



Process for Hiring out Thermal Imaging Cameras

Background

The Parish Council has procured two thermal imaging cameras to be used in conjunction with either an iPhone or Android smartphone for parishioners to hire to carry out DIY energy loss surveys of their homes.

The cameras are available for use by residents of Calne Without Parish Council.

The cameras are to be hired for a refundable deposit of £20 with an additional charge of £5 per day for late return.

Process

- The Overall Device Controller is Councillor John Barnes. Cllr xxxx and XXXX will have control of the device on the weeks that it is available in East or Middle Ward.
- The device will be held at the address detailed in the timetable for the device.
- Parishioners wishing to hire the device should contact the Device Controller directly. They must provide proof of identity and address when they collect the device. They must identify if they need to hire the android or Apple IOS camera.
- Any Parishioners contacting the Parish Clerk (or other Councillors) regarding the device should be redirected to the Device Controller.
- On receipt of a hire request, the Device Controller will agree an appropriate hire date, collection time and return time with the hirer. The collection and return times should preferably be on the date of hire but collection/return times on the days immediately before or after the hire date will be allowed.
- Prior to the handing over of the device:
 - o The Hirer should pay the £20 hire deposit
 - o Agree to the Terms of Hire
 - o Provide their contact details Ideally, the payment will be done via online banking and the agreement to the Terms of Hire and the provision of contact details by email but, in the event that this is not possible then payment can be in cash or cheque and Terms of Hire agreement and contact details can be in hardcopy format.

- In the event that payment is by cash or cheque the Device Controller will hold onto the cash or cheque until the device is returned. The device controller should update the device hire spreadsheet with the means of deposit payment.
- In the event that the device is returned late, then the Device Controller will remind the Hirer that an additional fee of £5 per day is due. In the event that a Hirer refuses to pay any additional fees due then the Device Controller will report this to the Parish Clerk. Any further action will be at the discretion of the Parish Council.
- A spreadsheet of all activity will be maintained online and shared with the Parish Clerk and the Parish Council Chairman.
- Hirer details will be removed from the tracker spreadsheet six months after completion of the hire.



TERMS OF HIRE

- o The Hirer will collect and return the device at the agreed Collection/Return Times
- o The £20 hire deposit covers the hire of the device for the agreed day of hire. Late return of the device will incur a late return fee of £5/day.
- o The device is provided to the Hirer for their own personal use. The Hirer will not loan or re-hire the device to any third party.
- o The Hirer will take all reasonable steps to ensure that no damage is caused to the device. In the event that the device is damaged, the Parish Council, at their sole discretion, may charge the Hirer an amount towards the repair/replacement of the device.
- o The Parish Council provide the device 'as is' is not able to provide user or technical support nor can it be held responsible for any functional or technical limitations of the device.
- o The Parish Council cannot be held responsible for any losses arising as a result of decisions taken by the Hirer following use of the device.
- o On return of the device hirer will inform the parish council of the issues identified and the planned actions. Therefore allowing the Parish Council to monitor the effectiveness of the scheme.

Hirer Name

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Address.....

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Signature to accept terms of Hire.....

Date.....