

Environment & Assets Committee

Title:	Use of Thame Town Council Vehicle
Date:	2 July 2024
Contact Officer:	Mandy Sturdy, Town Clerk

Action Required

1. To consider approving use of the Town Council's Van for a 3–5-day trip to France to raise funds for the Mayor's Charities.
2. To consider approving the delegated authority for use of the Town Council's vehicles to the Town Clerk.

Background

3. The mayor is arranging a cycle trip to France over 3 days in September. Leaving Thame on Wednesday 11 and returning on Saturday or Sunday 14 or 15. There are currently 13 riders who will spend 3 days cycling to reach **our twinned** town of Montesson in France.
4. A support vehicle is needed to follow the bikes and to bring the bikes back to Thame after the event. The round trip is expected to be approximately 800miles. The request has been made to use the Town Council's long wheelbase transit van.
5. Further information for considering this request:
 - a. The Council's insurance company have confirmed that this use would be covered under the terms of the Insurance.
 - b. The vehicle is covered for any driver given authority by the policyholder (Thame Town Council).
 - c. All costs associated with the van, such as fuel, ferry crossings, breakdown cover etc would be met by the proceeds and those taking part in the event.
 - d. A suitable and sufficient Risk Assessment will be completed.
 - e. The event will offer positive publicity opportunities for Thame Town Council.
 - f. Use of the vehicle if approved would be in consultation with the maintenance team.
6. The Clerk has delegated authority for the day to day running of council operations but as the insurance policy states the policy holder is The Town Council it would be appropriate to have a record that the Council approve that the Clerk can grant permission to suitable individuals to drive council vehicles within the parameters of the policy.

Resource Appraisal

7. Loss of use of the van for the Maintenance Team for 3 days. Options for a replacement vehicle will be investigated if this would affect operations. It is not expected that any cost for this will be paid for by the Town Council.
8. Administration costs / officer time

Legal Powers

- Local Government Act 1972
- Localism Act 2011 ss1-8

Recommendation:

- i) That the council approve use of the Town Council Van as the support vehicle for the Mayor's Charity event to France in September 2024.*
- ii) That the council give delegated authority to the Clerk to allow others to drive council vehicles under the 'Any Driver' section of the council's insurance policy.*