING MEANINGS:

- “User” shall mean the party with whom Kenilworth Town Council enters into the “Agreement”
- The “agreement” shall mean the agreement made between Kenilworth Town Council and the user included in this Loan Agreement form
- The “equipment” shall mean the camera or cameras that are being loaned
- The “whole loan period” shall mean the date collected from Kenilworth Town Council until the date returned to Kenilworth Town Council

2. TRANSPORT All transport costs shall be paid by the user unless specified otherwise in this agreement. The user is responsible for loss and damage to the equipment whilst in transport as well as during the loan period.

3. LOAN PERIOD The period of Loan shall commence and cease on the dates specified in the Loan Agreement Form. The user will be responsible for the equipment from the date of collection until it is returned to Jubilee House.

4. RETURN OF EQUIPMENT The equipment shall be returned to Kenilworth Town Council on the date specified in the Loan Agreement Form. Prior to return, the equipment must be cleaned thoroughly according to the instructions provided and returned with the original equipment instructions

5. FAILURE TO RETURN If the user does not return the equipment to Kenilworth Town Council within 24 hours of the specified return date in the Loan Agreement Form, THIS AGREEMENT

SHALL CONSTITUTE A BINDING ORDER TO HIRE THE EQUIPMENT AT THE STIPULATED UNIT COST OF £25 for each full day that the equipment is not returned. The user shall accept and pay any invoice issued by Kenilworth Town Council reflecting such hire without the necessity of further documentation being exchanged between the parties.

6. ALTERATIONS TO THE EQUIPMENT The equipment should not be altered in any way without prior written agreement from Kenilworth Town Council; the user may be liable for the full replacement cost(s) of the equipment without this written permission. UNAUTHORISED ALTERATION OF THE EQUIPMENT IS STRICTLY PROHIBITED.

8. LOSS OR DAMAGE TO THE EQUIPMENT The user is responsible for any cost(s) as a result of loss or damage to the equipment during the whole loan period. These costs shall not exceed the Unit Cost(s) of the equipment.

The User will:

1. Ensure that the camera is always kept safe and secure.
2. Only use the camera for the purpose it was intended.
3. The provision of the equipment by the Town Council is to assist users in understanding if their property has any issues with heat loss. It will be up to the user to take any remedial action required or take further advice from an expert.
4. Return the camera(s) to the Town Council Offices at Jubilee House, Smalley Place, Kenilworth CV8 1QG on the agreed date above.
5. Include in the box are the Camera, Camera Case, USB Charger, instructions all of which must be returned in the box.

By signing this agreement the user accepts the terms and conditions stipulated above and agrees the condition of the equipment as stated above at the start of the loan period.

Signed by the User

Signed by Kenilworth Town Council

Signed:

Signed:.....

Print name:

Print name:

Date:

Date:.....

Useful links

[Support for FLIR ONE Gen 3 | Teledyne FLIR](#)

[Find out where heat escapes around your home | Octopus Energy](#)