

POLICY TITLE

Policy for the Issue of Permits for Street Collections

REVISION DATE

May 2016

REPLACES POLICY

June 2007

POLICY NUMBER

POLICY AIM

The aim of this Policy is to assist Skegness Town Council to allocate Street Collection permits fairly to those charities wishing to undertake collections within Skegness and Winthorpe which benefit the area.

EXECUTIVE SUMMARY

The responsibility for the issue of Permits for Street Collections rests with East Lindsey District Council and has from 1st April 2007 been delegated to Skegness Town Council. Skegness Town Council has delegated authority to the Town Clerk to determine those applications that clearly fall within the Council's Street Collection Policy. The Policy provides the framework by which the Permits for Street Collections are issued by Skegness Town Council.

1.POLICY STATEMENT

Each application will be checked to ascertain if it is from a Category A, B or C Charity or protected charity.

Definition of a Category A Charity:

A Charity which has a base in Skegness **or** works within the town and provides a direct, regular (at least annually) and ongoing benefit to the local residents.

Definition of a Category B Charity:

A Charity based outside of Skegness that **does not** provide a consistent or direct regular (at least annually) benefit to the local residents but is of some benefit to the local area and its' residents.

Definition of a Category C Charity:

A Charity based outside of Skegness that provides no benefit to the area or its' residents.

Protected Charity

A Charity protected by legislation, does not need to apply for a permit and is always given priority e.g. The British Legion.

Saturdays are known to be a “favoured day” and are reserved for Category A Charities. Permits for a Saturday collection from a Category B Charity will only be issued from four weeks prior to the collection date and only if the date is available at that time. Permits will not be issued to Category C Charities.

Only one street collection permit will be issued on any given day. Any given charity will only be issued with one permit in any one seven-day period and not more than five permits will be issued to any given charity in any financial year. No guarantee can be given that an organisation’s preferred date will be allocated to that organisation. If the Council is unable to allocate the preferred date, wherever possible, alternatives will be offered.

2.REGULATIONS

- 2.1 In these Regulations, unless the context otherwise requires -
- “collection” means a collection of money or a sale of articles for the benefit of charitable or other purposes and the word “collector” shall be construed accordingly;
 - “promoter” means a person who causes others to act as collectors;
 - “permit” means a permit for a collection;
 - “contributor” means a person who contributes to a collection and includes a purchaser of articles for sale for the benefit of charitable or other purposes;
 - “collecting box” means a box or other receptacle for the reception of money from contributors.
- 2.2 No collection, other than a collection taken at a meeting in the open air e.g. a Church service, shall be made in any street or public places within the area of Skegness Town Council unless a promoter shall have obtained from the Skegness Town Council a permit.
- 2.3 Application for a permit shall be made in writing not later than two weeks before the date on which it is proposed to make the collection.
- Skegness Town Council may reduce the period of two weeks if satisfied that there are special reasons for so doing.
- 2.4 No collection shall be made except upon the day and between the hours stated in the permit.
- 2.5 Skegness Town Council may, in granting a permit, limit the collection to such streets or public places or such parts thereof as it thinks fit.
- 2.6 (1) No person may assist or take part in any collection without the written authority of a promoter.
- (2) Any person authorised under paragraph (1) above shall produce such written authority forthwith for inspection of being requested to do so by a duly authorised officer of the East Lindsey District Council or any constable.

2.7 No collection shall be made in any part of the carriageway of any street which has a footway:

Provided that Skegness Town Council may, if it thinks fit, allow a collection to take place on the said carriageway where such collection has been authorised to be held in connection with a procession.

2.8 No collection shall be made in a manner likely to inconvenience or annoy any person.

2.9 No collector shall importune any person to the annoyance of such person.

2.10 While collecting -

(a) a collector shall remain stationary and;

(b) a collector or two collectors together shall not be nearer to another collector than 25 metres.

Provided that Skegness Town Council, may, if it thinks fit, waive the requirements of this Regulation in respect of a collection which has been authorised to be held in connection with a procession, walk or pram push etc.

2.11 No promoter, collector or person who is otherwise connected with a collection shall permit a person under the age of sixteen years to act as a collector.

2.12 (1) Every collector shall carry a collecting box.

(2) All collecting boxes shall be numbered consecutively and shall be securely closed and sealed in such a way as to prevent them being opened without the seal being broken.

(3) All money received by a collector from contributors shall immediately be placed in a collecting box.

(4) Every collector shall deliver, unopened, all collecting boxes in his possession to a promoter.

2.13 A collector shall not carry or use any collecting box, receptacle or tray which does not bear displayed prominently thereon the name of the charity or fund which is to benefit nor any collecting box which is not duly numbered.

2.14 (1) Subject to paragraph (2) below a collecting box shall be opened in the presence of a promoter and another responsible person.

(2) Where a collecting box is delivered, unopened, to a bank, it may be opened by an official of the bank.

(3) As soon as a collecting box has been opened, the person opening it shall count the contents and shall enter the amount with the number of the collecting box on a list which shall be certified by that person.

2.15 (1) No payment shall be made to any collector.

(2) No payment shall be made out of the proceeds of a collection, either directly or indirectly, to any other person connected with the promotion or conduct of such collection for, or in respect of, services connected therewith, except such payments as may have been approved by Skegness Town Council.

- 2.16 (1) Within one month after the date of any collection the person to whom a permit has been granted shall forward to Skegness Town Council –
- (a) a statement in the form set out in the Schedule to these Regulations, or in a form to the like effect, showing the amount received and the expenses and payments incurred in connection with such collection, and certified by that person and either a qualified accountant or an independent responsible person acceptable to Skegness Town Council;
 - (b) a list of the collectors;
 - (c) a list of the amounts contained in each collecting box;
- and shall, if required by Skegness Town Council, satisfy it as to the proper application of the proceeds of the collection.
- 2.17 (1) The said person shall also, within the same period, at the expense of that person and after the certificate under paragraph (1)(a) above has been given, publish in such newspaper or newspapers as Skegness Town Council may direct a statement showing the name of the person to whom the permit has been granted, the area to which the permit relates, the name of the charity or fund to benefit, the date of the collection, the amount collected, and the amount of the expenses and payments incurred in connection with such a collection.
- (2) Skegness Town Council may, if satisfied there are special reasons for so doing, extend the period of one month referred to in paragraph (1) above.

MONITORING

This statement will be reviewed annually or in the following circumstances:

- Changes in legislation
- As a result of any other significant change or event.

POLICY CONSULTATION

The Policy is available to members of staff, Councillors, Charities and the general public on the Skegness Town Council website.

POLICY APPROVAL

POLICY REVIEW DATE

May 2020