

**NORTH HORSHAM PARISH COUNCIL  
PARISH COUNCIL MEETING - THURSDAY 5<sup>th</sup> MARCH 2026 AT 7.30pm**

**CLERK'S REPORT  
To be read in conjunction with the Agenda**

**1. Public Forum**

Members of the public are invited to put questions or draw relevant matters to the Council's attention, prior to the commencement of business. This is for a period of up to 15 minutes and shall be limited to 3 minutes per person.

**2. Apologies for Absence**

Apologies and reasons for absence to be given to the Clerk. If Members agree the reason for the absence, the apologies may be approved thereby resetting the 6-month clock for attendance.

**Decision: To receive apologies for absence and approve if required**

**3. Declarations of Interest**

Members are advised to consider the Agenda for the meeting and determine in advance if they may have a **Personal, Disclosable Pecuniary or Other Registrable Interest** in any of the Agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the Agenda item; or when the interest becomes apparent to them. Details of the interest will be minuted.

If the interest is a **Disclosable Pecuniary Interest**, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting chamber, unless they have received a dispensation.

Where you have an **Other Registrable Interest** (which is not a Disclosable Pecuniary Interest), Members are reminded that they must withdraw from the meeting chamber after making representations or asking questions.

**5. Decisions made by delegated power since 8<sup>th</sup> January 2026 for ratification.**

There have been no delegated decisions.

**6. Committees and Working Parties**

There have been meetings of the Asset Transfer and Mowbray Community Building and the Notes from these meetings are attached as **Appendix 1 & 2**.

**Decisions :**

**6.5** To approve the recommendations of the Asset Transfer Working Group Meeting held 5<sup>th</sup> February 2026

**6.6** To approve the recommendations of the Mowbray Community Building Working Group Meeting held 5<sup>th</sup> February 2026

**7. Reports from Representatives on Outside Bodies**

Members will be invited to give reports from any meetings of organisations or outside bodies for which they are the appointed representatives.

**Decision: To note information from representatives on outside bodies**

## 10. Chairman's Announcements

The following announcements are for information only. Should Members wish to discuss any of the issues referred to, this must be via a request to the Chairman of the Council for inclusion on a future Agenda

- 10.1 Members may recall that at the Council Meeting held 8<sup>th</sup> January, it was agreed that this Committee should consider a resident request for a grit bin to be installed (Min. FC/109/26 refers). However, the resident has now advised that following discussions with neighbours, some of whom would not be supportive of an installation, he did not wish for the matter to proceed further.
- 10.2 Both 4TheYouth (funding recipient) and WSCC Waste Prevention representatives have agreed to attend the Annual Meeting of Electors on 27<sup>th</sup> April.
- 10.3 An Expression of Interest regarding a possible transfer of the Godwin Way Car Park was submitted to HDC on 14<sup>th</sup> January 2026.
- 10.4 Following the attendance of the Neighbourhood Warden team at the last meeting, a report and update has been provided which will be **circulated by email** with the Agenda.
- 10.5 The up-to-date S106 and CIL report was circulated to all Members via email on 19<sup>th</sup> January. With regard to the query relating to the library contributions a response was received from WSCC to advise the following : *The s106 contributions you have listed below have quite specific wording contained in the s106 agreement, setting out how the funds must be spent. As such they can only be spent on a library facility at North Horsham (any changes to government structure would not effect this) and would remain available for library aspect of the new community facility when this comes forward.*
- 10.6 As per the HDC News Release published on 12<sup>th</sup> February, and circulated to all Members on the weekly correspondence email dated 18<sup>th</sup> February, following Horsham District Council's request to re-open the examination of its 2023-2040 Local Plan, the Government's newly appointed Planning Inspector, Jonathan Bore has now confirmed that he will approach the examination afresh and a revised workplan and timing schedule have been announced.

**Decision: To note any Chairman's announcements**

## 11. Financial Matters

### Finance Report to show income and expenditure to 31<sup>st</sup> January 2026

#### Funding at 31<sup>st</sup> January 2026

Precept (full year)	401,537
Environmental Grant	12,752
Donation for Interpretation Board	927
CIL Funding	90
<b>Total</b>	<b>415,306</b>

#### Income to 31<sup>st</sup> January 2026

Cost Centre	Actual income	Annual Budget	Estimated income to 31 <sup>st</sup> Jan *
Admin	20,296	20,000	16,667
Allotments**	1,111	1000	1,000
North Heath Hall	66,931	73,000	60,833
Holbrook Tythe Barn	34,253	46,000	38,333
Multi Court Lettings	21,645	28,000	23,333
Roffey Millennium Hall	63,373	78,000	65,000
<b>Total</b>	<b>207,609</b>	<b>246,000</b>	<b>205,166</b>

## Expenditure to 31<sup>st</sup> January 2026

Cost Centre	Actual Expenditure	Annual Budget	Estimated expenditure to 31 <sup>st</sup> Jan*
Admin	43,865	59,810	49,842
Grants	5,494	10,000	8,333
Burial***	5,596	7,900	6,583
Personnel	306,960	390,150	325,125
Allotments	1,312	1,940	1,617
Amenity, Recs and Open Spaces	48,272	68,100	56,750
North Heath Hall	24,114	35,980	29,983
Holbrook Tythe Barn	17,676	25,880	21,567
Roffey Millennium Hall	39,503	51,270	42,725
<b>Total</b>	<b>492,792</b>	<b>651,030</b>	<b>542,525</b>

\* Total cost centre budget for 2025/26 divided by 10/12th.  
\*\* Allotment invoices are sent out annually. The full income is expected by the end of May.  
\*\*\* Paid quarterly in Months 2,5,8 & 11

A detailed Income and Expenditure as at 31<sup>st</sup> January 2026 together with Payment and Transfer Lists for December 2025 (£58,468.99) and January 2026 (£45,621.93) - also published on the Parish Council website - are attached as **Appendix 3, 3a & 3b**.

### Income

Overall, the anticipated income is on target. The income from the halls is approx. 0.7% below the anticipated level at the end of month 10, an improvement on the 2% below budget at the end of month 9.

### Expenditure

There has been a further increase in the underspend which is 9.2% at the end of the month, compared to approx. 8.2% lower than anticipated at the end of month 9.

### Reserves

As at 31<sup>st</sup> January 2026 remaining funds, including the full year precept payment received, together with General Reserves, stood at £370,927.

In addition, there continues to be Earmarked Reserves of £221,491 a reduction of £2,399 from the end of month 9, due to spending from the R&R EMR of £1,560 for height barrier repairs and £13 for replacement curtain hooks, £620 from the Tree works EMR for an inspection and £206 from the CIL 2022/23 EMR for the bike racks at RMH.

### Summary

Both income and expenditure are broadly in line with the anticipated levels at the end of month 10 and are in line with both income and expenditure at this point last year.

### Decisions:

**11.1 To note the Financial Report to 31<sup>st</sup> January 2026**

**11.2 To agree the Payment and Transfer lists for December 2025 and January 2026**

## 12. Annual Review of the Council's Internal Control Procedures and Practices

The Council is responsible in law for ensuring that its financial management is adequate and effective, and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.

At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices. A Statement of the Parish Council's Internal Controls has been

prepared, which identifies the controls that are in place in line with the Council's Financial Regulations and Standing Orders (see **Appendix 4**). These controls relate to income and expenditure, accounting procedures and engaging the services of an independent internal auditor.

**Decision: To agree that the financial management is adequate and effective, and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions**

### 13. Data Protection Review

Members will recall that at the meeting held 4<sup>th</sup> September 2025, the issue of Local Council data protection and changes to the Governance Statement as part of the AGAR were discussed (Min. FC/64/25 refers).

From the 2025/26 AGAR, Parish Councils will be required to complete a new Assertion 10 as part of its Annual Governance Statement. This new requirement goes beyond the previous expectations bundled together under Assertion 3.

The 2025 Practitioners' Guide, issued by the Smaller Authorities Proper Practices Panel (SAPPP) (formerly JPAG), sets out the requirements of Assertion 10.

Assertion 10 not only requires councils to use a council-owned email domain and to operate an accessible website in line with legal requirements (which NHPC already does), it also explicitly requires parish and town councils to:

- Comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018
- Process personal data lawfully, fairly, and in line with UK GDPR principles
- Recognise their roles as both a Data Controller and a Data Processor

To credibly declare UK GDPR and Data Protection Act compliance, councils are advised to undertake activities such as data audits, staff training and policy reviews in line with sector guidance.

To sign off Assertion 10 on the 2025/26 AGAR with confidence, the council should have already taken steps during the current financial year and this may involve:

- Carrying out council-wide audits of 'personal data' the council processes, why we hold it, who has access, and our lawful basis for processing.
- Risk assessing all the personal data processed by the council and identifying mitigations to reduce risk to the council and data subjects.
- Having appropriate data protection and information compliance policies in place that reflect how the council operates (not what it did in 2018)
- Putting in place regular and relevant data protection training for council staff and Councillors.

To assist with this, the Council agreed to engage the support of Breakthrough Communications and their Data Protection Toolkit with the following now undertaken:-

- i) Training for all staff on the following Data Protection Basics:
  - \* Top 10 Data Protection Terms
  - \* Data Controllers and Data Processors
  - \* Data Protection Principles - an Overview
  - \* Introduction to Lawful bases for Processing
- ii) Mapping of all data using the ICO template

iii) Review of the following policies (**Appendices 5 to 12**) -

- \* CCTV Policy
- \* Data Breach Notification Policy
- \* Privacy Notice
- \* IT Policy (replacing the Communications Policy)
- \* Handling of DBS Certificate Information Policy
- \* Document Retention Policy
- \* Subject Access Request Policy
- \* FOI Publication Scheme

Once all of the above have been adopted, the Compliance Report from Breakthrough Communications will be requested and reported on at the Annual Meeting of the Council in May.

**Decision: To note the review undertaken, actions taken and confirm Council compliance in accordance with Assertion 10 of the 2026/27 AGAR**

**14. Community Engagement**

Members are asked to consider any future community engagement that they wish to undertake in the forthcoming year.

**Decision: To agree any action**

**15. Policies**

Copy of the recommended policy in 17.1 is attached as **Appendix 13**. All other documents are available as part of the report to the Committee Meetings at which they were considered.

**15.1 Flag Flying Policy**

**15.2 Bus Shelter Policy - as recommended by the Property Committee meeting held 5<sup>th</sup> February 2026 (Min. PR/056/26 refers)**

**15.3 Tree Work Policy - as recommended by the Property Committee meeting held 5<sup>th</sup> February 2026 (Min. PR/056/26 refers)**

**16. Correspondence**

See **Appendix 14**, with the second list circulated separately at the meeting.

**Decision: To receive correspondence lists from 8<sup>th</sup> January to 4<sup>th</sup> March 2026**

**Notes of the Asset Transfer Working Group Meeting  
Held at Roffey Millennium Hall on Thursday 5<sup>th</sup> February 2026 at 2pm**

**Members of the Working Party:** Cllr G Davidson-Fernandez, Cllr R Knight\*, Cllr D Mahon, Cllr D Searle, Cllr S Torn, Cllr S Wilton

Also present: Sarah Norman (Clerk) and Lisa Underwood (Deputy Clerk)

\* Not in attendance

---

**Terms of Reference :** *“To consider the list of HDC assets and make comment to a future meeting of the Council on potential requests for transfer*

*Before beginning the meeting, the Clerk highlighted the following :-*

- i. Cllrs. Searle and Wilton would give an update on recent meetings regarding the potential transfer of Godwin Way Car Park*
- ii. As agreed at Council, an Expression of Interest had been submitted to HDC for the transfer of the car park but it had now been confirmed that any request for transfer of income generating assets would need to be accompanied by a non income generating site.*
- iii. To always bear in mind when agreeing recommendations and actions, the impact on parish staff resources which is limited in its scope to be able to take on large projects.*
- iv. To be mindful of the HDC Asset Transfer requirement that any application can demonstrate a community benefit.*

**1. Elect a Chairman for the meeting**

Cllr. Searle was elected as the Chairman.

**2. Apologies**

There were no apologies.

**3. Godwin Way Car Park**

Cllr. Searle reported that he, Cllr. Wilton and the Clerk had now attended several meetings organised by Henfield Parish Council to discuss parishes working together to take ownership and manage the “rural” car parks which included Godwin Way.

This had included hearing from a senior manager at NPC describing how companies such as theirs can take on the full management of car parks of various sizes with all income from ticket sales/season tickets going to the car park owner and the management company’s income coming from enforcement charges.

The most recent meeting had been attended by Paul Anderson, Director of Communities at HDC, who had confirmed the following :-

*I’ve checked with colleagues about our view as to whether the rural parking disc itself could be considered a community asset that would provide justification/backing for transferring car parks to PCs. Our view*

*is that it wouldn't. Therefore, we wouldn't be minded to transfer car parks on their own to PCs.*

*However, as I said, if there are assets that bring expenditure with them that is equivalent to the income from a car park, then we would consider that as a package to transfer.*

Members Noted that from the figures provided by HDC, in 2024/25 Godwin Way Car Park generated approx. £9,000 income and incurred costs of £4,500.

#### **4. Other Assets for Possible Transfer**

Members went on to discuss what assets they considered a priority for transfer to NHPC, including play areas and open spaces.

The Clerk reported that when attending the recent car park meeting, Paul Anderson had stated that there was no immediate deadline for completing the transfer of assets, referring to Cornwall where the Unitary had been established some 8 years ago and transfer of assets were still ongoing. Paul Anderson had referred to serving of the Section 24 Notice which would ensure that significant decisions would have to be made in agreement with all Councils under the new Unitary Authority control but also stating that assets of relatively low value (below £2 million) may be considered for transfer. Cllr. Torn stated that he had been led to believe that the Section 24 Notice would be served as soon as this summer and queried whether it was likely that any transfers would be possible after this time. The Clerk was asked to clarify this point with HDC.

Areas such as the sports fields and woodland south of the A264/either side of Rusper Road, Littlehaven play area, Beech Road Recreation Ground & play area and Roffey Recreation Ground were discussed.

#### **5. Recommendations to Council**

Following discussion, it was **AGREED** to **RECOMMEND** to Council that, alongside the Expression of Interest already submitted for the car park, a request is submitted to HDC for the transfer of Beech Road Recreation Ground to ensure this open space and play area is preserved for the use of the community and protected from any future development.

#### **6. To agree a further date**

It was **AGREED** that a further meeting would be held in 3 to 4 months' time, when a decision on the submitted Expressions of Interest was known.

**North Horsham Parish Council**

**Mowbray Community Building Working Group**  
**Thursday 5<sup>th</sup> February 2026 3pm**

*The meeting was chaired by Cllr Ray Turner, North Horsham Parish Council*

**Purpose of the meeting** : To discuss and make recommendations to Council regard the community building to be delivered as part of the Planning Application DC/16/1677 - Development on land north of Horsham

**Attendees** : Cllrs. Knight, Searle, Torn and Turner (NHPC)  
Dr Matt Greenwood (Courtyard Surgery)  
Sarah Norman (Clerk to NHPC)

**1. Welcome and apologies**

No apologies had been received from Cllr. Smithurst.

**2. Temporary Health Facility**

As had been raised at the meeting of the North of Horsham Parish Liaison Group in November last year, the Courtyard Surgery had requested that the Council consider housing a temporary clinical space in the new Community Building until the new Health Facility was completed in 2029.

The suggestion was that they utilise the library and possibly the Police Office that are to be provided under the S106 Agreement. HDC have confirmed the following :-

*“HDC is happy for the deviation from the S106 to allow the temporary use of the Community Centre as a doctors surgery. The Police and WSCC Library Service have also agreed to this temporary use.”*

A necessary element of the clinical space would be handwash basins and the developer had therefore been approached to see if this would be possible. L&G had confirmed the following (see also attached plan in **Appendix A**) :-

*“I have now consulted with our engineer about the possibility of installing a water supply to the library room, I have assumed that the requirement was just for a wash hand basin and provided this is the case, it would be possible if located in the areas marked green and blue below. “*

It was noted that L&G required a decision by 13<sup>th</sup> February and as a result, authority had been delegated to the Clerk, in liaison with the Members of this Working Group, to agree any alterations (see Minutes of the Council Meeting held 8<sup>th</sup> January - Min. FC/107/26 refers) with the decision ratified at the March Council Meeting.

It was queried whether there could be more than two sinks installed along the wall in the library that backs on to the toilets. It was also queried whether it would be possible to install a sink into the Police Office.

There was discussion about various elements that would need to be provided, and it was suggested that the library could be converted into two spaces using internal boxing. Dr. Greenwood stated that he would need to look into the plans of the room more carefully to design a way to utilise the space most effectively. When asked who would fund these costs to temporarily convert the room, Dr. Greenwood stated that this would be the Surgery, unless of course the Council had any funds available that could be used.

Discussion followed, including on the topics of lighting, security, Wi-Fi provision, the number of plug sockets, reception staffing, insurance, legal fees for a licence and rent to cover utilities etc.

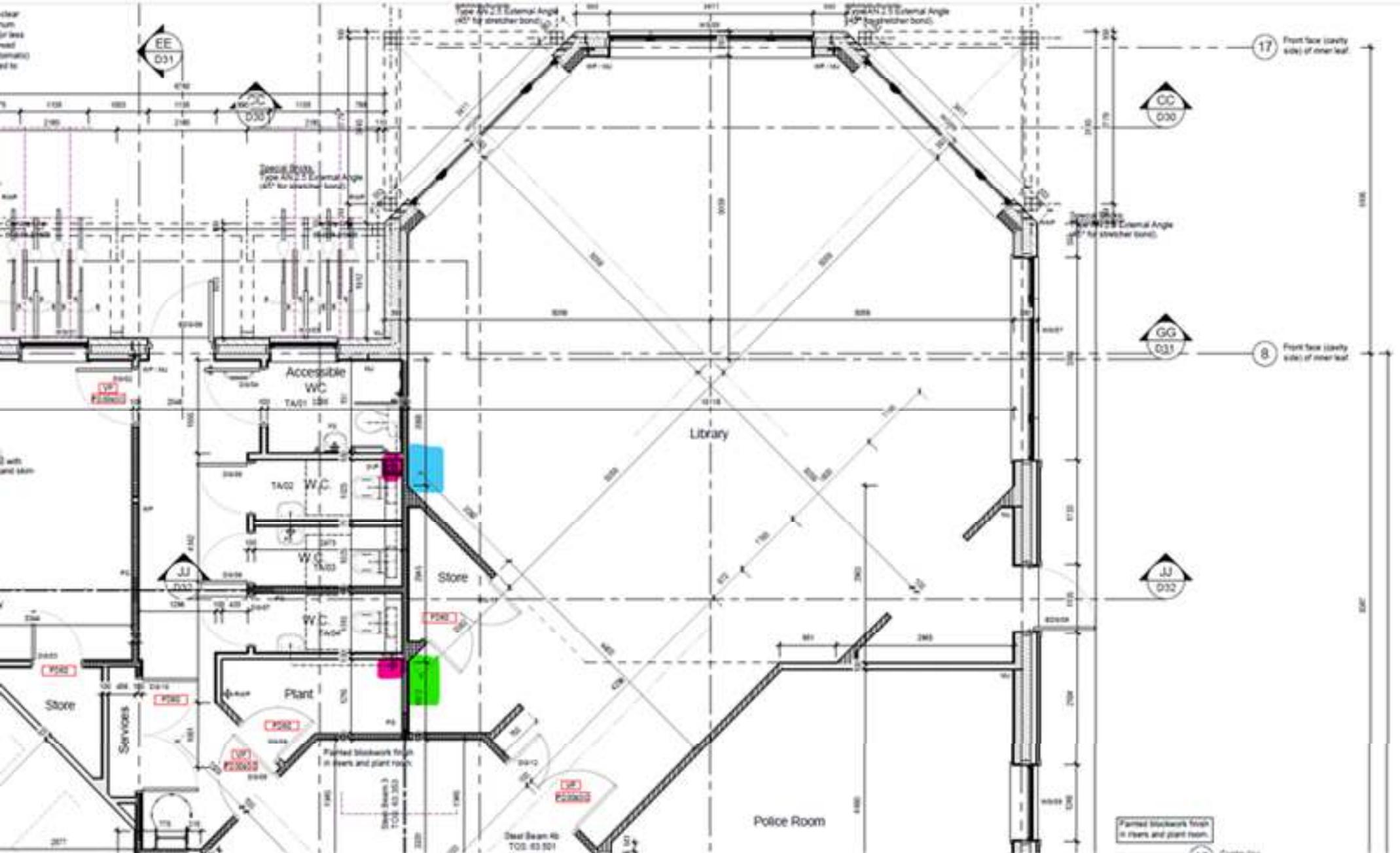
It was agreed that a copy of the plan from the Design Statement published with the Reserved Matters application (DC/22/2355) be circulated to all, including Dr. Greenwood, which included some specifications for room sizes.

### **3. Conclusion, including decisions to be ratified by Council**

A further meeting be held when the construction of the new building is under way and the Surgery have been able to consider further their requirements and necessary installations to make the temporary facility feasible.

In the meantime, Members **AGREED** that L&G be requested to :-

- i) Install water & drainage on the wall in the library behind the toilets (as highlighted in blue and green on the plan Appended to these Notes) and that a minimum of 2 sinks be installed.
- ii) Consider if it is feasible to install an additional sink in the Police Office



## Detailed Income &amp; Expenditure by Budget Heading 31/01/2026

Month No: 10

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 Administration</b>								
1008 Miscellaneous Income	5,025	25	0	(25)			0.0%	
1011 S106 Funding Smart TVs (RMH)	2,805	0	0	0			0.0%	
1175 CIL Payment	0	90	0	(90)			0.0%	90
1176 Precept	380,247	401,537	401,537	0			100.0%	
1196 Interest Received	28,824	20,066	20,000	(66)			100.3%	
<b>Administration :- Income</b>	<b>416,901</b>	<b>421,718</b>	<b>421,537</b>	<b>(181)</b>			<b>100.0%</b>	<b>90</b>
4007 Councillors Training	90	45	1,000	955		955	4.5%	
4008 Councillors Expenses	6,339	6,211	7,000	789		789	88.7%	
4021 Telephone/Fax/Internet	2,827	2,355	3,400	1,045		1,045	69.3%	
4022 Postage	691	647	840	193		193	77.1%	
4023 Stationery and Printing	733	513	1,600	1,087		1,087	32.0%	
4024 Subscriptions	3,210	3,456	3,400	(56)		(56)	101.6%	
4025 Insurance	15,296	9,878	15,500	5,622		5,622	63.7%	
4028 IT Costs	3,547	4,118	3,600	(518)		(518)	114.4%	
4029 Website Maintenance	264	164	200	36		36	82.0%	
4032 Publicity/Marketing	0	0	500	500		500	0.0%	
4033 Newsletter	892	735	920	185		185	79.9%	
4038 Office Equipment Maint.	517	387	950	563		563	40.8%	
4051 Bank Charges	78	198	350	152		152	56.7%	
4053 PWLB Loan Charges	10,231	4,930	5,000	70		70	98.6%	
4057 External Audit Fees	1,430	0	1,500	1,500		1,500	0.0%	
4058 Professional Services	2,278	2,685	2,500	(185)		(185)	107.4%	
4059 Internal Audit Fees	399	130	450	320		320	28.8%	
4100 Chairman's Allowance	0	0	400	400		400	0.0%	
4120 Roffey Hall Equipment	460	352	700	348		348	50.3%	
4122 Office Equipment	4,323	858	2,000	1,142		1,142	42.9%	
4123 VE Day 80	0	1,204	2,000	796		796	60.2%	
4246 Solar Power HTB	16,688	0	0	0		0	0.0%	
4247 Youth Provision	5,000	5,000	6,000	1,000		1,000	83.3%	
4256 S106 Smart TVs (RMH)	2,805	0	0	0		0	0.0%	
<b>Administration :- Indirect Expenditure</b>	<b>78,099</b>	<b>43,865</b>	<b>59,810</b>	<b>15,945</b>	<b>0</b>	<b>15,945</b>	<b>73.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>338,803</b>	<b>377,853</b>	<b>361,727</b>	<b>(16,126)</b>				
6001 less Transfer to EMR	0	90	0	(90)				
<b>Movement to/(from) Gen Reserve</b>	<b>338,803</b>	<b>377,763</b>	<b>361,727</b>	<b>(16,036)</b>				
<b>103 Grants</b>								
4155 Other Grants and Donations	7,711	5,494	10,000	4,506		4,506	54.9%	
<b>Grants :- Indirect Expenditure</b>	<b>7,711</b>	<b>5,494</b>	<b>10,000</b>	<b>4,506</b>	<b>0</b>	<b>4,506</b>	<b>54.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(7,711)</b>	<b>(5,494)</b>	<b>(10,000)</b>	<b>(4,506)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2026

Month No: 10

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>104 Burial</u>								
4101 Burial Charges	7,461	5,596	7,900	2,304		2,304	70.8%	
Burial :- Indirect Expenditure	<b>7,461</b>	<b>5,596</b>	<b>7,900</b>	<b>2,304</b>	<b>0</b>	<b>2,304</b>	<b>70.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(7,461)</b>	<b>(5,596)</b>	<b>(7,900)</b>	<b>(2,304)</b>				
<u>106 Personnel</u>								
1178 Training Income	0	205	0	(205)			0.0%	
Personnel :- Income	<b>0</b>	<b>205</b>	<b>0</b>	<b>(205)</b>				<b>0</b>
4001 Salaries/NI/Pensions	346,734	301,199	382,000	80,801		80,801	78.8%	
4003 Payroll Admin Charge	1,363	735	1,400	665		665	52.5%	
4009 Staff Expenses/Mileage	3,368	2,830	4,500	1,670		1,670	62.9%	
4010 Staff Training	650	1,834	1,600	(234)		(234)	114.6%	
4030 Recruitment Advertising	88	216	250	34		34	86.4%	
4067 Protective Clothing	64	147	400	253		253	36.7%	
Personnel :- Indirect Expenditure	<b>352,267</b>	<b>306,960</b>	<b>390,150</b>	<b>83,190</b>	<b>0</b>	<b>83,190</b>	<b>78.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(352,267)</b>	<b>(306,755)</b>	<b>(390,150)</b>	<b>(83,395)</b>				
<u>301 Allotments</u>								
1050 Allotment Rents	1,108	1,111	1,000	(111)			111.1%	
Allotments :- Income	<b>1,108</b>	<b>1,111</b>	<b>1,000</b>	<b>(111)</b>			<b>111.1%</b>	<b>0</b>
4012 Water Rates	147	266	410	144		144	64.8%	
4102 Allotment Rent	300	275	300	25		25	91.7%	
4200 Grass cutting	406	751	810	59		59	92.7%	
4259 Allotment Maintenance	17	20	420	400		400	4.8%	
Allotments :- Indirect Expenditure	<b>870</b>	<b>1,312</b>	<b>1,940</b>	<b>628</b>	<b>0</b>	<b>628</b>	<b>67.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>238</b>	<b>(200)</b>	<b>(940)</b>	<b>(740)</b>				
<u>302 Amenity, Recs &amp; Open Sp</u>								
1100 Grants Received	12,274	13,679	12,274	(1,405)			111.4%	
Amenity, Recs & Open Sp :- Income	<b>12,274</b>	<b>13,679</b>	<b>12,274</b>	<b>(1,405)</b>			<b>111.4%</b>	<b>0</b>
4019 Window Cleaning	860	809	1,200	391		391	67.4%	
4200 Grass cutting	14,658	16,994	22,400	5,406		5,406	75.9%	
4250 Bus Shelter Repairs	1,945	1,118	2,100	982		982	53.2%	
4251 Play Area & M Crts Maint	3,181	7,610	9,100	1,490	790	700	92.3%	
4252 Open Spaces	9,827	5,087	11,600	6,513		6,513	43.9%	
4253 Litter Warden/Clearance	610	360	1,100	740		740	32.8%	

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2026

Month No: 10

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4254 Community Services - Dog Bins	2,299	1,971	2,700	729		729	73.0%	
4255 Street Lighting - Maint/Supply	2,252	4,765	6,900	2,135		2,135	69.1%	
4258 Multicourts Maintenance	3,188	4,675	5,100	425		425	91.7%	
4260 Workshop	132	160	500	340		340	32.0%	
4302 Notice Board Maintenance	258	243	900	657		657	27.0%	
4303 Festive Lighting	4,200	4,480	4,500	20		20	99.6%	
Amenity, Recs & Open Sp :- Indirect Expenditure	<b>43,410</b>	<b>48,272</b>	<b>68,100</b>	<b>19,828</b>	<b>790</b>	<b>19,038</b>	<b>72.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(31,136)</b>	<b>(34,593)</b>	<b>(55,826)</b>	<b>(21,233)</b>				
6001 less Transfer to EMR	660	0	0	0				
<b>Movement to/(from) Gen Reserve</b>	<b>(31,796)</b>	<b>(34,593)</b>	<b>(55,826)</b>	<b>(21,233)</b>				
<u>401 North Heath Hall</u>								
1000 Hall Lettings	76,339	66,931	73,000	6,069			91.7%	
North Heath Hall :- Income	<b>76,339</b>	<b>66,931</b>	<b>73,000</b>	<b>6,069</b>			<b>91.7%</b>	<b>0</b>
4011 NNDR	6,508	4,885	8,200	3,315		3,315	59.6%	
4012 Water Rates	911	837	1,100	263		263	76.1%	
4014 Electricity	3,790	2,907	3,100	193		193	93.8%	
4015 Gas	4,586	4,118	6,300	2,182		2,182	65.4%	
4016 Caretaking Materials	948	1,265	1,700	435		435	74.4%	
4017 Refuse Bin Clearance	906	845	1,000	155		155	84.5%	
4018 Sanitary Waste	272	243	290	47		47	83.6%	
4019 Window Cleaning	648	486	820	335		335	59.2%	
4034 Maintenance - Electrical	1,809	525	1,800	1,275		1,275	29.2%	
4035 Maintenance - Elect Eqp Insp	2,036	897	1,100	203		203	81.5%	
4036 Maintenance - General	2,593	1,953	2,700	747		747	72.3%	
4037 Maintenance - Fire Alarm Syst	530	420	690	270		270	60.9%	
4039 Maint - Intruder Alarm	950	950	1,200	250		250	79.2%	
4041 Maintenance - Fire Extg Insp	143	0	190	190		190	0.0%	
4042 Maintenance - Gas Boiler etc	845	494	1,000	506		506	49.4%	
4044 Maintenance - Partition Wall	782	790	1,100	310		310	71.8%	
4061 Legionella Testing	325	325	480	155		155	67.6%	
4063 Maintenance - Plumbing	717	0	760	760		760	0.0%	
4065 Fire Prevention Sundries	674	0	120	120		120	0.0%	
4066 Keyholder Services	180	150	330	180		180	45.5%	
4500 Internal Redecorations	2,000	2,025	2,000	(25)		(25)	101.3%	
North Heath Hall :- Indirect Expenditure	<b>32,154</b>	<b>24,114</b>	<b>35,980</b>	<b>11,866</b>	<b>0</b>	<b>11,866</b>	<b>67.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>44,185</b>	<b>42,816</b>	<b>37,020</b>	<b>(5,796)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2026

Month No: 10

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	
<b>402</b>	<b><u>Holbrook Recreation Centre</u></b>								
1000	Hall Lettings	42,774	34,253	46,000	11,747		74.5%		
1010	Multi Court Lettings	28,089	21,645	28,000	6,355		77.3%		
	<b>Holbrook Recreation Centre :- Income</b>	<b>70,863</b>	<b>55,898</b>	<b>74,000</b>	<b>18,102</b>		<b>75.5%</b>	<b>0</b>	
4011	NNDR	3,493	2,911	4,700	1,789	1,789	61.9%		
4012	Water Rates	1,034	1,716	1,600	(116)	(116)	107.3%		
4014	Electricity	3,681	2,937	4,200	1,263	1,263	69.9%		
4015	Gas	2,406	1,084	1,800	716	716	60.2%		
4016	Caretaking Materials	1,096	956	1,700	744	744	56.2%		
4017	Refuse Bin Clearance	859	845	980	135	135	86.2%		
4018	Sanitary Waste	354	313	370	57	57	84.5%		
4019	Window Cleaning	284	236	530	294	294	44.5%		
4034	Maintenance - Electrical	0	297	1,300	1,003	1,003	22.8%		
4035	Maintenance - Elect Eqp Insp	616	537	690	153	153	77.8%		
4036	Maintenance - General	1,229	1,521	2,200	679	679	69.1%		
4037	Maintenance - Fire Alarm Syt	420	420	700	280	280	60.0%		
4039	Maint - Intruder Alarm	950	950	1,100	150	150	86.4%		
4041	Maintenance - Fire Extg Insp	18	0	190	190	190	0.0%		
4042	Maintenance - Gas Boiler etc	212	683	580	(103)	(103)	117.7%		
4061	Legionella Testing	295	310	450	140	140	68.8%		
4063	Maintenance - Plumbing	395	71	850	779	779	8.4%		
4065	Fire Prevention Sundries	688	0	110	110	110	0.0%		
4066	Keyholder Services	305	200	330	130	130	60.6%		
4500	Internal Redecorations	320	1,690	1,500	(190)	(190)	112.7%		
	<b>Holbrook Recreation Centre :- Indirect Expenditure</b>	<b>18,655</b>	<b>17,676</b>	<b>25,880</b>	<b>8,204</b>	<b>0</b>	<b>8,204</b>	<b>68.3%</b>	<b>0</b>
	<b>Net Income over Expenditure</b>	<b>52,208</b>	<b>38,223</b>	<b>48,120</b>	<b>9,897</b>				
<b>403</b>	<b><u>Roffey Millennium Hall</u></b>								
1000	Hall Lettings	73,451	59,781	78,000	18,219		76.6%		
1004	Equipment Sale/Sundry Income	1,774	1,166	0	(1,166)		0.0%		
1006	Refreshment Sale Income	2,470	2,426	0	(2,426)		0.0%		
	<b>Roffey Millennium Hall :- Income</b>	<b>77,695</b>	<b>63,373</b>	<b>78,000</b>	<b>14,627</b>		<b>81.2%</b>	<b>0</b>	
4011	NNDR	7,090	6,445	8,500	2,056	2,056	75.8%		
4012	Water Rates	2,148	3,674	1,800	(1,874)	(1,874)	204.1%		
4014	Electricity	9,840	8,060	7,300	(760)	(760)	110.4%		
4015	Gas	7,095	3,955	8,100	4,145	4,145	48.8%		
4016	Caretaking Materials	1,177	2,836	3,900	1,064	1,064	72.7%		
4017	Refuse Bin Clearance	1,982	1,987	2,200	213	213	90.3%		
4018	Sanitary Waste	272	243	290	47	47	83.7%		

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2026

Month No: 10

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4019 Window Cleaning	790	816	1,200	384		384	68.0%	
4020 Refreshment Sale Cost/Sundries	637	598	510	(88)		(88)	117.3%	
4034 Maintenance - Electrical	2,545	403	2,700	2,297		2,297	14.9%	
4035 Maintenance - Elect Eqp Insp	1,027	537	640	103		103	83.9%	
4036 Maintenance - General	4,278	2,811	3,900	1,089		1,089	72.1%	
4037 Maintenance - Fire Alarm Syst	607	420	650	230		230	64.6%	
4039 Maint - Intruder Alarm	950	972	1,200	229		229	81.0%	
4040 Maintenance - Elevator	698	1,357	880	(477)		(477)	154.2%	
4041 Maintenance - Fire Extg Insp	91	94	270	176		176	34.8%	
4042 Maintenance - Gas Boiler etc	978	283	1,200	917		917	23.5%	
4044 Maintenance - Partition Wall	375	375	700	325		325	53.6%	
4061 Legionella Testing	335	330	550	220		220	59.9%	
4062 Air Conditioning Maintenance	270	270	360	90		90	75.0%	
4063 Maintenance - Plumbing	1,286	693	1,600	907		907	43.3%	
4064 Lightning Conductor Works	195	195	360	165		165	54.2%	
4065 Fire Prevention Sundries	726	0	130	130		130	0.0%	
4066 Keyholder Services	270	150	330	180		180	45.5%	
4500 Internal Redecorations	1,980	2,003	2,000	(3)		(3)	100.1%	
Roffey Millennium Hall :- Indirect Expenditure	<b>47,642</b>	<b>39,503</b>	<b>51,270</b>	<b>11,767</b>	<b>0</b>	<b>11,767</b>	<b>77.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>30,053</b>	<b>23,870</b>	<b>26,730</b>	<b>2,860</b>				
<b>901 Earmarked Reserves</b>								
4900 Repairs & Renewals Reserve	113,109	42,135	0	(42,135)		(42,135)	0.0%	42,135
4901 VAT Contingency	0	14,643	0	(14,643)		(14,643)	0.0%	14,625
Earmarked Reserves :- Indirect Expenditure	<b>113,109</b>	<b>56,777</b>	<b>0</b>	<b>(56,777)</b>	<b>0</b>	<b>(56,777)</b>		<b>56,759</b>
<b>Net Expenditure</b>	<b>(113,109)</b>	<b>(56,777)</b>	<b>0</b>	<b>56,777</b>				
6000 plus Transfer from EMR	113,109	56,777	0	(56,777)				
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>				
Grand Totals:- Income	<b>655,180</b>	<b>622,916</b>	<b>659,811</b>	<b>36,895</b>			<b>94.4%</b>	
Expenditure	<b>701,378</b>	<b>549,570</b>	<b>651,030</b>	<b>101,460</b>	<b>790</b>	<b>100,670</b>	<b>84.5%</b>	
<b>Net Income over Expenditure</b>	<b>(46,197)</b>	<b>73,346</b>	<b>8,781</b>	<b>(64,565)</b>				
plus Transfer from EMR	<b>113,109</b>	<b>56,777</b>	<b>0</b>	<b>(56,777)</b>				
less Transfer to EMR	<b>660</b>	<b>90</b>	<b>0</b>	<b>(90)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>66,252</b>	<b>130,034</b>	<b>8,781</b>	<b>(121,253)</b>				

## LLOYDS Bank Accounts

## List of Payments made between 01/12/2025 and 31/12/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2025	Horsham Publications Ltd	011225-01	88.20		Newsletter - Dec 25
01/12/2025	Horsham District Council	011225-02	225.28		Waste& Dog Bins Collect -Nov25
01/12/2025	Horsham District Council	011225-03	291.00		Business Rates - Dec 25 - HTB
01/12/2025	Horsham District Council	011225-04	489.00		Business Rates - Dec 25 - NHH
01/12/2025	Horsham District Council	011225-05	645.00		Business Rates - Dec 25 - RMH
01/12/2025	Arthur J Gallagher Insurance	011225-06	1,411.07		Insurance Premium - Dec 25
04/12/2025	British Gas Business	041225-01	645.98		Electric Chgs-14/10 to13/11/25
09/12/2025	Grasstex Ltd	091225-01	3,240.56		Grass Cuttings
09/12/2025	D. Lees	091225-02	29.70		Mileage - Nov 25
09/12/2025	Nisbets Limited	091225-04	103.80		Replacement Glasses
09/12/2025	Pear Technology Ltd	091225-05	288.00		Mapping Support 25/26
09/12/2025	Lisa Underwood	091225-06	12.60		Milleage - Nov 25
09/12/2025	Amazon Business	091225-07	11.66		Batteries AAA
09/12/2025	Cain Markings Ltd	091225-08	834.00		Multi Court Maintenance
09/12/2025	Earles Meadow Conservation Gro	091225-09	1,100.00		Grants - EMCG
09/12/2025	NETCOM	091225-10	1,380.73		Phne / Broadband - Dec 25- NHH
09/12/2025	Ricoh UK Ltd	091225-11	252.85		Copier Rental - Copy Chgs-Nov
09/12/2025	N. Simmonds,	091225-12	165.00		Key Holder Services - Dec 25
10/12/2025	Scottish Water Business Stream	101225-01	347.01		Water Chgs -26/08 to 25/11/25
16/12/2025	Pitney Bowes Finance Ltd.	161225-01	83.94		Franking Machine Rental Q3
16/12/2025	Lloyds Bank plc	161225-02	9.50		Bank Charges-10/10 to 09/11/25
17/12/2025	Horsham District Council	171225-01	71.00		Refuse & Recycle Bins - Dec 25
17/12/2025	Horsham District Council	171225-02	71.00		Refuse & Recycle Bins - Dec 25
17/12/2025	Horsham District Council	171225-03	158.20		Refuse & Recycle Bins - Dec 25
17/12/2025	Pitney Bowes Finance Ltd.	171225-04	218.41		Purchase Ledger Payment
17/12/2025	British Gas Business	171225-05	1,150.98		Electr Chgs- 01/11 to 30/11/25
17/12/2025	Amazon Business	171225-06	9.35		Batteries
17/12/2025	Grasstex Ltd	171225-07	466.80		Play groung Jet Wash
17/12/2025	Horsham District Council	171225-08	11,775.57		Election cost 24/07/2025
17/12/2025	Pro-Servicing Ltd	171225-10	1,074.00		Pattition Wall Repairs
17/12/2025	Servcom Services UK Ltd.,	171225-11	94.56		Boiler Repairs - HTB
17/12/2025	Tony Willett	171225-12	38.70		Milleage - Oct - Dec25
17/12/2025	Lloyds Bank plc	171225-13	63.39		Annual C. C fees & Cashback 25
19/12/2025	British Gas Business	191225-01	242.57		Gas Chgs - 29/10 to 28/11/2025
22/12/2025	British Gas Business	221225-01	394.32		Gas Chgs - 02/11 to 30/11/2025
22/12/2025	British Gas Business	221225-02	401.44		Electr Chgs -01/11 to 30/11/25
23/12/2025	British Gas Business	231225-01	580.04		Gas Chgs - 17/10 to 28/11/2025
23/12/2025	West Sussex County Council	231225-02	29,813.13		Salaries - Nov 2025
24/12/2025	EDF Energy Ltd	241225-01	190.65		Purchase Ledger Payment
<b>Total Payments</b>			<b>58,468.99</b>		

## LLOYDS Bank Accounts

## List of Payments made between 01/01/2026 and 31/01/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/01/2026	Horsham Publications Ltd	020126-01	88.20		Newsletter Jan'26
02/01/2026	Horsham District Council	020125-02	225.28		Waste & Dog Bins - Dec 25
02/01/2026	Horsham District Council	020125-03	291.00		Business Rates Jan' 26 HTB
02/01/2026	Horsham District Council	020125-04	489.00		Business Rates Jan' 26 NHH
02/01/2026	Horsham District Council	020125-05	645.00		Business Rates Jan' 26 RMH
02/01/2026	Arthur J Gallagher Insurance	020125-06	1,411.07		Insurance premium Jan 26
02/01/2026	British Gas Business	060126-01	474.68		Gas Chg - 29/11 to 15/12/2025
02/01/2026	Perry Chapman	060126-02	13.50		Milleage - Dec 25
02/01/2026	Jitu Chudasama	060126-03	33.30		Milleage - Dec 25
06/01/2026	Enterprise Services Group Ltd	060126-04	100.62		Sanetary/Nappy Bins - Dec25
06/01/2026	Incor Group Management Ltd	060126-05	445.01		Window Cleaning
06/01/2026	D. Lees	060126-06	25.20		Milleage - Dec 2025
06/01/2026	NETCOM	060126-07	180.00		P C Repairs
06/01/2026	Mr Alan Randall	060126-08	90.00		Milleage- Dec 25
06/01/2026	M Stoner,	060126-09	28.80		Milleage - Dec 2025
06/01/2026	T C Maintenance	060126-10	2,510.00		NHH High Level Cleaning
06/01/2026	Amazon Business	060126-11	15.19		Hooks for new curtains NHH
06/01/2026	Elite Emtrance Systems Ltd	060126-12	234.00		Auto doors service - RMH
06/01/2026	NETCOM	060126-13	497.77		Phone/Broadband Jan 2026 - NHH
06/01/2026	N. Simmonds,	060126-14	165.00		Keyholder services Jan 2026
06/01/2026	Petty Cash	9075	116.78		Petty Cash Transfer
07/01/2026	British Gas Business	070126-01	429.26		Electr Chg- 14/11 to 13/12/25
16/01/2026	EDF Energy Ltd	160126-01	209.15		Purchase Ledger Payment
16/01/2026	Scottish Water Business Stream	160126-02	241.59		Water rat 04.10.25 to 03.01.26
16/01/2026	West Sussex County Council	160126-01	29,793.98		Salaries - Dec 2025
19/01/2026	British Gas Business	190126-01	1,172.89		Electr Chg- 01/12 to 31/12/25
19/01/2026	Lloyds Bank plc	190126-02	10.50		Bank Charges-10/11 to 09/12/25
19/01/2026	Horsham District Council	190126-03	88.75		Refuse & Recycle Bins - JAN 26
19/01/2026	Horsham District Council	190126-04	88.75		Refuse & Recycle Bins - JAN 26
19/01/2026	British Gas Business	190126-05	172.47		Gas Chg - 29/11 to 28/12/2025
19/01/2026	Horsham District Council	190126-06	201.80		Refuse & Recycle Bins - JAN 26
19/01/2026	British Gas Business	190126-07	734.68		Gas Chg - 01/12 to 01/01/2026
22/01/2026	British Gas Business	220126-01	414.56		Electr Chg- 01/12 to 31/12/25
22/01/2026	Amazon Business	220126-02	102.82		Letter Guide Ruler
22/01/2026	ESE Direct Ltd	220126-03	246.24		Cycle Rack - RMH
22/01/2026	Enterprise Services Group Ltd	220126-04	100.62		Sanitary / Nappy Bins - Jan 26
22/01/2026	F L Beadle & Sons Ltd	220126-05	1,872.00		Overhead Barrier Repairs
22/01/2026	Forest View Tree Surgery,	220126-06	620.00		Tree Work for inspection
22/01/2026	Amazon Business	220126-07	16.10		Cash back jan 26
22/01/2026	N. Simmonds,	220126-08	140.00		Replace Emergency Lights
22/01/2026	Wigthman & Parrish Ltd	220126-09	886.37		Cleaning Material & Black sack
<b>Total Payments</b>			<b>45,621.93</b>		

North Horsham Parish Council

Statement of Internal Control

The Council's internal control procedures and practices are enshrined in its Financial Regulations and Standing Orders. These procedures include (inter alia):

Expenditure Controls

1. A scheme of delegation for approval of all items of expenditure (including orders).
2. Segregation of the accounting function from those officers authorised to raise payments to those officers inputting to RBS accounting system to those officers authorised to release payments for expenditure.
3. The separate authorisation for payment of all expenditure including the retention of the "two signature" rule by Councillors for the effecting of all payments.

Income Controls

- a. Sales invoices are raised for all significant sums due to the Council.
- b. There is a system of credit control in place to ensure (to the extent possible) that all such sums invoiced are ultimately collected.
- c. All other sums are recorded as soon as received and all moneys collected are banked intact as soon as reasonably practicable after receipt.

Further Controls

- i. The Council maintains a system of internal scrutiny of accounting records and transactions by both officers and also certain nominated Councillors as part of the Internal Control Working Party which meets at least 4 times per annum.
- ii. Regular reports are presented of Income and Expenditure against Budget expectations, and variances are properly explained, and overspends duly authorised.
- iii. Bank reconciliations are produced each month and presented, together with the appropriate bank statements, to the next appropriate meeting of the Finance and Administration Committee for approval and signature by the Committee Chairman.
- iv. The Council engages the services of independent Internal Auditors who attend, and report, regularly on the operation and effectiveness of the controls systems outlined above.



# North Horsham Parish Council

## CCTV POLICY AND CODE OF PRACTICE

### 1. Introduction

- 1.1 Closed circuit television (CCTV) is installed at the Council premises (Roffey Millennium Hall) for the purpose of staff and premises security. Cameras are located at various places on the premises, and images from the cameras are recorded.
- 1.2 The use of CCTV falls within the scope of the General Data Protection Regulations (GDPR) 2018. In order to comply with the requirements of the law, data must be:
  - Fairly and lawfully processed
  - Processed for limited purposes and not in any manner incompatible with those purposes
  - Adequate, relevant and not excessive
  - Accurate
  - Not kept for longer than is necessary
  - Processed in accordance with individuals' rights
  - Secure

### 2. Data Protection Statement

- 2.1 North Horsham Parish Council is the Data Controller under the Act. However, responsibility for access to images and the process of requests for access to images by third parties will be dealt with as part of day to day procedures by the Clerk and Deputy Clerk.
- 2.2 CCTV is installed for the purpose of staff and premises security.
- 2.3 Access to stored images will be controlled on a restricted basis within the Council.
- 2.4 Use of images, including the provision of images to a third party, will be in accordance with the Council's Data Protection registration.
- 2.5 CCTV may be used to monitor the movements and activities of staff and visitors whilst on the premises.
- 2.6 CCTV images may be used where appropriate as part of staff counselling or disciplinary procedures.
- 2.7 External and internal signage are displayed *on the premises* stating of the presence of CCTV and indicating the name of the Data Controller and a contact number during office hours for enquiries.

### **3. Retention of Images**

- 3.1 Images from cameras are recorded a secure hard drive (“the recordings”). Where recordings are retained for the purposes of security of staff and premises, these will be held in secure storage, and access controlled. Recordings which are not required for the purposes of security of staff, and premises, will not be retained for longer than is necessary (30-day retention period).
- 3.2 The system does not have an automatic power backup facility which may operate in the event of a main supply power failure.

### **4. Access to Images**

- 4.1 It is important that access to, and disclosure of, images recorded by CCTV and similar surveillance equipment is restricted and carefully controlled, not only to ensure that the rights of individuals are preserved, but also to ensure that the chain of evidence remains intact should the images be required for evidential purposes.

### **5. Access to Images by Council Staff**

- 5.1 Access to recorded images is restricted to the Clerk and Deputy Clerk who act on a day-to-day basis on behalf of the Parish Council. Those delegated will decide whether to allow requests for access by data subjects and/or third parties (see below).

Viewing of images must be documented as follows:

- The name of the person removing from secure storage, or otherwise accessing, the recordings
- The date and time of removal of the recordings
- The name(s) of the person(s) viewing the images (including the names and organisations of any third parties)
- The reason for the viewing
- The outcome, if any, of the viewing
- The date and time of replacement of the recordings

### **6. Removal of Images for Use in Legal Proceedings**

- 6.1 In cases where recordings are removed from secure storage for use in legal proceedings, the following must be documented:
- The name of the person removing from secure storage, or otherwise accessing, the recordings
  - The date and time of removal of the recordings
  - The reason for removal
  - Specific authorisation of removal and provision to a third party
  - Any crime incident number to which the images may be relevant
  - The place to which the recordings will be taken

- The signature of the collecting police officer, where appropriate
- The date and time of replacement into secure storage of the recordings

## **7. Access to Images by Third Parties**

7.1 Requests for access to images will be made using the 'Application to access to CCTV images' form (which is at **Appendix 1**).

7.2 Those delegated by the Data Controller will assess applications and decide whether the requested access will be permitted. Release will be specifically authorised. Disclosure of recorded images to third parties will only be made in limited and prescribed circumstances. For example, in cases of the prevention and detection of crime, disclosure to third parties will be limited to the following:

- Law enforcement agencies where the images recorded would assist in a specific criminal enquiry
- Prosecution agencies
- Relevant legal representatives
- The press/media, where it is decided that the public's assistance is needed in order to assist in the identification of victim, witness or perpetrator in relation to a criminal incident. As part of that decision, the wishes of the victim of an incident should be taken into account
- People whose images have been recorded and retained (unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings)

7.3 All requests for access or for disclosure should be recorded. If access or disclosure is denied, the reason should be documented as above.

## **8. Disclosure of Images to the Media**

8.1 If it is decided that images will be disclosed to the media (other than in the circumstances outlined above), the images of other individuals must be disguised or blurred so that they are not readily identifiable.

8.2 If the CCTV system does not have the facilities to carry out that type of editing, an editing company may need to be used to carry it out. If an editing company is used, then the data controller must ensure that there is a contractual relationship between them and the editing company, and:

- That the editing company has given appropriate guarantees regarding the security measures they take in relation to the images
- The written contract makes it explicit that the editing company can only use the images in accordance with the instructions of the data controllers

- The written contract makes the security guarantees provided by the editing company explicit

## 9. Access by Data Subjects

9.1 This is a right of access under GDPR 2018. Requests for access to images will be made using the 'Application to access to CCTV images' form (which is at **Appendix 1**). The requestor needs to provide enough information so that they can be identified in the footage, such as a specific date and time, proof of their identity and a description of themselves. Any footage provided may be edited to protect the identities of any other people.

## 10. Procedures for Dealing with an Access Request

10.1 All requests for access by Data Subjects will be dealt with by those delegated by the Data Controller, who will locate the images requested. Those delegated by the Data Controller will determine whether disclosure to the data subject would entail disclosing images of third parties.

10.2 Those delegated by the Data Controller will need to determine whether the images of third parties are held under a duty of confidence. In all circumstances the Council's indemnity insurers will be asked to advise on the desirability of releasing any information.

10.3 If third party images are not to be disclosed, those delegated by the Data Controller will arrange for the third-party images to be disguised or blurred. If the CCTV system does not have the facilities to carry out that type of editing, an editing company may need to be used to carry it out. If an editing company is used, then those delegated by the Data Controller must ensure that there is a contractual relationship between them and the editing company, and:

- That the editing company has given appropriate guarantees regarding the security measures they take in relation to the images.
- The written contract makes it explicit that the editing company can only use the images in accordance with the instructions of the Data Controller.
- The written contract makes the security guarantees provided by the editing company explicit.

10.4 Those delegated by the Data Controller will provide a written response to the Data Subject within **30** days of receiving the request setting out those delegated by the Data Controller's decision on the request.

10.5 A copy of the request and response should be retained.

## **11. Complaints**

- 11.1 Complaints must be in writing and addressed to the Clerk. Where the complainant is a third party, and the complaint or enquiry relates to someone else, the written consent of the data subject is required. All complaints will be acknowledged within seven days, and a written response issued within 21 days.

**Appendix 1**  
**Data Protection Act/General Data Protection Regulation**  
**- Application for CCTV Data Access**

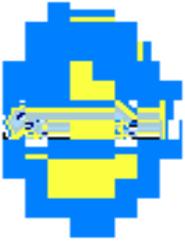
***ALL Sections must be fully completed.***

Attach a separate sheet if needed.

Name and address of Applicant	
Name and address of "Data Subject" – i.e. the person whose image is recorded	
If the data subject is not the person making the application, please obtain a signed consent from the data subject opposite	Data Subject signature.....
If it is not possible to obtain the signature of the data subject, please state your reasons	
Please state your reasons for requesting the image	
Date on which the requested image was taken	
Time at which the requested image was taken	
Location of the data subject at time image was taken (i.e. which camera or cameras)	
Full description of the individual, or alternatively, attach to this application a range of photographs to enable the data subject to be identified by the operator	
Please indicate whether you (the applicant) will be satisfied by viewing the image only	

On receipt of a fully completed application, a response will be provided as soon as possible and in any event within **30** days.

<b>COUNCIL USE ONLY</b>	<b>COUNCIL USE ONLY</b>
Access granted (tick)	
Access <b>not</b> granted (tick)	Reason for not granting access:
Data Controller's name:  Signature:  Date:	



# North Horsham Parish Council

## DATA BREACH NOTIFICATION POLICY

### 1. Scope

- 1.1 This procedure applies in the event of a personal data breach under Article 33 Notification of a personal data breach to the supervisory authority, and Article 34 Communication of a personal data breach to the data subject of the GDPR.
- 1.2 The GDPR draws a distinction between a 'data controller' and a 'data processor' in order to recognise that not all organisations involved in the processing of personal data have the same degree of responsibility. Therefore, each organisation, should establish whether it is data controller, or a data processor for the same data processing activity; it must be one or the other.

### 2. Responsibility

- 2.1 All users (whether Employees/Staff, contractors or temporary Employees/Staff and third-party users) and Councillors of North Horsham Parish Council are required to be aware of, and to follow this procedure in the event of a personal data breach.

### 3. Procedure - Breach Notification Data Processor to Data Controller

- 3.1 North Horsham Parish Council shall report any personal data breach to the data controller (Clerk) without undue delay and registers the breach in the Internal Breach Register.

### 4. Procedure - Breach Notification Data Controller to Supervisory Authority

- 4.1 The Clerk shall notify the supervisory authority [ICO] without undue delay and within 72 hours of a personal data breach if said breach is likely to result in a risk to the rights and freedoms of the data subjects affected by the personal data breach.
- 4.2 If a risk to the aforementioned is likely, the Clerk shall report any personal data breach to the supervisory authority without undue delay, and where feasible not later than 72 hours. Where data breach notification to the supervisory authority is not made within 72 hours, it shall be accompanied by the reasons for the delay.
- 4.3 The data controller (Clerk) shall provide the following information to the supervisory authority on a Breach Notification Form:
  - A description of the nature of the breach
  - The categories of personal data affected
  - Approximate number of data subjects affected
  - Approximate number of personal data records affected
  - Likely consequences of the breach.
  - Any measures that have been or will be taken to address the breach, including mitigation.
  - The information relating to the data breach, which may be provided in phases.

**5. Procedure - Breach Notification Data Controller to Data Subject**

- 5.1 Where the personal data breach is likely to result in high risk to the rights and freedoms of the data subject North Horsham Parish Council shall notify the affected data subjects without undue delay.
- 5.2 The notification to the data subject shall describe in clear and plain language the nature of the breach including the information specified in 4.4 above.
- 5.3 Appropriate measures have been taken to render the personal data unusable to any person who is not authorised to access it, such as encryption.
- 5.4 The controller has taken subsequent measure to ensure that the rights and freedoms of the data subjects are no longer likely to materialise.
- 5.5 It would require a disproportionate amount of effort. In such a scenario, there shall be a public communication or similar measure whereby the data subject is informed in an equally effective manner.
- 5.6 The supervisory authority may where it considers the likelihood of a personal data breach resulting in high risk require the data controller to communicate the personal data breach to the data subject.

**6. Monitoring and Review of the Policy**

- 6.1 The Clerk shall be responsible for reviewing this policy every two years or sooner if appropriate to ensure that it meets legal requirements and reflects best practice and for seeking approval from full Council.

The next review will be due **March 2027**.



# NORTH HORSHAM PARISH COUNCIL

## PRIVACY NOTICE

### 1. Your Personal Data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

### 2. Who are we and what data do we collect?

This Privacy Notice is provided to you by North Horsham Parish Council which is the data controller for your data.

Other data controllers the council works with:

- Local authorities
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Credit reference agencies

The Parish Council may need to share your personal data it holds with them so that they can carry out their responsibilities to the council. If the Parish Council and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which means there is a collective responsibility to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice

The council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities such as use of a council hall or room, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

### **3. How sensitive personal data is used**

The Parish Council may process sensitive personal data including, as appropriate:

- information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
- your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
- in order to comply with legal requirements and obligations to third parties.

These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.

We may process special categories of personal data in the following circumstances:

- In limited circumstances, with your explicit written consent.
- Where we need to carry out our legal obligations.
- Where it is needed in the public interest.

Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

**4. Is consent needed to process your sensitive personal data?**

In limited circumstances, the Parish Council may approach you for your written consent to allow certain sensitive personal data to be processed. In that event full details of the personal data that we would like and the reason we need it would be provided, so that you can carefully consider whether you wish to consent.

**5. The Council will comply with Data Protection law. This says that the personal data that is held about you must be:-**

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

**6. Your personal data is used for some or all of the following purposes.**

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are

provided with safe environments and generally as necessary to protect individuals from harm or injury;

- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.
- Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

## **7. What is the legal basis for processing your personal data?**

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of hall rental facilities, or the acceptance of an allotment garden tenancy

Sometimes the use of your personal data requires your consent. We will first obtain your consent to use that.

## **8. Sharing your personal data**

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner

in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading “Other data controllers the council works with”;
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

#### **9. How long does the Parish Council keep your personal data?**

The Parish Council will keep some records permanently if legally required to do so. Other records may be kept for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 7 years to support HMRC audits or provide tax information. There may be legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). Some personal data will be retained for this purpose as long as it is necessary to be able to defend or pursue a claim. In general, data will be kept for as long as it is needed. This means that it will be deleted when it is no longer needed. **For full details of retention periods refer to the Council’s Document Retention Policy.**

#### **10. Your rights and your personal data.**

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

#### **11. The right to access personal data held by the Parish Council**

At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.

There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

**12. The right to correct and update the personal data held by the Parish Council**

If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

**13. The right to have your personal data erased**

If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.

When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

**14. The right to object to the processing of your personal data or to restrict it to certain purposes only**

You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

**13. The right to data portability**

You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

**14. The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained**

You can withdraw your consent easily by visiting this website <https://northhorsham.files.wordpress.com/2024/03/contact-information-form-for-action.pdf> or contact the Parish Office.

**14. The right to lodge a complaint with the Information Commissioner's Office**

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/>.

## **15. Transfer of data abroad**

Any personal data transferred to countries or territories outside the European Economic Area (“EEA”) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. [Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas].

## **16. Further processing**

If the Parish Council wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **17. Policy Review**

We keep this Privacy Notice under regular review and we will place any updates on this web page [www.northhorsham-pc.gov.uk](http://www.northhorsham-pc.gov.uk)

The next formal review for the policy is **March 2027**.

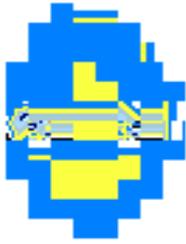
## **18. Contact details**

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints

Parish Clerk  
North Horsham Parish Council  
Roffey Millennium Hall  
Crawley Road  
Horsham, RH12 4DT

Tel : 01403750786

Email : [parish.clerk@northhorsham-pc.gov.uk](mailto:parish.clerk@northhorsham-pc.gov.uk).



# North Horsham Parish Council

## INFORMATION TECHNOLOGY POLICY

### Computer use

#### 1. Hardware

- 1.1 Council computer equipment is provided for Council purposes, however reasonable personal use is permitted (reasonable interpreted as in the opinion the clerk. Any personal use of our computers and systems should not interrupt our daily Council work in any way. Councillors, staff, and other authorised users are asked to restrict any personal use to official lunch breaks or before or after working hours.
- 1.2 Locking computers when leaving desk, all Councillors, staff, and other authorised users must lock their computers when leaving their desks to prevent unauthorised access. This applies to all Council and personal devices used for work. Failure to comply may lead to disciplinary action.
- 1.3 All computer and other electronic equipment supplied should be treated with good care at all times. Computer equipment is expensive, and any damage sustained to any equipment will have a financial impact on the Council.
- 1.4 Computer and electronic hardware should be kept clean, and every precaution taken to prevent food and drink being dropped or spilled onto it.
- 1.5 All computer and mobile equipment will carry a number which is logged against the current owner of that equipment. A database of equipment issued will be kept.
- 1.6 Equipment should not be dismantled or reassembled without seeking advice.
- 1.7 Councillors, staff, and other authorised are not to purchase any computer or mobile equipment (including software). Unless previously authorised.
- 1.8 Personal disks, USB stick, CDs, DVDs, data storage devices etc cannot be used on Council computers without the prior approval of the Clerk.
- 1.9 The Council has a number of wireless networks. Using a portable device to make personal Wi-Fi hot spots which bypass existing WiFi is not allowed.
- 1.10 Any faults or necessary repairs must be reported to the Council's IT Support provider and the Clerk notified.

#### 2 Equipment

##### 2.1 Portable equipment

- 2.1.1 Portable equipment includes laptop computers, netbooks, tablets, mobile and smart phones with email capability and access to the internet etc.

- 2.1.2** It is particularly emphasised that Council back-up procedures specific to portable equipment should be followed at all times.
- 2.1.3** All portable computers must be stored safely and securely when not in use in the office, i.e. when travelling or when working from home. Portable equipment (unless locked in a secure cabinet or office) should be kept with or near the user at all times; should not be left unattended when away from Council premises and should never be left in parked vehicles or at any Council or non-Council premises.
- 2.1.4** It is important to ensure all portable devices are protected with encryption in case they are lost or stolen. All smartphones or tablets that hold Council data, including emails and files, must be protected with a pin code. Where possible, these devices should also be programmed to erase all content after several unsuccessful attempts to break in. Any security set on these devices must not be disabled or removed.
- 2.1.5** Multi-Factor Authentication (MFA) is a security process that requires users to verify their identity using two or more independent methods - for example, entering a password (something you know) and confirming a code sent to your mobile device (something you have). This significantly reduces the risk of unauthorised access to systems and sensitive data. The Parish Council has implemented MFA to enhance information security and support compliance with data protection obligations under the UK GDPR and the Data Protection Act 2018.
- 2.1.6** If an item of portable equipment is lost or damaged this should be reported to The Clerk. If the loss or damage is due to an act of negligence, the individual responsible may be liable to meet the cost of the loss/damage/repair.
- 2.1.7** To protect confidential information, unless it is a requirement of the job and this has been authorised, it is forbidden for photographs or videos to be taken on Council premises, without the prior written permission of the Council. This includes mobile telephones with camera function, camcorder, tape or other recording device for sound or pictures - moving or still.
- 2.1.8** Under no circumstances should any non-public meeting or conversation be recorded without the permission of those present. This does not affect statutory rights (under The Openness of Local Government Regulations 2014).
- 2.1.9** In addition, the Council does not permit webcams (which may be pre-installed on many laptops) to be used in the workplace, other than for conference calls for Council purposes. If there is any doubt as to whether a device falls under this clause, advice should be sought from the Clerk.
- 2.2 Use of own devices**
- 2.2.1** The Council recognises that some Councillors, staff, and other authorised users may wish to use their own smartphones, tablets, laptops etc to access our servers, private clouds or networks for normal Council purposes, including, but not limited to, reading their emails or access data in other services. Any such use of personal devices will be at the discretion of the Council, but consent for standard systems (MS Windows, Mac OS X, Linux - in commercial configurations) will normally be permitted. Such

devices should be kept up to date so that any vulnerabilities in the operating system or other software on the device are appropriately patched or updated.

- 2.2.2** However, the same security precautions apply to personal devices as to the Council's desktop equipment. For continuity purposes, calls made to external parties must be made on Council landlines or mobile phone numbers to ensure that only these numbers are used and/or stored by the recipient, rather than personal numbers. Any emails sent from own devices should be sent from a Council email account and should not identify the individual's personal email address.
- 2.2.3** Councillors, staff, and other authorised persons that use Council systems are expected to use all devices in an ethical and respectful manner and in accordance with this policy. Accessing inappropriate websites or services on any device via the IT infrastructure that is paid for or provided by the Council carries a high degree of risk, and, for employees, may result in disciplinary action, including summary dismissal (without notice). For Workers or Contractors, we may terminate the worker agreement. This is irrespective of the ownership of the device used. An example would be downloading copyright music illegally or accessing pornographic material.
- 2.2.4** In cases of legal proceedings against the Council, the Council may need to temporarily take possession of a device, whether Council-owned or personal to retrieve the relevant data.
- 2.2.5** Wherever possible the user should maintain a clear separation between the personal data processed on the Council's behalf and that processed for their own personal use, for example, by using different apps for Council and personal use. If the device supports both work and personal profiles, the work profile must always be used for work-related purposes.
- 2.2.6** Councillors, staff, and other authorised users who intend to use their own devices via the Council's infrastructure must ensure that they:
- i) use a 6-digit pin, strong password (i.e. one which uses three random words (e.g. PurpleCandleRiver) or finger print (preferably the latter) to protect their device(s) from being accessed. For smartphones and tablets this should lock the device after three failed login attempts;
  - ii) configure their device(s) to automatically prompt for a password after a period of inactivity of more than 3 minutes;
  - iii) always password protect any documents containing confidential information that are sent as attachments to an email, and notify the password separately (preferably by a means other than email);
  - iv) for smartphones and tablets, activate the automatic device wipe function (where available). Note that use of the remote wipe function may also involve the removal of the individual's personal data. Councillors, staff, and other authorised users are therefore advised to keep personal data separate from Council data where possible;
  - v) ensure secure WiFi networks are used;
  - vi) ensure that work-related data cannot be viewed or retrieved by family or friends who may use the device;

vii) inform the Clerk if their device(s) is/are lost, stolen, or inappropriately accessed where there is risk of access to Council data or resources. To prevent phones being used, they will need to retain the details of their IMEI number and the SIM number of the device as their provider will require this to deactivate it.

- 2.2.7** Personal data relating to Councillors and staff should not be saved to any personal accounts with third-party storage cloud service as this may breach data protection legislation or create a security risk if the device is lost or stolen. This applies especially if the passwords used to store/access data are saved onto the device, or if the service permits Councillors and staff to remain logged in between sessions.
- 2.2.8** Personal information and sensitive data should never be saved on Councillors, staff, or other authorised users own devices as this may breach confidentiality agreements, especially if the device is used by other people from time to time.
- 2.2.9** If removable media are used to transfer data (e.g. USB drives or CDs), the user must also securely delete the data on the media once the transfer is complete.
- 2.2.10** Councillors, staff, and other authorised users who open any attachments should ensure that any cached copies are deleted immediately after use. The Clerk or Deputy Clerk will provide assistance or training in doing this if needed. Additional risks include data belonging to the Council being accessed by unauthorised persons if the device(s) is lost, stolen, or used without the owner's permission.
- 2.2.11** Any work done on user's own equipment should be stored securely and password protected and should always be backed up in accordance with the Council's standard backup procedures.
- 2.2.12** If transferring data, either by email or by other means, this should be done through an encrypted channel, such as a virtual private network (VPN) or a secure web protocol (https://). Unsecured wireless networks should not be used.
- 2.2.13** Prior to the disposal of any device that has work data stored on it, and in the event of a user leaving the Council, Councillors, staff, and other authorised users are required to allow the Council's IT support provider access to the device to ensure that all passwords, user access shortcuts and any identifiable data are removed from the device.
- 2.2.14** Councillors, staff, and other authorised users must take responsibility for understanding how their device(s) work in respect to the above rules if they are accessing Council servers/services via their own IT equipment. Risks to the user's personal device(s) include data loss as a result of a crash of the operating system, bugs and viruses, software or hardware failures and programming errors rendering a device inoperable. The Council will use reasonable endeavours to assist, but Councillors, staff, and other authorised users are personally liable for their own device(s) and for any costs incurred as a result of the above.

### **3 Health and Safety**

- 3.1 Councillors, staff, and other authorised users who work in Council offices will be provided with an appropriate workstation.
- 3.2 The Council has a duty to ensure that regular appropriate eye tests, carried out by a competent person, are offered to employees using display screen equipment.
- 3.3 Any VDU user who feels that their workstation requires changes to make it compliant must speak to the Clerk. If any hazards are detected at a workstation, including 'noises' from the IT equipment, this should be reported immediately to the Clerk.

### **4 Password and Authentication Policy**

- 4.1 All user accounts must be protected by strong, secure passwords. The Council follows the National Cyber Security Centre (NCSC) recommendations for creating passwords using three random words (e.g. PurpleCandleRiver). This method helps create passwords that are both strong and easy to remember, while offering effective protection against common cyber threats such as brute-force attacks. This approach is endorsed in NALC guidance. staff, and other authorised users who work in Council offices will be provided with an appropriate workstation.

In addition to strong passwords, Multi-Factor Authentication (MFA) should be enabled wherever possible. MFA requires users to provide two or more independent forms of verification—for example, a password (something you know) and a code sent to your phone (something you have). This significantly reduces the risk of unauthorised access to systems and personal data.

To further strengthen account security:

- i) Initial user account passwords must be generated by the IT provider.
- ii) Default passwords provided by vendors or the IT provider must be changed immediately upon installation or setup.
- iii) Service or System (e.g. Website) account passwords are generated and managed by the IT provider.
- iv) The Council recommends these practices as part of its commitment to robust information security and to support compliance with the UK GDPR and the Data Protection Act 2018.

For more guidance, see the NCSC's advice on password security: [NCSC Password Guidance](#)

#### **4.2 Access to Passwords**

- i) Passwords are personal and must not be shared under any circumstances.
- ii) Only the assigned user of an account may access or use the associated password.
- iii) In exceptional cases (e.g., incident response or employee offboarding), access to system credentials may be granted to authorised personnel from the IT provider with appropriate approvals and logging.
- iv) Administrative credentials must be stored securely and only accessible to authorised personnel with a copy provided to the Clerk and stored in the confidential HR Drive, only to be accessed in an emergency.

#### **4.3 Password Storage and Management**

- i) Passwords must not be stored in plain text or written down in insecure locations.

#### **4.4 Password Change Requirements**

- i) Immediately change password if compromise is suspected.

#### **4.5 Password Access Control and Logging**

- ii) All access to administrative or shared credentials must be logged and auditable.
- iii) Attempts to access unauthorized passwords will be treated as a security incident.

#### **4.6 Responsibility**

- i) Users are responsible for creating and maintaining secure passwords for their accounts.

The IT security provider is responsible for:

- ii) Managing system/service credentials.
- iii) Enforcing password policies. Auditing and monitoring password-related security practices.

### **5. Monitoring**

**5.1** The Council reserves the right to monitor and maintain logs of computer usage and inspect any files stored on its network, servers, computers, or associated technology to ensure compliance with this policy as well as relevant legislation. Internet, email, and computer usage is continually monitored as part of the Council's protection against computer viruses, ongoing maintenance of the system, and when investigating faults.

**5.2** The Council will monitor the use of electronic communications and use of the internet in line with the Investigatory Powers (Interception by Councils etc for Monitoring and Record-keeping Purposes) Regulations 2018.

**5.3** Monitoring of an employee's email and/or internet use will be conducted in accordance with an impact assessment that the Council has carried out to ensure that monitoring is necessary and proportionate. Monitoring is in the Council's legitimate interests and is to ensure that this policy is being complied with.

**5.4** The information obtained through monitoring may be shared internally, including with relevant Councillors and IT staff if access to the data is necessary for performance of their roles. The information may also be shared with external HR or legal advisers for the purposes of seeking professional advice. Any external advisers will have appropriate data protection policies and protocols in place.

**5.5** The information gathered through monitoring will be retained only long enough for any breach of this policy to come to light and for any investigation to be conducted.

**5.6** Councillors, staff, and other authorised users have a number of rights in relation to their data, including the right to make a subject access request and the right to have

data rectified or erased in some circumstances. You can find further details of these rights and how to exercise them in the Council's data protection policy.

- 5.7** Such monitoring and the retrieval of the content of any messages may be for the purposes of checking whether the use of the system is legitimate, to find lost messages or to retrieve messages lost due to computer failure, to assist in the investigation of wrongful acts, or to comply with any legal obligation.
- 5.8** The Council may install software and systems in place that can prevent inappropriate internet use and monitor/record all internet usage. A daily log would be kept of all activity, which details the names of all websites accessed, along with the date and time of access, by individual Councillors, staff, and other authorised users. Records of internet use and sites visited would be retained for a period of six months.
- 5.9** The Council reserves the right to inspect all files stored on its computer systems in order to assure compliance with this policy. The Council also reserves the right to monitor the types of sites being accessed and the extent and frequency of use of the internet at any time, both inside and outside of working hours to ensure that the system is not being abused and to protect the Council from potential damage or disrepute.
- 5.10** Any use that the Council considers to be 'improper', either in terms of the content or the amount of time spent on this, may result in disciplinary proceedings.
- 5.11** All computers will be periodically checked and scanned for unauthorised programmes and viruses.

## **6. Remote working**

- 6.1** Increased IT security measures apply to those who work away from their normal place of work (e.g. whilst travelling, working from home or any other different Council premises), as follows:
- i) if logging into the Council's systems or services remotely, using computers that either do not belong to the Council or are not owned by the user, any passwords must not be saved, and the user must log out at the end of the session deleting all logs and history records within the browser used. If the configuration of the device does not clearly support these actions (for example at an internet café), Council services should not be accessed from that device;
  - ii) the location and direction of the screen should be checked to ensure confidential information is out of view. Steps should be taken to avoid messages being read by other people, including other travellers on public transport etc;
  - iii) any data printed should be collected and stored securely;
  - iv) all electronic files should be password protected and the data saved to the Council's system/services when accessible;
  - v) papers, files or computer equipment must not be left unattended at a non Council premises unless arrangements have been made with a responsible person at a non Council premises for them to be kept in a locked room or cabinet if they are to be left unattended at any time;
  - vi) any data should be kept safely and should only be disposed of securely;

- vii) papers, files, data sticks/storage, flash drive or backup hard drives should not be left unattended in cars, except where it is entirely unavoidable for short periods, in which case they must be locked in the boot of the car. If staying away overnight, Council data should be taken into the accommodation, care being taken that it will not be interfered with by others or inadvertently destroyed;
- viii) where possible the ability to remotely wipe any mobile devices that process sensitive information should be retained in the case of loss or theft;
- ix) Councillors, staff, and other authorised users who work away from the office with sensitive data should be equipped with a screen privacy filter for mobile devices and should use this at all times when accessing such data away from the office.

**6.2** Those issued with a 'dongle' to enable internet access from a laptop via 3G or 4G networks whilst away from their normal workplace should note that the cost of internet access can be very high. Dongles should therefore be used for essential Council purposes only, especially if abroad.

**6.3** Similarly, use of paid for Wi-Fi access, for example at airports should be carefully monitored and restricted to essential Council use.

## **7. Email**

**7.1** Council email facilities are intended to promote effective and speedy communication on work-related matters. Although we encourage the use of email, it can be risky. Councillors, staff, and other authorised users need to be careful not to introduce viruses onto Council systems and should take proper account of the security advice below.

**7.2** On occasion, it will be quicker to action an issue by telephone or face to face, rather than via protracted email chains. Emails should not be used as a substitute for face to face or telephone conversations. Councillors, staff, and other authorised users are expected to decide which is the optimum channel of communication to complete their tasks quickly and effectively.

**7.3** These rules are designed to minimise the legal risks run when using email at work and to guide Councillors, staff, and other authorised users as to what may and may not be done. If there is something which is not covered in the policy, Councillors, staff, and other authorised users should ask the Clerk (who should liaise as necessary with the Council's IT Support Provider) rather than assuming they know the right answer.

**7.4** All Councillors, staff, and other authorised users who need to use email as part of their role will normally be given their own Council email address and account. The Council may, at any time, withdraw email access, should it feel that this is no longer necessary for the role or that the system is being abused.

**7.5** Email messages sent on the Council's account are for Council use only. Personal use is not permitted.

## **8. Use of the Internet**

### **8.1 Copyright**

**8.1.1** Much of what appears on the Internet is protected by copyright. Any copying without permission, including electronic copying, is illegal and therefore prohibited. The Copyright, Designs and Patents Act 1988 set out the rules. The copyright laws not only apply to documents but also to software. The infringement of the copyright of another person or organisation could lead to legal action being taken against the Council and damages being awarded, as well as disciplinary action, including dismissal, being taken against the perpetrator.

**8.1.2** It is easy to copy electronically, but this does not make it any less an offence. The Council's policy is to comply with copyright laws, and not to bend the rules in any way.

**8.1.3** Councillors, staff, and other authorised users should not assume that because a document or file is on the Internet, it can be freely copied. There is a difference between information in the 'public domain' (which is no longer confidential or secret information but is still copyright protected) and information which is not protected by copyright (such as where the author has been dead for more than 70 years).

**8.1.4** Usually, a website will contain copyright conditions; these warnings should be read before downloading or copying.

**8.1.5** Copyright and database right law can be complicated. Councillors, staff, and other authorised users should check with the Clerk if unsure about anything.

### **8.2 Trademarks, links and data protection**

**8.2.1** The Council does not permit the registration of any new domain names or trademarks relating to the Council's names or products anywhere in the world, unless authorised to do so. Nor should they add links from any of the Council's web pages to any other external sites without checking first with the Clerk.

**8.2.2** Special rules apply to the processing of personal and sensitive personal data. For further guidance on this, see the Council's data protection policy, a copy of which is available on the Parish Council website.

### **8.3 Accuracy of information**

One of the main benefits of the internet is the access it gives to large amounts of information, which is often more up to date than traditional sources such as libraries. Be aware that, as the internet is uncontrolled, much of the information may be less accurate than it appears. Particular care should be taken when relying on AI generated content.

## **9. Use of social media**

**9.1** Social media includes blogs; Wikipedia and other similar sites where text can be posted; multimedia or user generated media sites (YouTube); social networking sites (such as Facebook, LinkedIn, X (formerly known as Twitter), Instagram, TikTok, etc.); virtual worlds (Second Life); text messaging and mobile device communications and more traditional forms of media such as TV and newspapers. Care should be taken when using social media at any time, either using Council systems or at home.

**9.2** Personal use of social networking/media and chat sites should be restricted to breaks during working hours.

**9.3** The Council recognises the importance of Councillors, staff, and other authorised users joining in and helping to shape sector conversation and enhancing its image through blogging and interaction in social media. Therefore, where it is relevant to use social networking sites as part of the individual's position, this is acceptable.

However, inappropriate comments and postings can adversely affect the reputation of the Council, even if it is not directly referenced. If comments or photographs could reasonably be interpreted as being associated with the Council, or if remarks about external stakeholders could be regarded as abusive, humiliating, sexual harassment, discriminatory or derogatory, or could constitute bullying or harassment, the Council will treat this as a serious disciplinary offence. Councillors, staff, and other authorised users should be aware that parishioners or other local organisations may read Councillors, staff, and other authorised users' personal weblogs, to acquire information, for example, about their work, internal Council business, and employee morale. Therefore, even if the Council is not named, care should be taken with any views expressed.

**9.4** To protect both the Council and its interests, everyone is required to comply with the following rules about social media, whether in relation to their Council role or personal social networking sites, and irrespective of whether this is during or after working hours:

- i) Contacts from any of the Council's databases should not be downloaded and connected with on LinkedIn or other social networking sites with electronic address book facilities, unless this has been authorised.
- ii) Any blog that mentions the Council, its current work, Councillors, employees, other users associated with the Council, partner organisations, local groups, suppliers, parishioners, should identify the author as one of its Councillors or employees and state that the views expressed on the blog or website are theirs alone and do not represent the views of the Council. Even if the Council is not mentioned, care should be taken with any views expressed on social media sites and any views should clearly be stated to be the writer's own (e.g. via a disclaimer statement such as: "The comments and other content on this site are my own and do not represent the positions or opinions of my employer/ the Council.") Writers must not claim or give the impression that they are speaking on behalf of the Council.
- iii) Any employee who is developing a site or writing a blog that will mention the Council e.g. current or potential plans, Councillors, staff, and other authorised users, partners, must inform the clerk that they are writing this and gain agreement before going 'live'.
- iv) The Council expects Councillors, staff, and other authorised users to be respectful about the Council and its current or potential staff, including employees, Councillors, clerks, and authorised users and not to engage in any name calling or any behaviour that will reflect negatively on its reputation. Any unauthorised use of copyright materials, any unfounded or derogatory statements, or any misrepresentation is not viewed favourably and could constitute gross misconduct.

- v) Photos or videos that include employees or other workers wearing uniforms or clothing displaying the Council's name or logo should not be posted on social media if they could reflect negatively on the individual, their role, their colleagues, or the Council. Additionally, photos, videos, or audio recordings must not be taken on Council premises without explicit permission
- vi) Comments posted by Councillors, staff, and other authorised users on any sites should be knowledgeable, accurate and professional and should not compromise the Council in any way.
- vii) Inappropriate conversations with external stakeholders should not take place on any social networking sites, including forums.
- viii) Any writing about or displaying photos or videos of internal activities that involves current Councillors, staff, and other authorised persons, might be considered a breach of data protection and a breach of privacy and confidentiality. Therefore, their permission should be gained prior to uploading any such material. Details of any kind relating to any events, conversations, materials or documents that are meant to be private, confidential or internal to the Council should not be posted. This may include manuals; procedures; training documents; non-public financial or operational information; personal information regarding other Councillors, staff, and other authorised users anything to do with a disciplinary case, grievance, allegation of bullying/harassment or discrimination, or legal issue; any other secret, confidential, or proprietary information or information that is subject to confidentiality agreements. This does not affect statutory requirements to publish information including under the Freedom of Information Act.
- ix) Councillors, staff, and other authorised users must be aware that they are personally liable for anything that they write or present online (including on an online forum or blog, post, feed or website). Councillors should always be mindful of the Members Code of Conduct and Nolan Principles. Employees may be subject to disciplinary action for comments, content, or images that are defamatory, embarrassing, pornographic, proprietary, harassing, libellous, or that can create a hostile work environment. They may also be sued by other organisations, and any individual or Council that views their comments, content, or images as defamatory, pornographic, proprietary, harassing, libellous or creating a hostile work environment. In addition, other Councillors, staff, and other authorised users can raise grievances for alleged bullying and/or harassment.
- x) Postings to websites or anywhere on the internet and social media of any kind, or in any press or media of any kind, should not breach copyright or other law or disclose confidential information, defame or make derogatory comments about the Council or its Councillors, staff, and other authorised users, or disclose personal data or information about any individual that could breach data protection legislation.
- xi) Contacts by the media relating to the Council, should be referred to the Clerk.
- xii) Councillors, staff, and other authorised users who use sites such as LinkedIn and Facebook must ensure that the information on their profile is accurate and up to date and must update their profile on leaving the Council.
- xiii) Councillors, staff, and other authorised users who use X.com, LinkedIn, or other social media/networking sites for Council development purposes must ensure they provide the Council with login details, including password(s), so that these sites can be accessed and updated in their absence.

- xiv) During your employment/involvement with the Council, you may create or obtain access to a variety of professional contacts and confidential information. This includes, but is not limited to, contacts made through professional networking platforms such as LinkedIn, where those contacts have been established or maintained in your capacity as a Councillor, member of staff, or other authorised user. All such contacts will be considered Council property and may be subject to disclosure upon request.

**9.5** Note that the Council may, from time to time, monitor external postings on social media sites. Any employee who has a profile (for example on LinkedIn or Facebook) must not misrepresent themselves or their role with the Council. Councillors, staff, and other authorised users are also advised that social media sites are not an appropriate place to air Council concerns or complaints: these should be raised with the Council or formally through the grievance procedure.

**9.6** It is important to note that external stakeholders contact details and information remain the property of the Council. In addition, Councillors, staff, and other authorised users leaving the Council will be required to delete all Council-related data including appropriate Council contact details from any personal device/equipment.

**10. Misuse**

Misuse of IT systems and equipment is not in line with the Council's standards of conduct and will be taken seriously. Any inappropriate or unauthorised use may lead to formal action, including disciplinary proceedings or, in serious cases, dismissal.

**11. Review**

This Policy was adopted by Council on 5<sup>th</sup> March 2026 and will be reviewed annually as part of the Council's preparation for approval of Assertion 10 in the AGAR. The next review is due March 2027.



## **NORTH HORSHAM PARISH COUNCIL**

### **Policy for the Handling of DBS Certificate Information**

#### **General principles**

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, North Horsham Parish Council complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

It also complies fully with its obligations under the General Data Protection Regulation 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

#### **Storage and access**

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

#### **Handling**

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

#### **Usage**

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

#### **Retention**

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints.

If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so.

Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

## **Disposal**

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

## **Acting as an Umbrella Body**

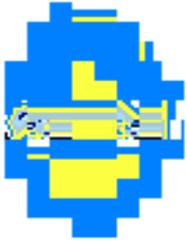
Before acting as an Umbrella Body (an Umbrella Body being a Registered Body which countersigns applications and receives certificate information on behalf of other employers or recruiting organisations), we will take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of certificate information in full compliance with the Code of Practice and in full accordance with this policy.

We will also ensure that anybody or individual, at whose request applications for DBS certificates are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.

## **Policy Review**

This policy will be reviewed by the Clerk and put before the Council annually subject to changes in legislation.

The next review will be in **March 2027**.



# North Horsham Parish Council

## DOCUMENTS AND RECORDS RETENTION POLICY

### **1. Introduction**

- 1.1 The Council recognises the need to retain documentation for audit purposes, staff management, tax liabilities, and the eventuality of legal disputes and proceedings.
- 1.2 In agreeing a document retention scheme, the Council has addressed these needs, and taken into account its obligations under the Local Government Act 1972, the Audit Commission Act 1998, the Public Records Act 1958, the Employers' Liability (Compulsory Insurance) Regulations 1998, the Limitation Act 1980, the Employment Rights Act 1996, the Local Authorities Cemeteries Order 1977, the Local Government (Records) Act 1962, the Freedom of Information Act 2000, the Lord Chancellor's Code of Practice on the Management of Records Code 2002, Environmental Information Regulations 2004 and the General Data Protection Regulation and the Data Protection Act 2018.
- 1.3 This policy sets out the minimum requirements for the retention of documents and sets out the requirements for the disposal of documents. However, it is important to note that this is a live document and that it will be updated on a regular basis.
- 1.4 The Council will ensure that information is not kept for longer than is necessary and will retain the minimum amount of information that it requires to carry out its functions and the provision of services, whilst adhering to any legal or statutory requirements.

### **2. Aims and objectives**

- 2.1 It is recognised that up to date, reliable and accurate information is vital to support the work that the Council do and the services that it provides to residents. This document will help the Council to:-
  - Ensure the retention and availability of the minimum amount of relevant information that is necessary for the Council to operate and provide services to the public.
  - Comply with legal and regulatory requirements.
  - Save employees' time and effort when retrieving information by reducing the amount of information that may be held unnecessarily. This will assist them as they carry out their daily duties or if searching for information requested under the Freedom of Information Act.
  - Ensure archival records that are of historical value are appropriately retained for the benefit of future generations.

### **3. Scope**

- 3.1 For the purpose of this Policy, 'documents' includes electronic, microfilm, microfiche and paper records.
- 3.2 Where storage is by means of paper records, originals rather than photocopies should be retained where possible.

### **4. Standards**

- 4.1 The Council will make every effort to ensure that it meets the following standards of good practice:
  - Adhere to legal requirements for the retention of information as specified in the Retention Schedule at Annex A. This document provides a framework for good practice requirements for retaining information.
  - Personal information will be retained in locked filing cabinets within the Clerk's Office and/or the Deputy Clerk's office, access to these documents will only be by authorised personnel.
  - Disclosure information will be retained in a locked cabinet in the Clerk's Office.
  - Appropriately dispose of information that is no longer required.
  - Appropriate measures will be taken to ensure that confidential and sensitive information is securely destroyed.
  - Information about unidentifiable individuals is permitted to be held indefinitely for historical, statistical or research purposes e.g. Equalities data.
  - Wherever possible only one copy of any personal information will be retained and that will be held within the Clerk's Office.

### **5. Breach of Policy and Standards**

- 5.1 Any employee who knowingly or recklessly contravenes any instruction contained in, or following from, this Policy and Standards may, depending on the circumstances of the case, have disciplinary action, which could include dismissal, taken against them.

### **6. Roles and Responsibilities**

- 6.1 The Clerk has overall responsibility for the policy.
- 6.2 The Clerk is responsible for the maintenance and operation of this policy including ad-hoc checks to ensure compliance.
- 6.3 Other delegated staff are responsible for ensuring their records are kept and destroyed in line with this policy.

- 6.4 The Clerk responsible for ensuring that the guidelines set out in this policy are adhered to and to ensure that any documents disposed of are done so in accordance with their 'sensitivity' (i.e. whether they are normal waste or 'Confidential Waste').

## **7. Confidential Waste**

- 7.1 Fundamentally any information that is required to be produced under the Freedom of Information Act or Environmental Information Regulations, is available on the website or is open to public inspection should NOT be treated as confidential waste.

- 7.2 However, any information that is protected by the Data Protection Act or as Confidential under the Councils Constitution should be treated as confidential waste for disposal purposes.

- 7.3 Examples of what constitutes confidential waste:

- Exempt information contained within committee reports.
- Files containing the personal details of an individual and files that predominantly relate to a particular individual or their circumstances. For example, completed application forms and letters.
- Materials given to us on a 'confidential' or on a limited use basis e.g. material provided by contractors or the police.

- 7.4 Examples of what does not constitute confidential waste:

- Documents that are available to the public via our web site or by submitting an appropriate search request to ourselves for general information.
- All reports and background papers of matters taken to Committee in public session unless specifically exempt.

## **8. Disposal of Documentation**

- 8.1 Confidential waste which clearly shows any personal information or information which can be identified using the parameters set out in 7.3 will be shredded within the council buildings.

## **9. Retention**

- 9.1 Timeframes for retention of documents have been set using legislative requirements and the Chartered Institute of Personnel and Professional Development (CIPD) guidelines.

- 9.2 Throughout retention the conditions regarding safe storage and controlled access will remain in place.

- 9.3 Disclosure information appertaining to Disclosure and Barring Checks must be kept securely in a locked cabinet. Only those entitled to see it in the course of their duties should

have access. The security and confidentiality of all Disclosure information is closely registered under the Police Act 1997.

- 9.4 Disclosure information must not be retained for a period of more than six months and must be destroyed in a secure manner using the shredder in the Reception office.
- 9.5 Any unauthorised employee accessing or attempting to access Disclosures or Disclosure information or personnel records will be dealt with under the Council's disciplinary procedures.
- 9.6 The attached 'Appendix' shows the minimum requirements for the retention of documents as determined by those officers responsible for the management of these particular documentation types. Officers holding documents should exercise judgement as to whether they can be disposed of at the end of those periods detailed in the attached 'Appendix'.

## **10. Storage and Access**

- 10.1 Disclosure information is kept separately from personnel files and in securely lockable, non-portable cabinet with access strictly controlled and limited to the Clerk, and/or the Deputy Clerk.

## **11. Handling**

- 11.1 The Council complies with s124 of the Police Act 1997, so that Disclosure Information is only passed to those who are authorised to receive it in the course of their duties. The Council maintains a record of all those to whom Disclosures or Disclosure Information has been revealed and recognises that it is a criminal offence to pass this information to anyone who is not entitled to receive it.
- 11.2 Personal information will only be available to those who are authorised officers.
- 11.3 Customers details and information will be kept up to date and reviewed annually by an authorised officer.

## **12. Usage**

- 12.1 Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's/employee's consent has been given. Disclosure Information will be shared between different areas of the Council, if necessary.
- 12.2 Where Disclosure information is shared with anyone other than the Clerk, the Deputy Clerk and the direct Manager the employee must be given a reason why this information is being shared.

## **13. Reviewing and Monitoring the Policy**

- 13.1 The Clerk shall be responsible for reviewing this policy every two years or sooner if appropriate to ensure that it meets legal requirements and reflects best practice.

The next review is due **March 2027**

## APPENDIX A

### Recommended Document Retention Timescales

This list is not exhaustive; if you are unsure about any document contact the Parish Clerk or Deputy Clerk for clarification.

#### Document Retention Period

##### Finance

Document	Retention Period
Financial Published Final Accounts	Indefinitely
Signed Audited Accounts	Indefinitely
Final Account working papers	6 years
Records of all accounting transactions held by the Financial Management System	At least 6 years
Cash Books (records of monies paid out and received)	7 years
Bank paying in books and cheque stubs	7 years
Invoices Capital and Revenue	7 years
BACS listings	7 years
Goods received notes, advice notes and delivery notes attached to invoice	7 years
Petty cash vouchers and reimbursement claims	7 years
Debtors and rechargeable works records	7 years
Expenses and travel allowance claims	7 years
Asset Register for statutory accounting purposes	11 years
Journal records	7 years
Ledger / Trial Balance	11 years
Year end ledger tabulations – ledger details and cost updates	6 years
Published Budget Books	Indefinitely
Financial Plan	Indefinitely
Budget Estimates – Detailed Working Papers and summaries	4 years
Bank Statement and Instructions to banks	7 years
Banking Records including Giro cheques, bills of exchange and other negotiable instruments	7 years
Refer to Drawer (RD) cheques	3 years
Cancelled Expenditure cheques	3 years
Bank Reconciliation	4 years
Cheques presented / drawn on the Council bank accounts	4 years
Prime records that money has been correctly recorded in the Councils financial systems	4 years
Grant/Funding Applications & Claims	6 years
Precept Forms	Indefinitely
Internal Audit Plans/ Reports	4 years
Fees and Charges Schedules	7 years

Overtime claims	7 years
Payroll and tax information relating to employees	7 years
Payroll costing analysis	3 years
Records of payment made to employees for salaries / wages (including intermediate payslips)	7 years
Statutory end of year returns to Inland Revenue and Pensions Section	Indefinitely
Loans and Investment Records; temporary loan receipts and loan tabulations	7 years (after redemption of loan)
VAT, Income Tax and National Insurance Records	7 years
Current and expired insurance contracts and policies indefinitely Insurance records and claims	7years
Capital and contracts register	Indefinitely
Final accounts of contracts executed under hand	7 years from completion of contract
Final accounts of contracts executed under seal	13 years from completion of contract
All Other reconciliations	4 years
Quotations and tenders	7 years
Paid invoices	7 years
Investments	Indefinitely

## Personnel

Unsuccessful application forms	1 month
Unsuccessful reference requests	1 month
Successful applications forms and CVs	For duration of employment + 1 year
References received	For duration of employment + 1 year
Statutory sick records, pay, calculations, certificates etc.	For duration of employment + 6 years
Annual leave records	For duration of employment + 1 year
Unpaid leave/special leave	For duration of employment + 1 year
Annual appraisal/assessment records	Current year and previous 2 years
DBS Checks	In line with policy.
Personnel files and training records	2 years after employment ceases
Disciplinary or grievance investigations – proved.	In line with policy.
Disciplinary or grievance investigations - unproven	Destroy immediately after investigation or appeal
Statutory Maternity/Paternity records, calculations, certificates etc	3 years after the tax year in which the maternity period ended
Wages/salary records, overtime, bonuses, expenses etc	6 years
Timesheets	1 year

Members Allowances register	6 years
Members file of records	For duration of office
Member's Declarations of Interest	For duration of office.
List of serving Members	Indefinitely

### Corporate

Minutes and reports of Council Meetings	Indefinitely
Minutes and reports of Committee meetings	Indefinitely
Minutes and reports for Special Committee meetings	Indefinitely
Minutes and reports of sub-committees	Indefinitely
Notes and reports of working groups	Indefinitely
Rough notes taken at meetings	Until the minutes/ notes have been approved.
Policies and procedures	Until updated or reviewed
Asset Management records	Indefinitely
Asset management reports	Indefinitely
Insurance policies	Whilst valid
Certificates for insurance against liability for employees	40 years
Internal audit records	3 years
Internal audit fraud investigation	7 years from date of final outcome of investigation
Risk register	Indefinitely
Risk management reports	Indefinitely
Published performance reports	Indefinitely
Published Equalities data	Indefinitely
Published questionnaire data	Indefinitely
Allotment application forms	Length of Tenancy + 2 years
Allotment agreements	Length of Tenancy + 2 years
Hall health & safety statements	2 Years
Hall bookings forms	6 years
Paper planning applications	6 months
CCTV footage	30 days then overwritten
Deeds of land and property	Indefinitely
Land and property rental agreements	6 years after expiry of the agreement
Property evaluation lists	Indefinitely
Lease agreements, variation and valuation queries	6 years after the expiry of the agreement
Documentation referring to externally funded projects	6 years
Booking diaries	3 years
Electronic booking information Is held in the system indefinitely due to the need to gather statistical information	
Premises License applications	Indefinitely

## Health & Safety

Health and Safety Accident books	3 years after the date of the last entry (unless an accident involving chemicals or asbestos is contained within)
Medical records containing details of employee exposed to asbestos or as specified by the Control of Substances Hazardous to Health Regulations 1999	40 years from the date of the last entry
Medical examination certificates	4 years from date of issue
Records relating to accidents person over 18 years	3 years from date of accident
Records relating to accidents person under 18 years	Until 21st birthday
Asbestos records for premises/property including survey and removal records	40 years
Parks and play area inspection reports	5 years
All inspection certificates (Gas Safe, FENSA etc)	2 years
Repairs job sheets	2 years
Periodic machinery inspection tests (PAT, equipment calibration etc)	2 years
Warranties	10 years
Documents relating to the process of collecting, transporting and disposal of general waste	3 years
Documents relating to the process of collecting, transporting and disposal of hazardous waste	10 years
Plant and equipment testing	2 years
Risk Assessment Forms	2 years
Unusual Incident Forms	3 years
Manual Handling Assessment Forms	3 years



# NORTH HORSHAM PARISH COUNCIL

## SUBJECT ACCESS REQUEST POLICY

### 1. Scope

All personal data processed by North Horsham Parish Council is within the scope of this procedure. This procedure excludes personal data that is asked for as a matter of routine by data subjects

Data subjects are entitled to ask

- Whether North Horsham Parish Council is processing any personal data about that individual and, if so, to be given:
  - a description of the personal data;
  - the purposes for which it is being processed; and,
  - details of who will be allowed to see the personal data.
- To be given a copy of the information and to be told about the sources from which North Horsham Parish Council derived the information; and
- Where appropriate, logic involved in any automated decisions relating to them.

### 2. Responsibilities

The Parish Clerk is responsible for the application and effective working of this procedure, and for reporting to Council on Subject Access Requests (SARs).

The Parish Clerk is responsible for handling all SARs.

### 3. Procedure

- 3.1 Subject Access Requests must be made using the form available on our the Parish Council website at <https://northhorsham.files.wordpress.com/2024/03/contact-information-form-for-action.pdf>
- 3.2 The data subject must provide evidence as to identity.
- 3.3 The data subject must identify the data that is being requested and where it is being held and this information must be shown on the SAR application form. Note that the data subject is entitled to ask for all data that North Horsham Parish Council holds, without specifying that data.
- 3.4 The date by which the identification checks, and the specification of the data sought must be recorded; North Horsham Parish Council has one month from this date to provide the requested information. There are no circumstances in which an extension to that one month will be provided, and failure to provide the requested information within that one month is a breach of the GDPR.

- 3.5 The SAR application should be submitted to the Parish Clerk via email to [parish.clerk@northhorsham-pc.gov.uk](mailto:parish.clerk@northhorsham-pc.gov.uk) or posted to the Parish Office at Roffey Millennium Hall, who will ensure that the requested data is collected within the time frame.

Collection will entail either:

- 3.5.1 Collecting the data specified by the data subject, or
- 3.5.2 Searching all databases and all relevant filing systems (manual files) in North Horsham Parish Council, including all back up and archived files, whether computerised or manual, and including all email folders and archives. The Parish Clerk maintains a data map that identifies where all data in North Horsham Parish Council is stored.
- 3.6 The Parish Clerk maintains a record of requests for data and of its receipt, including dates. Note that data may not be altered or destroyed in order to avoid disclosing it.
- 3.7 The Parish Clerk is responsible for reviewing all provided documents to identify whether any third parties are identified in it and for either excising identifying third party information from the documentation or obtaining written consent from the third party for their identity to be revealed.
- 3.8 If the requested data falls under one of the following exemptions, it does not have to be provided:
- 3.8.1 Crime prevention and detection.
- 3.8.2 Negotiations with the requester.
- 3.8.3 Management forecasts.
- 3.8.4 Confidential references given by North Horsham Parish Council (not ones given to North Horsham Parish Council).
- 3.8.5 Information used for research, historical or statistical purposes.
- 3.8.6 Information covered by legal professional privilege.
- 3.9 The information is provided to the data subject in electronic format unless otherwise requested and all the items provided are listed on a schedule that shows the data subject's name and the date on which the information is delivered.
- 3.10 The electronic formats used for responses to SARs are:
- 3.10.1 .CSV file



# North Horsham Parish Council

## PUBLICATION SCHEME

Prepared using the SALC Model scheme January 2018.

Reviewed ~~July 2020~~ **March 2026** using the Information Commissioner's Office website

[www.ico.gov.uk](http://www.ico.gov.uk).

### 1. Introduction

The Freedom of Information Act 2000 provides rights of public access to information held by public bodies. Further information is available from the Information Commissioner's Office at [www.ico.gov.uk](http://www.ico.gov.uk)

### 2. Information available

The following information is available from North Horsham Parish Council under the model publication scheme. The classes of information will not generally include:-

- The disclosure of information which is prevented by law, or exempt under the Freedom of Information Act or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

Information to be published	How the information can be obtained	Cost
<b>Class 1 – Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
Who's who on the council and its committees	Hard copy Website	Disbursement cost
Contact details for the Clerk and council members	Hard copy Website	Disbursement cost
Location of main council office and accessibility details	Hard copy Website	Disbursement cost
Staffing structure	Hard copy Website	Disbursement cost
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Full accounts and audit report	Hard copy	Disbursement

	Website	cost
Finalised budget	Hard copy Website	Disbursement cost
Precept	Hard copy Website	Disbursement cost
Borrowing Approval letter	Hard copy Website	Disbursement cost
Financial Standing Orders and Regulations	Hard copy Website	Disbursement cost
Grants given and received	Hard copy Website	Disbursement cost
List of current contracts awarded and value of contract	Hard copy Website	Disbursement cost
Members' allowances and expenses	Hard copy Website	Disbursement cost
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Business Plan	Hard copy Website	Disbursement cost
Annual report to Meeting of Electors	Hard copy Website	Disbursement cost
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy Website	Disbursement cost
Agendas of meetings (as above)	Hard copy Website	Disbursement cost
Minutes of meetings (as above) – <i>n.b. this will exclude information that is properly regarded as private to the meeting</i>	Hard copy Website	Disbursement cost
Reports presented to council meetings – <i>n.b. this will exclude information that is properly regarded as private to the meeting</i>	Hard copy Website	Disbursement cost
Responses to consultation papers	Hard copy Website	Disbursement cost
Responses to planning applications	Hard copy Website	Disbursement cost
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
<u>Policies and procedures for the conduct of council business:</u>		

Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy Website	Disbursement cost
--	----------------------	----------------------

<u>Policies and procedures about the employment of staff:</u> Equal Opportunities Statement Health and Safety Policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy Website	Disbursement cost
Record management policies (records retention, destruction and archive)	Hard copy Website	Disbursement cost
Data protection Policies	Hard copy Website	
Schedule of charges (for the publication of information)	Hard copy Website	Disbursement cost
<b>Class 6 – Lists and Registers</b> (Currently maintained lists and registers)		
Any publicly available register or list.	Hard copy Website	Disbursement cost
Asset Register	Hard copy Website	Disbursement cost
Register of members' interests	Hard copy Website	Disbursement cost
Register of gifts and hospitality	Hard copy Website	Disbursement cost
<b>Class 7 – The services we offer</b> (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	Hard copy Website	Free of charge
Burial grounds (North Horsham Parish Council owns part of Roffey Cemetery with Horsham District Council (HDC) but HDC is responsible for its running and maintenance)	Hard copy Website	Free of charge
Community centres	Hard copy Website	Free of charge
Parks, playing fields and recreational facilities	Hard copy	Free of charge

	Website	
Seating, litter bins and lighting	Hard copy Website	Free of charge
Bus shelters	Hard copy Website	Free of charge
A summary of services for which the council is entitled to recover a fee, together with those fees.	Hard copy Web site	Disbursement cost

### 3. How to access information

Information can be obtained:-

- on the Parish Council website [www.northhorsham-pc.gov.uk](http://www.northhorsham-pc.gov.uk)
- By e-mail to the Clerk – [parish.clerk@northhorsham-pc.gov.uk](mailto:parish.clerk@northhorsham-pc.gov.uk)
- By writing to the Clerk for hard copies at:-

North Horsham Parish Council Offices  
 Roffey Millennium Hall  
 Crawley Road  
 Horsham  
 West Sussex  
 RH12 4DT

- By telephone 01403 750786
- Some information may only be available for inspection at the Parish Council Office during Office hours (usually 9.00am - 5.00pm) and by making a prior appointment.

### 4. Charges

- 4.1 The purpose of the Scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public.
- 4.2 Charges made by the authority for routinely publishes material will be justified and transparent and kept to a minimum.
- 4.3 Charges will be made for actual disbursements incurred such as photocopying (**10p per A4 sheet**), postage and package (**actual cost of Royal Mail second class postage rates**) and costs directly incurred as a result of viewing information.
- 4.4 If a charge is to be made, confirmation of payment will be given before the information is provided.
- 4.5 Payment may be requested prior to provision of the information.

- 4.6 No charge will be made for the cost of retrieving and collating information up to a value of £450 (approximately 2.5 days work) (Freedom of Information Act 2000 s 12). In certain cases the public authority is not obliged to comply with a request for **information** if the authority estimates that the cost of complying with the request would exceed the appropriate limit. (Freedom of Information Act 2000 s69), if it is vexatious or if the request repeats a previous request from the same person. Current details of this are available on the ICO website [www.ico.gov.uk](http://www.ico.gov.uk)

**5. If a request for information has not been resolved satisfactorily;**

- 5.1 If the information received is not what has been asked for, first contact the Clerk or Deputy Clerk.
- 5.2 To register a complaint, follow the complaints procedure which can be found on the Parish Council website or which can be requested in hard copy.

- 5.3 If an issue has not been resolved by following the methods listed above the matter can be raised with the Information Commissioner's Office:-

Website:- [www.ico.org.uk](http://www.ico.org.uk)

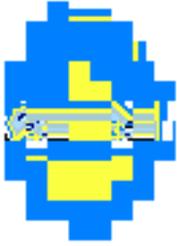
Telephone:- 0303 123 1113

Postal Address:-

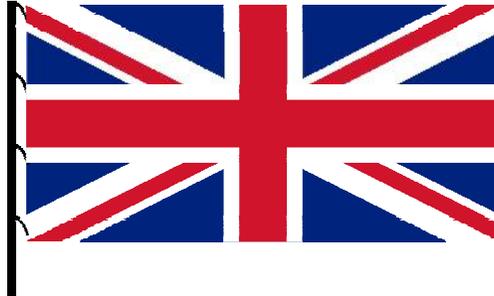
The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5 AF

**6. Scheme adoption and review**

- 6.1 The Publication Scheme was first adopted on 13<sup>th</sup> November 2008.
- 6.2 The Publication Scheme was last reviewed **March 2026**
- 6.3 The Scheme will be reviewed **annually with the next review due in March 2027.**



## NORTH HORSHAM PARISH COUNCIL FLAG FLYING POLICY 2026/27



The flagpole is located next to Roffey Millennium Hall on Crawley Road, Roffey. North Horsham Parish Council will fly the Union Flag (unless marked otherwise), resources permitting on the following occasions.

### 2026

13 <sup>th</sup> June 2026	Official celebration of His Majesty the King's birthday.
16 <sup>th</sup> June 2026	Sussex Day (Fly Sussex Flag)
22 <sup>nd</sup> - 27 <sup>th</sup> June 2026	Armed Forces week
21 <sup>st</sup> June 2026	Birthday of the Prince of Wales
3 <sup>rd</sup> September 2026	Merchant Navy Day
15 <sup>th</sup> September 2026	Battle of Britain
8 <sup>th</sup> November 2026	Remembrance Sunday
14 <sup>th</sup> November 2026	Birthday of His Majesty the King

### 2027

21 <sup>st</sup> June 2027	Official celebration of His Majesty the King's birthday.
16 <sup>th</sup> June 2027	Sussex Day (Fly Sussex Flag)
21 <sup>st</sup> - 26 <sup>th</sup> June 2027 (tbc)	Armed Forces week
21 <sup>st</sup> June 2027	Birthday of the Prince of Wales
3 <sup>rd</sup> September 2027	Merchant Navy Day
15 <sup>th</sup> September 2027	Battle of Britain
14 <sup>th</sup> November 2027	Remembrance Sunday & Birthday of His Majesty the King

The correct way to fly the Union Flag is with the broader diagonal stripe at the top on the side of the flag nearest the flagpole as shown above.

**North Horsham Parish Council Meeting on 5<sup>th</sup> March 2026**

Correspondence List 1 from 8<sup>th</sup> January to 25<sup>th</sup> February 2026

Below is a list of correspondence received at the Parish Council Office which has been circulated via email to all Councillors.

1.	<p><u>West Sussex County Council</u></p> <ul style="list-style-type: none"> <li>• News Release : More waste collected from West Sussex shoreline as major operation continues</li> <li>• 'Healthy New Year 2026' Newsletter</li> <li>• News Release : Guilty pleas secured as Trading Standards expose wider illicit tobacco network</li> <li>• News Release : West Sussex Children's Services recognised for strong progress by Ofsted</li> <li>• News Release : Clean-up teams respond to container washed ashore at Bognor Regis</li> <li>• News Release : Clean-up teams respond as further containers and debris wash ashore in West Sussex</li> <li>• News Release : West Sussex launches partnership plan to keep children safe and help them thrive</li> <li>• News Release : Sussex teens inspired to innovate at Teen Tech Sussex Festival</li> <li>• Residents' eNewsletter : Shipping containers update, Our Council Plan and budget, and more!</li> <li>• Gorringes Brook Flooding - River Investigations</li> <li>• News Release : West Sussex shoreline clean-up update</li> <li>• Statutory Proposals to discontinue Twineham CE Voluntary Controlled Primary School (Parish and Town Councils)</li> <li>• News Release : Next steps for West Sussex County Council budget set out following scrutiny committee meeting</li> <li>• Highways, Transport and Planning - News and Updates</li> <li>• Flooding at Gorringes Brook - Clarification of Responsibilities and Recommended Actions <i>provided by Cllr Andrew Baldwin</i></li> <li>• News Release : West Sussex Highways tackling the effects of winter weather</li> <li>• News Release : Illegal tobacco in orange juice cartons: Trading Standards prosecution leads to £105,000 penalty</li> <li>• West Sussex Recycles: Food Waste is coming!</li> <li>• News Release : West Sussex County Council Statement on Flooding</li> <li>• News Release : West Sussex Economic Growth Board hosts tech sectors to boost regional growth</li> <li>• News Release : West Sussex County Council says abuse of its officers need to stop</li> <li>• News Release : West Sussex County Council commits to a fairer future for people with care experience</li> <li>• News Release : Thousands of drains cleared as council works to keep roads moving following severe weather</li> <li>• News Release : West Sussex County Council Statement on Election Deferral Decision</li> <li>• News Release : Free wellbeing support in West Sussex libraries</li> <li>• News Release : Royal recognition for West Sussex County Council home where 'children thrive'</li> <li>• Highways, Transport and Planning - News and Updates</li> <li>• News Release : Balanced budget and increased investment agreed by county council</li> <li>• Residents' eNewsletter : Residents' eNewsletter : Budget special edition</li> <li>• Cllr Andrew Baldwin - Copy correspondence regarding Lemington Way Traffic</li> </ul>
----	---

	<ul style="list-style-type: none"> <li>• News Release : Event for candidates for West Sussex County Council elections</li> </ul>
2.	<p><u>Horsham District Council</u></p> <ul style="list-style-type: none"> <li>• News Release : Results are in for Council's leisure and wellbeing services survey - check them out!</li> <li>• News Release : Council set to recommend balanced budget with lowest Council Tax in Sussex</li> <li>• News Release : Council visit to Mannings Heath Golf Club and Leonardslee Wine Estate</li> <li>• Examination of the Horsham Local Plan - Information regarding Exploratory Meeting</li> <li>• Neighbourhood Planning - Free online workshop event</li> <li>• Latest News: Curtain's down but the show will go on at The Capitol; Leisure and Wellbeing Survey results</li> <li>• News Release : Council to start rollout of weekly food waste collections for Horsham District residents</li> <li>• News Release : Council leaders reaffirm strong partnership as government considers reorganisation proposals</li> <li>• Cllr Nigel Emery : Gorringes Brook Flooding - River Investigations</li> <li>• News Release : February half term fun in Horsham</li> <li>• News Release : Council adopts new four-year housing and homelessness strategy</li> <li>• News Release : Council issues public health warning</li> <li>• News Release : Horsham marks Holocaust Memorial Day</li> <li>• Latest News: Council to roll out food waste collections; Public health warning issued; February half term fun</li> <li>• News Release : Council announces new carbon literacy workshop for local businesses</li> <li>• News Release : Council takes swift action to illegal burning of waste at Cowfold</li> <li>• News Release : Council appoints experts in design and refurbishment to work on The Capitol</li> <li>• News Release : New exhibition for Horsham Museum and Art Gallery - Cabinet of Curiosity</li> <li>• News Release : Council hosts community support marketplace event</li> <li>• Latest News: Council appoints experts in design and refurbishment to work on The Capitol; New exhibition for Horsham Museum and Art Gallery; Council hosts community support marketplace event</li> <li>• News Release : Get your business ready to apply for a green grant this April</li> <li>• Council announce re-opening of Local Plan examination</li> <li>• Community Governance Review - Horsham District</li> <li>• HDC - Community Governance Review : Horsham District <i>including email from parishes and response from HDC</i></li> <li>• News Release : Council hosts Business Leaders Forum for Horsham District</li> <li>• News Release : Council approves balanced budget with lowest Council Tax in Sussex</li> </ul>
3.	<p><u>National Association of Local Councils (NALC)</u></p> <ul style="list-style-type: none"> <li>• Events 13.01.26</li> <li>• Chief executive's bulletin - 15 January 2026</li> <li>• Events 20.01.26</li> <li>• Chief executive's bulletin - 22 January 2026</li> <li>• Chief executive's bulletin - 29 January 2026</li> <li>• Online resource showcasing practical case studies on devolution</li> <li>• Events 03.02.26</li> <li>• Chief executive's bulletin - 5 February 2026</li> <li>• Chief executive's bulletin - 12 February 2026</li> </ul>

	<ul style="list-style-type: none"> <li>• Events 17.02.26</li> <li>• Chief executive's bulletin - 19 February 2026</li> <li>• Star Council Awards 2025/26 winners announced!</li> </ul>
4.	<p><u>West Sussex Association of Local Councils (WSALC)</u></p> <ul style="list-style-type: none"> <li>• Webinar - age-friendly communities for parish and town councils</li> <li>• NEW TRAINING: Rights of Way, 4 February 2026</li> <li>• Latest information on Local Government Reorganisation</li> <li>• Upcoming &amp; New Courses (Including Year End)</li> <li>• Neighbourhood Planning Note</li> </ul>
5.	<p><u>Sussex Police/Neighbourhood Alert/ Neighbourhood Watch/Report Fraud</u></p> <ul style="list-style-type: none"> <li>• NHW - News January 2026 [#595465433]</li> <li>• NHW - Sussex Police [#599300113]</li> <li>• NHW - Special Constables [#600603382]</li> <li>• NHW - Safety Notice [#600659099]</li> <li>• Report Fraud launches [#601396748]</li> <li>• NHW - Special Constables [#602535728]</li> <li>• NHW - Seeking ID [#602560033]</li> <li>• NHW - Protect your home this winter. [#603575959]</li> <li>• NHW - Witness Appeal [#604180329]</li> <li>• NHW - Rural Crime Team [#609001235]</li> <li>• Sussex Police - Fraud Newsletter for January 2026 [#609462352]</li> <li>• NHW - Our News February, featuring free training for businesses, police reforms and the Super Neighbours Academy [#611164312]</li> <li>• NHW - Are you a motorcyclist in Sussex? [#612516075]</li> <li>• NHW - Gun Amnesty [#612527950]</li> <li>• NHW - Fraud Newsletter [#614224417]</li> <li>• NHW - Safety Notice [#616776494]</li> <li>• Sussex Police - Fraud Newsletter [#617796407]</li> <li>• NHW - Knife Sweep [#618025037]</li> <li>• NHW - Policing Team Visit [#619806455]</li> <li>• NHW - Speedwatch [#621469788]</li> </ul>
6.	<p><u>NHS Sussex</u></p> <ul style="list-style-type: none"> <li>• News bulletin: 9 January 2026</li> <li>• News bulletin: 16 January 2026</li> <li>• Seeking your views on registering online for a GP Practice (LVN/WSx)</li> <li>• News bulletin: 23 January 2026</li> <li>• News bulletin: 30 January 2026</li> <li>• News bulletin: 6 February 2026</li> <li>• News bulletin: 13 February 2026</li> <li>• News bulletin: 20 February 2026</li> </ul>
7.	<p><u>Other Correspondence</u></p> <ul style="list-style-type: none"> <li>• AiRS - Community Building News January 2026</li> <li>• CCLA - Investment review of 2025 and outlook for 2026</li> <li>• SGN - Gas Network Upgrades : Albion Way Horsham</li> <li>• TfSE - In Connections...Funding updates, new GBR branding, and M27 Junction works</li> <li>• Keep Britain Tidy - Litter-pickers at the ready! Make your #GB</li> <li>• 4TheYouth - AGM for 4TheYouth and Hurst CIC on Tuesday 24th March 2026</li> <li>• AiRS - Community Building News February 2026</li> <li>• TfSE - From Strategy to Parliament: What's New in South East Transport</li> <li>• Horsham Pages North Publication - eVersion February 2026</li> </ul>

	<ul style="list-style-type: none"><li>• CPRE - Proposed Reforms to the National Planning Policy Framework</li><li>• AiRS - Village Halls Week 2026</li></ul>
8.	<p><u>Resident letters</u></p> <ul style="list-style-type: none"><li>• Copy email (and response) from a resident to West Sussex Councillor Andrew Baldwin and Horsham District Councillor Nigel Emery regarding flooding and request for double yellows at Gorringes Brook</li><li>• Response from Cllr Baldwin to resident Email regarding Gorringes Brook and problem of flooding</li><li>• Request for dog waste bin (including Clerk's responses)</li><li>• Lambs Farm Road Traffic Calming requests (including Clerk's response)</li></ul>

**North Horsham Parish Council Meeting on 5<sup>th</sup> March 2026**

Correspondence List 1 from 26<sup>th</sup> February to 4<sup>th</sup> March 2026

Below is a list of correspondence received at the Parish Council Office which has been circulated via email to all Councillors.

1.	<p><u>West Sussex County Council</u></p> <ul style="list-style-type: none"> <li>• News Release : Event for candidates for West Sussex County Council elections</li> <li>• News Release : Scrutiny committee reviews West Sussex Fire &amp; Rescue Service's new Community Risk Management Plan</li> <li>• News Release : Over 97% of children in West Sussex offered one of their preferred secondary school places</li> <li>• News Release : Major street lighting LED upgrade to begin across West Sussex</li> </ul>
2.	<p><u>Horsham District Council</u></p> <ul style="list-style-type: none"> <li>• Latest News: Council announces that Horsham District Local Plan 2023-2040 examination will re-open; Council approves balanced budget with lowest Council Tax in Sussex</li> <li>• Around the District meetings</li> <li>• News Release : Chairman visits Together in Mind</li> <li>• Cllr Grant : Flooding Gorringes Brook Horsham</li> </ul>
3.	<p><u>National Association of Local Councils (NALC)</u></p> <ul style="list-style-type: none"> <li>• Chief executive's bulletin - 26 February 2026</li> <li>• Events Newsletter - 03.03.26</li> </ul>
4.	<p><u>Horsham Association of Local Councils (HALC)</u></p> <ul style="list-style-type: none"> <li>• Squires Planning Presentation (<i>Slides from presentation to HALC meeting 25.02.26</i>)</li> </ul>
5.	<p><u>Sussex Police/Neighbourhood Alert/ Neighbourhood Watch/Report Fraud</u></p> <ul style="list-style-type: none"> <li>• NHW - Dangerous Dogs [#626018783]</li> <li>• NHW - Protect Your Valuables [#626677930]</li> <li>• NHW - Our News March 2026 [#627868190]</li> <li>• NHW - Phone Fraud [#629011214]</li> <li>• NHW - Keeping Children Safe on Line [#629047737]</li> <li>• NHW - Jewellery Theft [#629058000]</li> <li>• Sussex Police - Monthly Bulletin - Adur, Worthing &amp; Horsham [#629408841]</li> </ul>
6.	<p><u>NHS Sussex</u></p> <ul style="list-style-type: none"> <li>• News bulletin: 27 February 2026</li> </ul>