ENCLOSURE 7

Kenilworth Town Council

Jubilee House, Smalley Place, Kenilworth, CV8 1QG

Telephone: 01926 859155

E-mail: kentc@kenilworth-tc.gov.uk

Town Clerk: Miss M S Field

FREEDOM OF INFORMATION (FOI) AND DOCUMENT RETENTION POLICY

Date of Approval – 37 September 20263

Date of Review – September 20296

Introduction

Kenilworth Town Council is committed to complying with the provisions of the Freedom of Information Act 2000 and the Data Protection Act 2018. This includes publishing or making available information held by it in accordance with the Freedom of Information Act 2000 as set out below.

Freedom Of Information Act 2000

- This policy applies to all information the Council holds, regardless of how it was created or received. It applies regardless of the media the information is stored in, whether the information is paper-based, held electronically or as an audio recording. The Act is fully retrospective.
- *People shall have a right to know about the activities of the Town Council, unless there is a good reason for them not to.*
- *An applicant (requester) shall not be required to provide a reason for requesting information. The Town Council shall however justify refusing a request.*
- *The Town Council shall treat all requests for information equally, except under some circumstances relating to vexatious requests and personal data.*

Dealing with Requests

Kenilworth Town Council is committed to dealing with requests within the statutory timescales of no more than 20 working days. This can be extended in specific circumstances on legal advice. However, the Council is committed to providing a prompt service.

The Town Council will claim exemptions as appropriate whilst maintaining a commitment to openness, scrutiny and the public interest and will inform the FOI applicant when exemptions have been applied. Where appropriate, requests in writing will be treated as FOI requests.

Making a Freedom of Information Request

Any request for information under the Freedom of Information Act 2000, should:-

- Be in writing, addressed to the Town Clerk and sent to Jubilee House, Smalley Place, Kenilworth, Warwickshire, CV8 1QG or by email to townclerk@kenilworth-tc.gov.uk ~~or~~.
- Contain the name and address of the requester.
- Contain sufficient information to allow the Council to locate the information requested.
- Be legible.

Once a request is received, the Town Council has 20 working days to:-

- Confirm whether the information requested is held.
- Advise whether a fee is payable for the information.
- Advise who may hold the information if the Council does not have it (if the information requested is held by another public authority, then the request may be transferred to the correct body with the requester's agreement)

All requests will be recorded by the Town Council and will be handled in accordance with The Freedom of Information Act 2000 and the Data Protection Act 1998. If more information is needed the 20 days will not start until the information is received.

The Council will review on at least an annual basis the number, subject material and staff time spent responding to all FOI requests. The Clerk will also advise the Council at the next full Council meeting if the Council is failing to meet its statutory obligations to reply to FOI requests.

Qualified Persons

Under section 36 of the Freedom of Information Act 2000 (FOI) and as directed by the Parliamentary Under Secretary of State, the Town Clerk acts as the Primary Authorisation for Freedom of Information requests and the Town Mayor as the Secondary Authorisation point.

Procedures

Due to the nature of this Council's activities it is not envisaged that redaction issues will arise over the release of information, with the other likely scenarios and exemptions being covered within the information issued by the Information Commisioner's Office (ICO), along with the Code of Practice (Section 45) and Records Management (Section 46) requirements of the FOI.

Should a request be received that cannot be resolved by the Clerk, or is vexatious or repeated, then, after referral to the Mayor, additional members, drawn from the Deputy Mayor, Leaders and Chair(s) of the Committee(s) etc, covering the aspects which are the subject of the request are to conduct an Internal Review of the application. Specialists are to be co-opted as required.

All responses are to comply with the requirements of the relevant legislation, including time limits, along with the relevant Guidance Sections and Codes of Practice issued by the ICO.

The Council is registered with the ICO, register entry number Z2761384.

ENCLOSURE 7

Publication Scheme and Document Retention

Details of the availability of documents, copying (normally free of charge for a single copy) and associated requirements are contained in Annex A to this section.

All electronic material (including accounts, Council documents and minutes, policy matters, recordable decisions by officers and Members, PAYE and VAT accounts) is backed-up on a daily basis and maintained to ensure that the council complies with HMRC stipulations and any other regulatory requirements. In addition, the Council is committed to minimizing the period of any disruption of business following any form of incident.

It is imperative that documents are retained for an adequate period of time. If documents -are destroyed prematurely the Town Council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Town Council.

In contrast to the above the Town Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the Data Protection Act 2018 so that personal information including Employee Records are not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

List of Documents for Retention and Disposal

The retention period should be the number of years specified **plus** the current financial period (i.e. three years plus the current period, therefore at least three years documentation will always be retained at any given point in time).

This list is not exhaustive. If you are unsure about any documentation, contact the Town Clerk for clarification.

Document	Retention Period	Method of Disposal Shredding
Financial		
Receipt and payment account(s)	Indefinite	
Receipt books of all kinds	6 years	
Bank statements, including deposit/ savings accounts	Last completed audit year	
Bank paying-in books	Last completed audit year	
Cheque book stubs	Last completed audit year	
Paid invoices	6 years	
Paid cheques	6 years	
VAT and HMRC records	6 years	
Petty cash, postage and telephone books	6 years	
Salary Sheets including superannuation	12 years	
Investments	Indefinite	
Time Sheets	Last completed audit year	
Personnel		
Pension Records	Until individual reaches state pension age	
Personnel Records / Employment Contracts	7 years after termination of employment	
Identification Documents	2 years after termination of employment	
Corporate		
Minutes	Indefinite	
Scales of fees and charges	6 years	
Quotations and tenders	12 years	
Insurance policies	2 years	
Certificates for Employers' Liability insurance	40 years from date insurance commenced or was renewed	
Title deeds, leases, agreements, contracts	Indefinite	
Allotments register and plans	Indefinite	
Complaints	3 years	
Members Allowance Register	6 years	
Member Filming Records of Public Meetings	6 years	
Neighbourhood Plans	Indefinite	
Routine papers, correspondence and emails	Retain as long as useful	
Health & Safety		
Accident Forms	25 years	
Incident Forms	25 years	
Risk Assessments	On going	
H&S Docs and External Contractor	4 years	
Records of any reportable injuries, diseases or dangerous occurrences	3 years	

ENCLOSURE 7

2026 EDITION

KENILWORTH TOWN COUNCIL PUBLICATION SCHEME

INFORMATION TO BE PUBLISHED.	**How the information can be obtained, additional to enquiry with or at the Council offices.**	**Cost See below**
Class 1 - Who we are and what we do **(Organisational information structures, locations and contacts).** **This is current information only.**		
Who's who on the Council and its Committees.	KTC Website, Noticeboard, Annual Meeting agenda and Minutes	
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address, if used). Members have the choice to opt out of sharing their personal address and telephone number. If a Member opts out, the relevant information shared will be for the Council Office and any messages will be passed onto individual Councillors.	Noticeboard and KTC Website. Address, telephone, email and web site are detailed at the end of this document.	
Location of main Council office and accessibility details. The Jubilee House offices are not a call-in facility (by appointment only); those services are provided by the Library.	KTC Website, Noticeboard.	
Staffing structure.	KTC Website	
	COST: All Class 1 items are free for a single copy per elector.	
Class 2 - What we spend and how we spend it **(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit).**		**Cost See below**
Annual return form and report to auditor.	KTC Website/Noticeboard. Agenda/Minutes	
Finalized budget.	Noticeboard/ KTC Website/ Agenda/Minutes.	
Precept.	Agenda/Minutes KTC Website and Social media Council Tax information data (WDC).	

2026 EDITION

Borrowing Approval letter.	Not presently applicable	
Financial Standing Orders and Regulations.	Council Offices and KTC website	
Grants given and received.	Agenda/Minutes and hardcopy, KTC Website	
List of current contracts awarded and value of contract.	Agenda/Minutes and hardcopy.	
Members' allowances and expenses (Mayoral allowance only).	Accounts, Agenda/Minutes, KTC Website	

	COST: All Class 2 items are free for a single copy per elector.	
CLASS 3 - What our priorities are and how we are doing **(Strategies and plans, performance indicators, audits, inspections and reviews).**		**Cost See below**
Parish Plan (current and previous year as a minimum).	Not applicable	
Annual Report to Parish or Community Meeting (current and previous year as a minimum).	Town Assembly Agenda/Minutes KTC Website and hardcopy.	
Quality status.	Not applicable; reviewed periodically.	
Local charters drawn up in accordance with DCLG guidelines.	Not applicable	
Neighbourhood Plan.	Kenilworth Library, KTC Website, WDC Website and hardcopy.	
Strategy Plan	Hard Copy, Website	
	COST: All Class 3 items are free for a single copy per elector.	
CLASS 4 - How we make decisions **(Decision making processes and records of decisions).** **Current and previous council year as a minimum.**		**Cost See below**

2026 EDITION

Timetable of meetings (council, any committee/sub-committee meetings and Town meetings).	Hard Copy, KTC Website	

Agendas of meetings (as above).	Hard Copy, KTC Website and Noticeboard	
Minutes of meetings (as above). NB. This excludes information that is properly regarded as private to the meeting.	Hard Copy, KTC Website	
Reports presented to council meetings. NB. This excludes information that is properly regarded as private to the meeting.	Hard Copy, KTC Website	
Responses to consultation papers (including draft Area Action Plan and Neighbourhood Plan)	KTC Website Minutes WDC/WCC/HS2 and Parliamentary/EH etc Websites as applicable respectively	
Responses to planning applications (Contained within minutes of Planning Committee).	KTC Website WDC/WCC Websites as applicable Planning Minutes	

Bye-laws.	Not applicable. Refer to Warwick District Council and their website.	
	COST: All Class 4 items are free for a single copy per elector.	
Class 5 - Our policies and procedures **(Current written protocols, policies and procedures for delivering our services and responsibilities). (Current information only).**		**Cost** **See below**
Policies and procedures for the conduct of council business. Procedural standing orders.	Hard Copy KTC Website Hard Copy, KTC Website	

Committee and sub-committee terms of reference. Delegated authority in respect of officers. Code of Conduct. Policy statements.	Hard Copy KTC Website Hard Copy KTC Website WDC website Hard Copy Hard Copy, KTC Website, WDC website	
Policies and procedures for the provision of services and about the employment of staff Internal policies relating to the delivery of services. Equalities Statement Health and safety policy	Hard Copy, KTC Website No services except Castle Passes; covered in standing orders, in the Castle Pass policy and on the application forms. Thermal Imaging Cameras covered in thermal imaging camera policy. To be found in hard copy or on our website. Hard Copy, KTC Website Hard Copy/WDC for building aspects, KTC Website	

Recruitment policies (including current vacancies)	Hard Copy	

2026 EDITION

Policies and procedures for handling requests for information (via Town Clerk)	Hardcopy, KTC Website	
Complaints procedures (including covering for information and operating the publication scheme)	Hard Copy Town Clerk/Mayor KTC Website	
Complaints procedures (including covering for information and operating the publication scheme)	Hard Copy Town Clerk/Mayor KTC Website	
Information security policies	Hard Copy Standing Orders KTC Website	
Records management policies (records retention, destruction and archive)	Hard Copy KTC Website	
Data protection policies/Privacy Statement	Hard Copy ICO registration Standing Orders KTC Website	
Schedule of charges (for the publication of information).	Standing Orders FOI KTC Website	
	COST: All Class 5 items are free for a single copy per elector.	
CLASS 6 – Lists And Registers **(Currently maintained lists and registers only).**		**Cost** **See footer**
Any publicly available register or list.	No registers are held that are available for inspection; Electoral Registers may be viewed upon application to WDC Electoral services.	
Assets Register.	Hard Copy Annual Balance Sheet KTC Website	

2026 EDITION

Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils).	Hard Copy	
Register of members' interests.	Hard Copy and WDC website. Link from KTC Website	
Registers of gifts and hospitality (Town Mayor, Councillors and Council staff).	Hard Copy	
	COST: All Class 6 items are free for a single copy per elector.	
CLASS 7 - The Services We Offer		**Cost**

(information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). (Current information only).		**See below**
Allotments. Three owned sites – Odibourne, Spring Lane and Beehive Hill	Hard Copy. Details are through Kenilworth Allotments Tenants Association (KATA).	
Burial grounds and closed churchyards.	Not applicable	
Community centres and village halls – WCC/WDC	Not applicable	
Parks, playing fields and recreational facilities (WDC)	None	
Seating, memorials, lighting and grit bins (grit bins filled by WCC). (Only grit bins though KTC; Council will provide grit bins on an individually approved basis).	Standing Orders Grit Bins - requests through Council Offices Grit Bin Locations – Council Offices (Listing)	
Bus shelters.	None	
Markets.	None (WDC)	
Public conveniences.	None (WDC)	
Agency agreements.	None	

2026 EDITION

A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees).	Not applicable other than Castle Passes; detailed in Schedule of Charges.	
Five Leaflets currently issued, 1xVisit Kenilworth 3x Trail Leaflets, 1x Kenilworth Revealed leaflet. Leaflets are also issued by other bodies. See WCC, WDC, English Heritage, Business Partnership etc information leaflets, events listings and similar.	Library, Town Council, Castle, Abbey Museum and local businesses. WCC and WDC websites. KTC Web site. Tourism Information sites across the district.	
Clocks, litter bins	None	
	COST: All Class 7 items are free for a single copy per elector.	
Clocks, litter bins	None	
	COST: All Class 7 items are free for a single copy per elector.	

ADDITIONAL INFORMATION **This advises information that is not itemised in the l ists above.**		
DESCRIPTION		**BASIS OF CHARGE**
The Council owns the freehold of Kenilworth Castle and administers part of Castle Green (village green). The Council owns the Odibourne, Spring Lane and Beehive Hill allotment sites.		N/A Periodic review. Leased/sub-leased to the Kenilworth Allotment Tenants Association (KATA) who set plot rates and any other associated charges; details from KATA.

SCHEDULE OF CHARGES **This describes how the charges have been arrived at.**		
TYPE OF CHARGE	DESCRIPTION	**BASIS OF CHARGE**

2026 EDITION

Printing and disbursement cost for additional copies of Council business (only).	Photocopying and printing @ 10p per image (black & white) (A5 and A4 sizes). A3 size: £0.20p per copy. Colour material (including photocopies @ 15p per image (A4 size) and 30p per image A3 size. Duplex printing, image zoom and reduction can be undertaken upon request subject to availability and system capacity. Postage.	All subject to reasonable notice, with timescales for production depending upon the volumes required. Cost includes paper (80 gsm white). Coloured paper may be available upon request. Actual cost of 2nd Class Royal Mail Standard and Large Letter, or equivalent for heavier items, or as requested. Special packing materials are supplied at cost price.
Statutory Fee.	Not normally applicable.	In accordance with the relevant legislation.
Kenilworth Castle Pass.	Entry to Castle for residents in normal business hours Valid for 10 years. Includes provision for disabled carers. Local Care Home passes also available.	£6 per Pass (subsidized). See online application form available on our website at https://kenilworth-tc.gov.uk/information/castle-pass/. Paper copies will remain available, obtainable from the Library, Kenilworth Castle and the Council offices.

CONTACT DETAILS

Jubilee House
Kenilworth

Kenilworth Town Council
Smalley Place
CV8 1QG

Tel: 01926 859155
Email: kentc@kenilworth-tc.gov.uk
www.kenilworth-tc.gov.uk

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Kenilworth Town Council

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Town Clerk: Miss M S Field

REMOVABLE MEDIA POLICY

Date of Approval – 37 September 2026~~3~~

Date of Review – September 2029~~6~~

Purpose

1.1 This policy supports the controlled storage and transfer of information by Councillors of Kenilworth Town Council (Council), all employees and agents.

1.2 The aims of the policy are to ensure that the use of removable storage devices is accomplished with due regard for:

- Enabling the correct data to be made available where it is required.
- Maintaining the integrity of the data.
- Preventing unintended consequences to the stability of the computer network.
- Building trust and confidence in data that is being shared between systems.
- Maintaining high standards of care towards data and information about residents, staff or information that is exempt from disclosure.
- Compliance with legislation, policies, or good practice requirements.

1.3 The use of removable media may result in the loss of the ability to access information, or interference with the integrity of information, which could have a significant effect on the efficient operation of the Council.

Principles

2.1 Removable media includes but is not limited to:

USB memory sticks, memory cards, portable memory devices, CD / DVDs and any other device that transfers data between systems, or stores electronic data separately from email or other applications.

2.2 Any person who intends to store Council data on removable media must abide by this policy. This requirement devolves to councillors, council employees and agents of the council, who may be held personally liable for any breach of the requirements of this policy.

Assistance and Responsibilities

3.1 The Clerk to the Council will ensure that everyone that is authorised to access the Council's information systems is aware of their obligations arising from this policy.

3.2 A competent person should be consulted over any hardware or systems issues. Advice and guidance on using software packages should also be referred to a competent person. The IT support for Kenilworth Town Council is Flotek~~Colbek~~ Services: helpdesk@flotek.io ~~: support@colbek.co.uk~~

Incident Management

4.1 Councillors, employees, contractors and agents of the Council should report any actual or suspected breaches in information security to the Town Clerk.

Data Administration

5.1 Where there is a business requirement to distribute information to third parties, then removable media must only be used when the file cannot be sent or is too large to be sent by email or other secure electronic means. This includes the Councils Dropbox account or other appropriate and secure cloud based data storage systems.

5.2 Removable media should not be the only place where data created or obtained for work purposes is held. This reduces the risk of loss of data, as data held on Council IT systems are regularly backed up.

5.3 Files must be deleted from removable media, or the removable media destroyed, when the operational use of the material has been completed. The Council's document retention guide must be implemented by Councillors, employees, contractors and agents for all removable media.

Security

6.1 All removable media must be kept in an appropriately secure and safe environment that avoids physical risk, loss or electrical corruption of the business asset. Due to their small size there is a high risk of the removable media being mislaid, lost or damaged. Therefore special care is required to physically protect the device and the data. Anyone using removable media to transfer data must consider the most appropriate way to transport the device and be able to demonstrate that they took reasonable care to avoid damage or loss.

6.2 Virus Infections must be prevented from damaging the Council's network and computers. Virus and malware checking software must be operational on both the machine from which the data is taken and the machine on to which the data is to be

loaded. The data must be scanned by the virus checking software, before the media is loaded on to the receiving machine.

6.3 Any memory stick used in connection with Council equipment or to store Council material should usually be Council owned. However, work related data from external sources can be transferred to the Council network using memory sticks that are from trusted sources and have been checked using current anti-virus software.

Use of removable media

7.1 Care must be taken over what data or information is transferred onto removable media. Only the data that is authorised and necessary to be transferred should be saved on to the device. If there is any doubt reference should be made to the Town Clerk.

7.2 Council material belongs to the Council and the removable media on which it is held should be under the control of the Council and not available to be used for other purposes that may compromise the data.

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Town Clerk: Miss M S Field

THERMAL IMAGING CAMERA - LOAN POLICY

Date of Approval – 37 September 2063

Date of Review – September 2096

1. INTRODUCTION

1.1 Kenilworth Town Council own fivetwo 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 x3 – 3rd Generation for IOS for iPad and iPhone.
- FLIR ONE x1 – 3rd Generation for Android
- FLIR ONE EDGE x1 – Wireless for Android or IOS

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-tc.gov.uk~~.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 an approximate 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.

ENCLOSURE 7

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: .....

.....

.....

Date loan period begins: .....

Return date: .....

All accessories included: ☐

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, THISAGREEMENT

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 much 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