

**WORTH PARISH COUNCIL**

Finance and General Purpose  
Committee Meeting

3<sup>rd</sup> March 2025

## **Worth Parish Council**

### **Minutes of the Finance & General Purposes Committee Meeting held on 3<sup>rd</sup> February 2025 commencing at 7.30pm**

<b>Present:</b>	Cllr Phillips (Acting Chairman) Cllr Coote Cllr King Cllr Hodsdon Cllr Wilson	Cllr Casella (Acting Vice Chairman) Cllr Coote Cllr Kipps Cllr Williams
	Mrs L Bannister (RFO)	1 member of the public

*In the absence of Cllr Scott, Cllr Phillips took the role of Chairman and it was RESOLVED to appoint Cllr Casella as acting Vice Chairman for the meeting.*

#### **121 Public Question Time**

No questions were raised.

#### **121 Apologies**

Apologies were noted and accepted from Cllrs Scott and Pointer.

Absent: Cllrs Lord and Dorey

#### **122 Declarations of Interest**

None.

#### **123 Minutes**

It was RESOLVED to approve the Minutes of the Finance and General Purposes Committee held on 13<sup>th</sup> January 2025. These were duly signed by Cllr Phillips.

#### **124 Chairman's Announcements**

Neighbourhood Plan grants have been awarded to Copthorne and Crawley Down. This is funding that needs to be spent before the end of the financial year.

It was NOTED that the street lighting contractors from before 2023 had gone into administration, and they are now claiming debts to the company from the Council of £5,800.32 including VAT. The Council has a counter claim of £1,653.58 plus VAT, reducing the amount owing to £4,146.74.

#### **125 Correspondence List**

Nothing to note.

#### **126 Accounts and Financial Matters**

##### Financial information

Financial information was included in the meeting pack. It was RESOLVED that the financial information was a true representation of the current financial situation.

It was requested that the budget report includes a column showing the previous month's expenditure.

£2,900 has been committed for expenditure from the Crawley Down Working Party. It was requested that details of this is shared with the Working Party so that they can plan for the remainder of the financial year. The Chief Officer will investigate and send an update.

##### Bank Reconciliations

It was NOTED that the bank reconciliations to 31<sup>st</sup> January have been completed and signed by Cllr Casella.

#### Copthorne Recreation Ground

It was NOTED that the drainage costs for Copthorne Recreation Ground will be paid from the Copthorne Working Party budget. It was previously agreed that this would be paid from general reserves. This has been reflected in the accounts.

#### **127 Section 106 Monies**

There were no changes to note since the last report.

#### **128 Projects**

The below updates were NOTED:

##### CCTV

Enerveo (who look after WSCC streetlights) have now given their approval to place CCTV signs on those WSCC streetlights identified as suitable locations, with the exception of one at the entrance to Copthorne on Newtown. The Assistant Clerk (Projects) is therefore applying to install a new signpost at this location on WSCC land, which requires a 28-day public consultation and a S115 license. If granted, an additional signpost will need be purchased.

Final proofs of the CCTV signs and an updated quote for the signs, fixings and two new signposts (for Newtown and Church Road in Copthorne) are being prepared. However, these costs fall within the already agreed CCTV budget and are expected to be within the amount the Chief Officer can approve in accordance with the Financial Regulations. No money has yet been spent from this budget, however the installation in both villages has been ordered, so invoices are expected in due course.

##### Copthorne Recreation Ground

Since approving the quote for drainage design works there has been a delay in confirming dates for works to be completed. Due to workloads the contractors are working on extended lead times and the Project Manager is expecting confirmation shortly. If it is not possible for the contractor to undertake the work in the near future, an alternative contractor will be considered.

Please note that F&GP RESOLVED to approve spending of up to £10,000 plus VAT to commission drainage design at Copthorne Recreation Ground on 4th November 2024. It was also RESOLVED to delegate authority to an Officer to approve a contractor once quotes have been received. An Officer will therefore review the situation and revisit alternative quotes if required.

It was requested that the columns on the projects tracker for deadlines and project costs are completed.

#### **129 Matters for Consideration submitted by the Village Working Parties or the Co-Ordination Group**

No items were brought forward.

#### **130 Consideration of items for discussion by the Village Working Parties or the Co-Ordination Group**

Working Parties were reminded that the Neighbourhood Plan grant needs to be spent by the end of the financial year.

#### **131 Date of the next meeting**

The date of the next meeting was set for Monday 3<sup>rd</sup> March 2025.

*Meeting closed at 7.40 pm.*

Chairman: \_\_\_\_\_

Date: \_\_\_\_\_

## Detailed Income &amp; Expenditure by Budget Heading 21/02/2025

Month No: 11

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>100 General Administration</u>							
1076 Precept	0	420,000	420,000	0			100.0%
1090 Interest Received	337	5,757	5,400	(357)			106.6%
1906 Receipts-Chairman's Dinner	0	320	0	(320)			0.0%
1909 Misc. Income	0	1,433	0	(1,433)			0.0%
1910 Wayleaves	0	12	0	(12)			0.0%
General Administration :- Income	<b>337</b>	<b>427,522</b>	<b>425,400</b>	<b>(2,122)</b>			<b>100.5%</b>
4000 Clerk, Assistant & RFO	9,484	122,824	150,000	27,176		27,176	81.9%
4002 Locum fees	0	8,150	0	(8,150)		(8,150)	0.0%
4005 Groundspersons	5,967	64,895	70,000	5,105		5,105	92.7%
4010 Youth - Staff Costs	6,903	38,177	20,000	(18,177)		(18,177)	190.9%
4020 Grants Given	0	7,103	8,000	897		897	88.8%
4021 Churchyard Maint.Copthorne	0	1,000	1,000	0		0	100.0%
4025 Office Suppl, eg-paper/photocop	40	1,221	1,605	384		384	76.1%
4026 Bank Charges	0	162	214	52		52	75.6%
4030 Postage	0	0	54	54		54	0.0%
4035 Utilities-Electric/Gas	0	1,723	963	(760)		(760)	179.0%
4036 Telephone	191	1,261	257	(1,004)		(1,004)	490.5%
4037 IT Support incl.anti-virus etc	755	11,821	7,169	(4,652)		(4,652)	164.9%
4040 Chairman's Allowance	0	577	1,000	423		423	57.7%
4041 Councillors Allow.-Gross	0	3,750	8,500	4,750		4,750	44.1%
4045 Travelling	0	0	535	535		535	0.0%
4050 Office Exps.eg.Clean,	130	1,141	1,605	464		464	71.1%
4051 Website costs	0	391	1,605	1,214		1,214	24.3%
4052 S/Ware supp.upds.RBS & Payroll	0	0	1,605	1,605		1,605	0.0%
4056 Member Training	0	276	1,500	1,224		1,224	18.4%
4057 HR Support	0	3,943	1,450	(2,493)		(2,493)	271.9%
4058 Staff Training	0	980	1,000	20		20	98.0%
4060 Publicity	180	1,460	1,700	240		240	85.9%
4065 Audit Fees	0	1,278	1,500	222		222	85.2%
4066 Legal Fees	14	609	4,000	3,391		3,391	15.2%
4070 Insurances	0	6,841	7,500	659		659	91.2%
4075 Hire of Halls	0	98	350	253		253	27.9%
4080 Meeting. Conferences, etc.	0	0	1,000	1,000		1,000	0.0%
4090 Election Expenses	0	10,831	0	(10,831)		(10,831)	0.0%
4095 Subscriptions / Memberships	0	1,142	1,100	(42)		(42)	103.8%
4100 West Sussex ALC & NALC	0	2,456	2,500	44		44	98.3%
4110 Fuel	301	2,640	3,600	960		960	73.3%
4115 Motor Repairs & Expenses	68	1,573	2,000	427		427	78.6%
4150 Capital Purchases	0	3,254	5,000	1,746		1,746	65.1%

## Detailed Income &amp; Expenditure by Budget Heading 21/02/2025

Month No: 11

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4155 Payroll administration	0	336	0	(336)		(336)	0.0%
4200 Maintenance-various n/codes	0	818	500	(318)		(318)	163.6%
4201 Land Management	0	7,550	10,000	2,450		2,450	75.5%
4702 Maint.Memorial Car Park	0	39	1,000	961		961	3.9%
4705 Litter & Dog Bin Emptying	0	16	0	(16)		(16)	0.0%
4710 Replace Litter / Salt bins	0	0	800	800		800	0.0%
4807 Bowers Place PWLB repayments	0	0	4,000	4,000		4,000	0.0%
4900 Miscellaneous Expenses	0	258	0	(258)		(258)	0.0%
4907 Drinks Supplies	0	0	100	100		100	0.0%
4916 CCTV - Monitoring	60	60	6,000	5,940		5,940	1.0%
4940 Maint. Memorial Car Park C.D	0	0	1,000	1,000		1,000	0.0%
4950 Dog Bin Emptying	0	0	5,000	5,000		5,000	0.0%
General Administration :- Indirect Expenditure	<b>24,091</b>	<b>310,653</b>	<b>336,712</b>	<b>26,059</b>	<b>0</b>	<b>26,059</b>	<b>92.3%</b>
<b>Net Income over Expenditure</b>	<b>(23,754)</b>	<b>116,869</b>	<b>88,688</b>	<b>(28,181)</b>			
6000 plus Transfer From EMR	60	38,471	0	(38,471)			
6001 less Transfer to EMR	0	362	0	(362)			
<b>Movement to/(from) Gen Reserve</b>	<b>(23,694)</b>	<b>154,978</b>	<b>88,688</b>	<b>(66,290)</b>			
<u>200 Allotments</u>							
1200 Allotment Rents	153	3,256	4,700	1,445			69.3%
1203 Allot.Deposit Refunds	0	(50)	0	50			0.0%
Allotments :- Income	<b>153</b>	<b>3,206</b>	<b>4,700</b>	<b>1,495</b>			<b>68.2%</b>
4200 Maintenance-various n/codes	0	118	300	183		183	39.2%
4205 Allot. costs incl. .water+misc	0	1,792	450	(1,342)		(1,342)	398.3%
4206 Heathy Wood	0	0	1,000	1,000		1,000	0.0%
Allotments :- Indirect Expenditure	<b>0</b>	<b>1,910</b>	<b>1,750</b>	<b>(160)</b>	<b>0</b>	<b>(160)</b>	<b>109.1%</b>
<b>Net Income over Expenditure</b>	<b>153</b>	<b>1,296</b>	<b>2,950</b>	<b>1,654</b>			
<u>300 Recreation Grounds</u>							
1100 Grants Received	0	2,890	0	(2,890)			0.0%
1300 MSDC Grounds Management	0	1,875	1,250	(625)			150.0%
1405 C.D.Cricket Club Lease	0	500	500	0			100.0%
Recreation Grounds :- Income	<b>0</b>	<b>5,265</b>	<b>1,750</b>	<b>(3,515)</b>			<b>300.8%</b>
4200 Maintenance-various n/codes	0	5,869	1,200	(4,669)		(4,669)	489.1%
Recreation Grounds :- Indirect Expenditure	<b>0</b>	<b>5,869</b>	<b>1,200</b>	<b>(4,669)</b>	<b>0</b>	<b>(4,669)</b>	<b>489.1%</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(604)</b>	<b>550</b>	<b>1,154</b>			

## Detailed Income &amp; Expenditure by Budget Heading 21/02/2025

Month No: 11

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>400 Copthorne Pavilion</u>							
1400 Pavilion Lease	403	4,431	4,833	402			91.7%
Copthorne Pavilion :- Income	<b>403</b>	<b>4,431</b>	<b>4,833</b>	<b>402</b>			<b>91.7%</b>
4200 Maintenance-various n/codes	0	1,095	1,000	(95)		(95)	109.5%
4203 Ground Maintenance	0	6,063	6,500	437		437	93.3%
4204 Broadband	0	304	0	(304)		(304)	0.0%
Copthorne Pavilion :- Indirect Expenditure	<b>0</b>	<b>7,462</b>	<b>7,500</b>	<b>38</b>	<b>0</b>	<b>38</b>	<b>99.5%</b>
<b>Net Income over Expenditure</b>	<b>403</b>	<b>(3,031)</b>	<b>(2,667)</b>	<b>364</b>			
<u>500 Parish Office</u>							
1306 South Room Hire - Receipts	534	4,488	7,500	3,012			59.8%
1308 Deposit-Receipts/refunds Sth R	0	651	0	(651)			0.0%
Parish Office :- Income	<b>534</b>	<b>5,139</b>	<b>7,500</b>	<b>2,361</b>			<b>68.5%</b>
4077 Rent South Room- 1st Floor	0	7,500	7,500	0		0	100.0%
4081 Insurance - Meeting Room	0	267	0	(267)		(267)	0.0%
4200 Maintenance-various n/codes	0	3,452	4,000	548		548	86.3%
4202 Air Conditioning South Room	0	127	0	(127)		(127)	0.0%
4306 Loan Repaym.New Parish Office	0	9,726	9,726	(0)		(0)	100.0%
4910 Rates	0	1,320	600	(720)		(720)	220.0%
Parish Office :- Indirect Expenditure	<b>0</b>	<b>22,393</b>	<b>21,826</b>	<b>(567)</b>	<b>0</b>	<b>(567)</b>	<b>102.6%</b>
<b>Net Income over Expenditure</b>	<b>534</b>	<b>(17,254)</b>	<b>(14,326)</b>	<b>2,928</b>			
<u>600 Electricity-EDF</u>							
4600 Energy - Street Lights	0	16,361	35,000	18,639		18,639	46.7%
4605 Repairs Street Lights/Lamps/An	10,408	38,685	16,000	(22,685)	28,393	(51,078)	419.2%
4610 Copthorne -Elec. Meter-6765	0	(787)	450	1,237		1,237	(174.9%)
4611 C.Down - Elec. Meter - 6092	19	214	450	236		236	47.5%
Electricity-EDF :- Indirect Expenditure	<b>10,426</b>	<b>54,473</b>	<b>51,900</b>	<b>(2,573)</b>	<b>28,393</b>	<b>(30,966)</b>	<b>159.7%</b>
<b>Net Expenditure</b>	<b>(10,426)</b>	<b>(54,473)</b>	<b>(51,900)</b>	<b>2,573</b>			
<u>700 Projects</u>							
1710 S106 Recpt-CD Playground	0	0	100,000	100,000			0.0%
1905 Locality Grant	8,620	8,620	0	(8,620)			0.0%
Projects :- Income	<b>8,620</b>	<b>8,620</b>	<b>100,000</b>	<b>91,380</b>			<b>8.6%</b>
4720 N/Hood Plan Crawley Down	1,375	2,979	10,000	7,021	2,750	4,271	57.3%
4722 N/H Plan C.Down - Project	0	0	20,000	20,000		20,000	0.0%

## Detailed Income &amp; Expenditure by Budget Heading 21/02/2025

Month No: 11

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4725 N/Hood Plan Copthorne	1,375	5,919	2,000	(3,919)	2,750	(6,669)	433.5%
4726 N/hood Plan Copthorne Project	0	0	20,000	20,000		20,000	0.0%
4735 Litter Equipment	0	80	0	(80)		(80)	0.0%
4801 N/Hood Security	0	0	5,000	5,000		5,000	0.0%
4802 Working Party - Copthorne	154	192	11,947	11,755	28,600	(16,845)	241.0%
4803 Working Party - Crawley Down	0	16,132	20,000	3,868	2,900	968	95.2%
4804 Youth Support - Costs	222	5,526	8,279	2,753		2,753	66.8%
4808 CD Playgorund	0	0	100,000	100,000		100,000	0.0%
Projects :- Indirect Expenditure	<b>3,126</b>	<b>30,828</b>	<b>197,226</b>	<b>166,398</b>	<b>37,000</b>	<b>129,398</b>	<b>34.4%</b>
<b>Net Income over Expenditure</b>	<b>5,494</b>	<b>(22,208)</b>	<b>(97,226)</b>	<b>(75,018)</b>			
6000 plus Transfer From EMR	2,904	5,924	0	(5,924)			
<b>Movement to/(from) Gen Reserve</b>	<b>8,398</b>	<b>(16,284)</b>	<b>(97,226)</b>	<b>(80,942)</b>			
<u>900 Copthorne Recreation Ground</u>							
4960 Project Management	0	2,400	2,400	0		0	100.0%
4965 Consultants/Planning/Reports	0	2,598	2,598	1		1	100.0%
4970 Drainage	0	1,275	1,275	0		0	100.0%
4975 Playground	0	2,780	2,780	(0)		(0)	100.0%
Copthorne Recreation Ground :- Indirect Expenditure	<b>0</b>	<b>9,053</b>	<b>9,053</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(9,053)</b>	<b>(9,053)</b>	<b>(0)</b>			
Grand Totals:- Income	<b>10,047</b>	<b>454,182</b>	<b>544,183</b>	<b>90,001</b>			<b>83.5%</b>
Expenditure	<b>37,644</b>	<b>442,640</b>	<b>627,167</b>	<b>184,527</b>	<b>65,393</b>	<b>119,134</b>	<b>81.0%</b>
<b>Net Income over Expenditure</b>	<b>(27,597)</b>	<b>11,542</b>	<b>(82,984)</b>	<b>(94,526)</b>			
plus Transfer From EMR	<b>2,964</b>	<b>44,395</b>	<b>0</b>	<b>(44,395)</b>			
less Transfer to EMR	<b>0</b>	<b>362</b>	<b>0</b>	<b>(362)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>(24,633)</b>	<b>55,576</b>	<b>(82,984)</b>	<b>(138,560)</b>			

## Detailed Balance Sheet - Excluding Stock Movement

Month 11 Date 21/02/2025

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
105	VAT Control Account	3,822
200	Barclays - Current A/C 9630	18,467
210	Barclays - Business A/C 4225	86,066
230	Nat West - Current A/C 5083	88,809
235	CCLA-HSBC- Public Sector Dep.F	85,000
240	Unity - Current 5365	2,425
245	Cambridge B/S 9048	80,640
<b>Total Current Assets</b>		<b>365,230</b>
<u>Represented by :-</u>		
300	Current Year Fund	11,542
310	General Reserves	191,782
320	EMR N/Hood Plans	4,310
345	EMR CCTV	48,940
355	EMR Lashmere Refurbishment	5,000
375	EMR Copthorne Working Party	8,702
376	EMR Crawley Down Working	11,490
395	EMR Donation Refurb.Copth.Play	9,915
398	EMR Litter Equipment	282
399	EMR Bowers Place	73,266
<b>Total Equity</b>		<b>365,230</b>



## Receipts for Month 11

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>		<b>23,921.94</b>					<b>23,921.94</b>	
R149.25	Banked: <b>07/02/2025</b>	<b>8,620.00</b>						
R149.25	Transfer	8,620.00			1905	700	8,620.00	NPG 14252 and 14289
R151.25	Banked: <b>13/02/2025</b>	<b>105.40</b>						
R151.25	South Room - Hire Receipts	105.40			1306	500	105.40	Art Class
	Banked: <b>18/02/2025</b>	<b>10,000.00</b>						
18.2.25	Nat West - Current A/C - 5083	10,000.00			230		10,000.00	Fund Transfer
<b>Total Receipts for Month</b>		18,725.40	0.00	0.00			18,725.40	
<b>Cashbook Totals</b>		42,647.34	0.00	0.00			42,647.34	

## Payments for Month 11

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
05/02/2025	Susan Szabo	P382.25	100.00			4050	100	100.00	Cleaning
05/02/2025	Screwfix	P383.25	81.63		13.61	4115	100	68.02	Maintenance Items
05/02/2025	Street Lights	P384.25	115.50		19.25	4605	600	96.25	Lighting Repairs
05/02/2025	Street Lights	P385.25	117.30		19.55	4605	600	97.75	Column 2, Squires Clos
05/02/2025	Street Lights	P386.25	4,860.00		810.00	4605	600	4,050.00	Columns 1, 2, 1
05/02/2025	Street Lights	P387.25	115.50		19.25	4605	600	96.25	Column 5, Heather Clos
11/02/2025	Squires Planning Ltd	P392.25	1,650.00		275.00	4725	700	1,375.00	Initial Study
						320	0	-1,375.00	Initial Study
						6000	700	1,375.00	Initial Study
11/02/2025	Squires Planning Ltd	P393.25	1,650.00		275.00	4720	700	1,375.00	Initial Review
						320	0	-1,375.00	Initial Review
						6000	700	1,375.00	Initial Review
11/02/2025	Expenses	P394.25	17.25			4050	100	17.25	Cleaning Supplies
11/02/2025	CSCA	P395.25	202.00			4804	700	202.00	Pavilion Hire
11/02/2025	Copthorne Magazine	P396.25	180.00			4060	100	180.00	Copthorne Magazine
18/02/2025	Tesco	P398.25	18.99		3.16	4036	100	15.83	Phone
18/02/2025	CDG - Crawley Down Group	P399.25	360.79		60.13	4110	100	300.66	Shell Garage
18/02/2025	Focus IT services	P400.25	1,085.58		180.93	4037	100	754.87	Calls, Line Rental, Additional
						4036	100	149.78	Calls, Line Rental, Additional
18/02/2025	Street Lights	P410.25	801.00		133.50	4605	600	667.50	Pruning Works
18/02/2025	Street Lights	P402.25	6,480.00		1,080.00	4605	600	5,400.00	Various Repairs
18/02/2025	Expenses	P403.25	19.86			4804	700	19.86	Crafting Equipment
19/02/2025	HMRC	P407.25	14.00			4066	100	14.00	Land Search Information
27/02/2025	Staff	P404.25	15,719.09			515		15,719.09	Payroll
27/02/2025	Error	P404.25	-2.00			515		-2.00	Error
28/02/2025	HMRC	P405.25	3,949.75			517		3,949.75	Tax
28/02/2025	Staff	P406.25	2,685.93			517		2,685.93	Pensions
28/02/2025	Error	P406.25	-2,685.93			517		-2,685.93	Error
28/02/2025	WSPF(West Sussex Pension Fund)	P406.25	2,685.93			516		2,685.93	Pensions
28/02/2025	Error	P405.25	-3,949.75			517		-3,949.75	Error
28/02/2025	WSPF(West Sussex Pension Fund)	P406.25	2,685.93			517		2,685.93	Pensions
28/02/2025	Error	P406.25	-2,685.93			516		-2,685.93	Error
28/02/2025	HMRC	P405.25	3,949.75			516		3,949.75	Tax
Total Payments for Month			40,222.17	0.00	2,889.38			37,332.79	
Balance Carried Fwd			2,425.17						
Cashbook Totals			42,647.34	0.00	2,889.38			39,757.96	

## Receipts for Month 11

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>		<b>17,482.97</b>					<b>17,482.97</b>	
	Banked: <b>03/02/2025</b>	<b>75.28</b>						
	Allotment Rents	75.28			1200	200	75.28	11aBGC
	Banked: <b>03/02/2025</b>	<b>402.75</b>						
	Copthorne Sports Comm.Assoc.	402.75			1400	400	402.75	Pavilion Rent
R147.25	Banked: <b>05/02/2025</b>	<b>208.00</b>						
R147.25	Inv 694	208.00			1306	500	208.00	South Room Hire
R152.25	Banked: <b>06/02/2025</b>	<b>117.60</b>						
R152.25	South Room - Hire Receipts	117.60			1306	500	117.60	Yoga Class
R153.25	Banked: <b>06/02/2025</b>	<b>77.00</b>						
R153.25	South Room - Hire Receipts	77.00			1306	500	77.00	Springfit
R154.25	Banked: <b>06/02/2025</b>	<b>26.00</b>						
R154.25	South Room - Hire Receipts	26.00			1306	500	26.00	Copthorne Church
	Banked: <b>06/02/2025</b>	<b>77.85</b>						
	Allotment Rents	77.85			1200	200	77.85	MattJo58
<b>Total Receipts for Month</b>		984.48	0.00	0.00			984.48	
<b>Cashbook Totals</b>		18,467.45	0.00	0.00			18,467.45	

Payments for Month 11				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
				0.00					
Total Payments for Month				0.00	0.00	0.00	0.00		
Balance Carried Fwd				18,467.45					
Cashbook Totals				18,467.45	0.00	0.00	18,467.45		

Date: 21/02/2025

## Worth Parish Council Current Year

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## Cashbook 5

User: 6929.L.BANNISTER

Nat West - Current A/C - 5083

For Month No: 11

## Receipts for Month 11

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
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Balance Brought Fwd : 98,837.33

98,837.33

R148.25 Banked: 04/02/2025 340.49

R148.25 CCLA 340.49 1090 100 340.49 Fund Yield

Total Receipts for Month	340.49	0.00	0.00	340.49
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Cashbook Totals	99,177.82	0.00	0.00	99,177.82
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Date: 21/02/2025

## Worth Parish Council Current Year

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Time: 11:01

## Cashbook 5

User: 6929.L.BANNISTER

Nat West - Current A/C - 5083

For Month No: 11

## Payments for Month 11

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/02/2025	Tesco Mobile	Std Ord	24.99			4036	100	24.99	Tesco Mobile-Youth
05/02/2025	Amazon	P388.25	15.79		2.63	4050	100	13.16	Hoover Bags
05/02/2025	Amazon	P389.25	48.00		8.00	4025	100	40.00	Whiteboard
05/02/2025	Amazon	P390.25	185.00		30.84	4802	700	154.16	Amazon
						375	0	-154.16	Amazon
						6000	700	154.16	Amazon
05/02/2025	EDF	P391.25	19.53		0.93	4611	600	18.60	Feeder Pillar, Bowers Place
11/02/2025	Crystal Rubber	P408.25	72.00		12.00	4916	100	60.00	Crystal Rubber
						345	0	-60.00	Crystal Rubber
						6000	100	60.00	Crystal Rubber
18/02/2025	Unity - Current 5365	18.2.25	10,000.00			240		10,000.00	Fund Transfer
28/02/2025	Nat West	P397.25	3.50			1090	100	3.50	Interest
<b>Total Payments for Month</b>			10,368.81	0.00	54.40			10,314.41	
<b>Balance Carried Fwd</b>			88,809.01						
<b>Cashbook Totals</b>			99,177.82	0.00	54.40			99,123.42	

## Nominal Ledger Details

Nominal A/c 4802 Working Party - Copthorne Centre 700 Projects					Annual Budget	11,947.00
					Committed Exp	28,600.00
Month	Date	Reference	Source	Transaction	Debit	Credit
Opening Balance					0.00	0.00
1	22/04/2024	011 BACS	Cashbook	Sky Revolutions-survey	975.00	
1	22/04/2024	014 BACS	Cashbook	PJC-arboricultural assess	495.00	
3	26/06/2024	114 BACS	Cashbook	Alfred Budgen-Copthorne Rec	1,127.50	
4	05/07/2024	116 BACS	Cashbook	PBA Cop Rec drainage tests	775.00	
4	24/07/2024	144 BACS	Cashbook	Cop Reg play equip removal	2,780.10	
6	23/09/2024	207 BACS	Cashbook	Professional fees Cop Rec	1,800.00	
6	23/09/2024	210 BACS	Cashbook	Water bill	500.00	
7	24/10/2024	251 DC	Cashbook	VE Day flags	24.00	
7	28/10/2024	258 BACS	Cashbook	Copthorne Rec project	600.00	
8	12/11/2024	525	Journal	Sky Revolutions-survey		975.00
8	12/11/2024	525	Journal	PJC-arboricultural assess		495.00
8	12/11/2024	525	Journal	Alfred Budgen-Copthorne Rec		1,127.50
8	12/11/2024	525	Journal	PBA Cop Rec drainage tests		775.00
8	12/11/2024	525	Journal	Cop Rec play equip removal		2,780.10
8	12/11/2024	525	Journal	Professional fees Cop Rec		1,800.00
8	12/11/2024	525	Journal	Water bill-drainage tests		500.00
8	12/11/2024	525	Journal	Cop Rec project		600.00
10	17/01/2025	P351.25	Cashbook	B&Q	14.00	
11	05/02/2025	P390.25	Cashbook	Amazon	154.16	
Account Totals					9,244.76	9,052.60
Net Balance Month 12					192.16	

## Nominal Ledger Details

Nominal A/c 4803 Working Party - Crawley Down Centre 700 Projects					Annual Budget Committed Exp	20,000.00 2,900.00
Month	Date	Reference	Source	Transaction	Debit	Credit
Opening Balance					0.00	0.00
1	31/03/2024	508	Journal	CDCCA hall hire - CD WP		40.00
1	22/04/2024	010 BACS	Cashbook	Sports and Play Consulting-CD	3,250.00	
1	22/04/2024	022 BACS	Cashbook	CDCCA-hall hire CD WP	40.00	
2	09/05/2024	038 BACS	Cashbook	CDCCA-Hall hire	40.00	
2	09/05/2024	044 BACS	Cashbook	SID repairs-CD	707.49	
2	24/05/2024	063 BACS	Cashbook	CDCCA Hall hire CD WP	40.00	
4	05/07/2024	117 BACS	Cashbook	PJC tree survey-CD	500.00	
4	05/07/2024	123 BACS	Cashbook	CDCCA-Hall hire CD WP	40.00	
4	24/07/2024	137 BACS	Cashbook	CDCCA Hall hire CD WP	40.00	
4	26/07/2024	141 BACS	Cashbook	Notice boards - CD	6,920.00	
7	04/10/2024	229 DC	Cashbook	Notice board pins	11.51	
7	04/10/2024	230 DC	Cashbook	Ribbon for notice boards	6.70	
7	21/10/2024	255 BACS	Cashbook	CD notice board install	3,890.00	
7	24/10/2024	251 DC	Cashbook	VE Day flags	48.00	
8	11/11/2024	269 BACS	Cashbook	Replant troughs CD war	100.00	
9	02/12/2024	300 BACS	Cashbook	Hall hire	40.00	
9	04/12/2024	306 DC	Cashbook	Planter	213.32	
9	09/12/2024	296 BACS	Cashbook	Mats for CD planter	61.65	
9	16/12/2024	P318.25	Cashbook	Planter Materials	29.25	
10	08/01/2025	P349.25	Cashbook	Aggregate Bags & Paving Buff	35.36	
10	14/01/2025	P356.25	Cashbook	Planters	65.82	
10	16/01/2025	P368.25	Cashbook	Soil for Planters	14.40	
10	29/01/2025	P373.25	Cashbook	Flowers for planters	38.06	
10	31/01/2025	P380.25	Cashbook	Hall hire CDWP	40.00	
Account Totals					16,171.56	40.00
Net Balance Month 12					16,131.56	



# WORTH PARISH COUNCIL

## Report to Council

**Title:** Donation to Haven

**Meeting:** Finance & General Purpose Committee

**Date:** 3<sup>rd</sup> March 2025

**Agenda Item:** To consider the request for making a donation of £5,000 to the Haven, £3,000 in this financial year, and £2,000 in the next financial year.

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Additional information provided by the CDCCA

**Details of what specific thing the funding is for (e.g. equipment), and the plan of when this will be bought and how it will improve the bar?**

Attached are a report and spreadsheet which explain expenditure so far on the project and items still left to do. These provide you with the general cost of the works to date and also planned future spending eg. furniture. We are not sure if the Parish's donation can refer to the general building works or if it needs to be for a specific future item. Both are covered in the information we are giving you.

**Confirmation on what setup the bar is (e.g. is it a charity, member owned, business?)**

The FAQ's on the Haven website answer this nicely. They can be found at <https://cdhavencentre.co.uk/index.php/refurbishment-faqs/>

**Constitution or rules, and the aim of the organisation?**

Again, this is on the FAQ's page.  
<https://cdhavencentre.co.uk/index.php/refurbishment-faqs/>

Additional information provided by the Chief Officer

You will have noticed that the CDCCA is using a trading arm to manage the bar for the Haven. A question was raised at a previous meeting about whether Parish Councils are allowed to make grants or donations to 'businesses' rather than charities.

As WPC is governed by the General Power of Competence, it can 'do anything that individuals generally may do'. This means that WPC could in theory pay money towards a profit-making organisation. WPC's Grant Policy does however prohibit this, so if the Committee is minded to approve this expenditure, it should be clear that it is acting outside of its Grant Policy.

You will notice from the information on the links provided, that any profits from the bar would be used for the benefit of the Haven.

Lead Officer

**Leanne Bannister, Chief Officer**

# WORTH PARISH COUNCIL

## Report to Council

**Title:** Operation Watershed application

**Meeting:** Finance & General Purpose

**Date:** 3<sup>rd</sup> March 2025

**Agenda Item:** To consider applying for Operation Watershed funding to alleviate flooding at King George V Playing Field and Sandy Lane; to approve the tender process.

It is recommended that the Finance & General Purposes Committee recommends to Council that:

- WPC agrees to make the Operation Watershed funding application, subject to a suitable contractor being selected.
- The above tender process is followed, using the electronic tendering process.
- The above contractors are approached to tender.
- WPC makes it clear to all parties that making this application does not bestow any liability for the drainage issues or ongoing maintenance on the Council.

### Background

Operation Watershed is a grant fund operated by West Sussex County Council (WSCC). It is in place to resolve issues with the drainage infrastructure. More information can be found at <https://www.westsussex.gov.uk/leisure-recreation-and-community/supporting-local-communities/operation-watershed/>.

Residents of Sandy Lane have approached the Council to request support for a flooding issue they are having on their property where water is running from King George V Field through their land and then on to Sandy Lane. The residents are having to pump considerable amounts of water from their back garden to the front, in order to divert this away from the house.

There is significant flooding on the north-east side of the Field, which impacts the use of it.

The proposed scope of works (in the form of plans) are attached as confidential documents.

These photos give an idea of the issue:



WPC considered this issue in 2021, but due to the length of time that has passed it is recommended that a new resolution is formed.

This is a complex situation because Mid Sussex District Council (MSDC) own the Field, a private residence is affected, and WSCC are responsible for the drain network on Sandy Lane. However, WPC is reaching this at an advanced stage of the process because the scope of works has already been completed, and all parties involved have agreed this.

#### Detail/Current Situation

The residents have, at their personal expense, had a scope of works prepared by a contractor. This has been approved by both MSDC, WSCC and also the Operation Watershed team.

Operation Watershed applications cannot be made by the residents, it must come from the Parish Council, and so WPC is being asked to get involved. If WPC agrees to take on this application, it needs to do the following:

1. Resolve to make the application for funding
2. Agree a tender process for the scope of works
3. Decide a contractor to complete the work, subject to funding

#### Making the application for funding

WPC is not expected to be a drainage expert in this application process; it will be guided by the Operation Watershed team throughout, even once the work has commenced the team can provide support.

WPC would become a party to the contract. However, it is important to note that WPC would not be responsible if the works are not effective, and they do not become liable for any ongoing maintenance.

The majority of the application has already been completed by the residents, just a little more work is required to fulfil the community support element.

#### Tender process

The cost of the works is expected to be in excess of £100,000, and so the following process must be followed:

- Seek formal tenders from at least three suppliers agreed by the Council.
- Any invitation to tender shall state the general nature of the intended contract and the Chief Officer shall obtain the necessary technical assistance to prepare a specification in appropriate cases. In this instance, the scope of works has already been prepared.
- The invitation shall in addition state that tenders must be addressed to the Chief Officer in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Chief Officer in the presence of at least one member of council.
- Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- Any invitation to tender issued under this regulation shall be subject to Standing Order 18d and shall refer to the terms of the Bribery Act 2010.
- Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

The contractors selected need to go through a process of approval with WSCC, so it is therefore recommended that pre-approved contractors are used in the tendering process.

These are:

Landbuild Limited  
Hamilton Construction Services  
Edburton Contractors Ltd  
Primavera Landcare Ltd  
B&M Plant Hire (Sussex) Limited

Once the tender process has been completed, Council will need to select a preferred contractor before the grant application is made. Due to the expected amount of the contract, this is a decision that will need to be made by Full Council.

#### Summary/Proposal

It is recommended that the Finance & General Purposes Committee recommends to Council that:

- WPC agrees to make the Operation Watershed funding application, subject to a suitable contractor being selected.
- The above tender process is followed, using the electronic tendering process.
- The above contractors are approached to tender.

- WPC makes it clear to all parties that making this application does not bestow any liability for the drainage issues or ongoing maintenance on the Council.

Lead Officer

**Leanne Bannister, Chief Officer**

## Crawley Down

As at January 2025

### Play Space

Site	Bowers Play space*	Haven Play space	KG/Haven Centre Field
Land adj Burleigh Infant School	1851.04	0.00	0.00
Haven Farm	0.00	12732.00	0.00
Grange Rd	35195.40	0.00	0.00
Sunnymead	0.00	3175.00	0.00
Pasture Wood	3875.00	0.00	0.00
Woodlands Close 1	51514.70	0.00	11813.74
Woodlands Close 2	0.00	11843.74	0.00
Wychwood	23157.00	0.00	0.00
<b>Totals</b>	<b>115593.14</b>	<b>27750.74</b>	<b>11813.74</b>

\* Includes kick about

### Formal Sport

Site	In Crawley Down	KG/Haven Centre Field
Haven Farm	1069.21	0.00
Grange Rd	0.00	16933.75
Sunnymead	16148.00	0.00
Pasture Wood	10033.00	0.00
Wychwood	21732.00	0.00
Hazel Close	0.00	67614.72
West of Turners Hill Rd	0.00	49920.33
<b>Totals</b>	<b>47913.00</b>	<b>134468.80</b>

### Community Buildings

Site	Haven Centre	Village Hall
Felbridge Nursery	255.90	0.00
West of Turners Hill Rd	0.00	21680.87
Hazel Close	0.00	26,619.08
<b>Totals</b>	<b>255.90</b>	<b>48299.95</b>

## Crawley Down

As at January 2025

### Community Infrastructure

Site	Add. Car parking*	Traffic calming*	Haven Centre	School safety zone
Woodlands Close Phase 1	22716.90	0.00	0.00	0.00
Woodlands Close Phase 2	0.00	29118.73	0.00	0.00
Wychwood	0.00	13447.00	0.00	0.00
Hazel Close	0.00	0.00	38439.70	0.00
West of Turners Hill Rd	0.00	0.00	0.00	13329.55
<b>Totals</b>	<b>22716.90</b>	<b>42565.73</b>	<b>38439.70</b>	<b>13329.55</b>
	*"could be"	*"could be"		

### Sustainable Transport

Site	Any
Pasture Wood	24450.00
Woodlands Close	221825.33
Wychwood	44673.00
<b>Totals</b>	<b>290948.33</b>

### Public Art

Site	
Franciscan Convent	8200.00
Burleigh Way	2314.00
Haven Centre	3427.00
Grange Rd	20712.01
<b>Totals</b>	<b>34653.01</b>

**Play Space Copthorne**

<b>Totals</b>	<b>0.00</b>
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**Formal Sport Copthorne**

<b>Site</b>	Pavilion KG Field
Holly Farm	47,177.36
Heathy Wood	430740.39
Regency Hotel	12401.21
	<b>490318.96</b>

**Community Buildings Copthorne**

	Scouts/Hub/Vhall
Holly Farm	20493.49
Heathy Wood	167954.22
	<b>188447.71</b>

**Community Infrastructure Copthorne**

	Allotments
Holly Farm	27398.10
<b>Totals</b>	<b>27398.10</b>

**Sustainable Transport Copthorne**

<b>Site</b>	
<b>Total</b>	<b>0.00</b>





# WORTH PARISH COUNCIL

## CCTV POLICY

### 1. Introduction and Objectives

- 1.1 Worth Parish Council's (the Council) vision is to ensure a true 'village feel' and that Crawley Down and Copthorne are safe, attractive and enjoyable places for our existing and future residents to live. To this end, the Council is committed to ensuring the safety and security of its residents, visitors, staff and facilities.
- 1.2 Whilst new technologies provide better opportunities for the Council to prevent and detect crime and antisocial behaviour within Copthorne and Crawley Down, we realise that this must be balanced against an individual's rights of privacy.
- 1.3 This policy is therefore designed to address both the powers and obligations of the Council, and the legislation protecting the rights of individuals, in order to ensure that the Council's use of CCTV is lawful, proportionate, safe, and reasonable. It also aims to reassure individuals and the wider community that surveillance cameras are used for their safety and support, rather than for monitoring or intrusion.

### 2. Legal Framework

- 2.1 The CCTV system is operated in compliance with the following legislation:

- **The Data Protection Act 2018 and General Data Protection Regulation (GDPR):** The CCTV system will be operated in a way that ensures personal data is processed fairly, lawfully, and securely.
- **Surveillance Camera Code of Practice** (Home Office, 2013): The Council adheres to the 12 guiding principles outlined in the [Surveillance Camera Code of Practice](#) for the responsible use of CCTV, which was issued under the **Protection of Freedoms Act 2012**.
- **The Human Rights Act 1998:** The operation of CCTV must respect individuals' right to privacy under the European Convention on Human Rights.

- 2.2 The Council recognises its obligations under the above legislation and considers the use of CCTV in Worth Parish to be a necessary, proportionate and suitable tool to help prevent, detect and reduce crime; reduce the fear of crime; and improve public safety.

### 3. Purpose and Scope of the Policy

- 3.1 This policy outlines the operation of Worth Parish Council owned Closed-Circuit Television (CCTV) systems and has been written in accordance with the Information Commissioner's CCTV Code of Practice and the National Surveillance Commissioner's CCTV Code of Practice. It is also written in compliance with current UK legislation, as outlined above.
- 3.2 The following are covered by this policy:
- (a) **The System Owner:** This is Worth Parish Council. We are responsible for the ownership of the system with overall responsibility for ensuring this Policy is adhered to and the system is properly maintained in accordance with contractual arrangements. We will maintain close liaison with Sussex Police as the Data Controller and Data Processor.
  - (b) **The Data Controller and Data Processor:** This is Sussex Police. They have primary responsibility for operating the Council's CCTV as part of the Sussex Public Facing CCTV Partnership and are responsible for how the system is used and its purpose. Sussex Police also has primary responsibility for operating the Council's CCTV in compliance with the Data Protection Act 2018. Day-to-day responsibility will be devolved to the Manager.
  - (c) **System Manager:** Members of Sussex Police staff who are trained and authorised to use surveillance equipment and have the devolved authority to manage CCTV on behalf of the Sussex Public Facing CCTV Partnership. (Check with Sussex Police if this is correct).
  - (c) **System User:** Sussex Police staff who are trained and authorised to use surveillance equipment.
  - (d) **Data Subject:** Any individual whose personal information is captured by surveillance equipment.

### 4. Purpose of CCTV Surveillance

- 4.1 The Council has installed CCTV in the Parish to enhance the safety of those who live, work, trade and visit the Parish, particularly in those areas covered by the cameras. It will help reduce the fear of crime; assist the prevention, investigation and detection of crime; the apprehension and prosecution of offenders; the maintenance of public order and the reduction of vandalism. The cameras may also be used to support the Council's statutory obligations and duties.

4.2 The system will be used and data processed for the following purposes only:

- To prevent and detect crime, providing evidential material for criminal proceedings.
- To deter and detect incidents of anti-social behaviour, providing evidential material for criminal proceedings.
- To assist with other civil proceedings such as insurance claims.
- On occasions it may also be used to provide information about footfall and traffic flow. When such information is provided, it will not be personalised. (Do we want to include this as an option? I understand Chroma Vision can turn this function on if required.)

4.3 The systems shall not be used for any other purpose and the monitoring of the lawful movements of any individual is prohibited.

## **5. Scope of the CCTV**

5.1 Camera surveillance is maintained using static and/or pan tilt zoom cameras at the following locations:

- The Village Green, Copthorne;
- Station Road, Crawley Down.

5.2 It is anticipated that following a period of review, a decision will be taken about whether additional cameras should be installed in the Parish. This may include the use of redeployable cameras, which can be located temporarily and transported to provide surveillance in different areas. The use of such cameras and the data produced by their use, will always accord with the objectives of the CCTV System and be governed by this Policy and the Policies and Procedures of the Data Controller and Data Processor.

5.3 None of the cameras forming part of the System will be installed in a covert manner. Some may be enclosed within 'all weather domes' for aesthetic or operational reasons but the presence of all cameras will be identified by appropriate signs.

5.4 A map showing the number and location of all fixed cameras in the Parish is available on request.

## **6. System Operation**

6.1 Cameras are positioned to monitor public areas for the purposes stated above. The System will be operated fairly, within the law, and only for the purposes for which it was established and are identified in this Policy, or which are subsequently agreed in accordance with this Policy.

6.2 The system will be operated in accordance with the Data Protection Act 1998 and all the requirements and principles of the Human Rights Act 2003 at all times.

- 6.3 The public interest in the operation of the system will be recognised by ensuring the security and integrity of operational procedures.
- 6.4 The operation of the System will also recognise the need for formal authorisation of any covert 'directed' surveillance or crime trend 'hotspot' surveillance as required by the Regulation of Investigatory Powers Act (RIPA) 2000 and Sussex Police policies and procedures.
- 6.5 The System will be operated in due deference to the general right to respect for the individual and regard for their private and family life. This means cameras will not be used to look into private residential property. Privacy zones have been put in place so that no camera will see into a resident's home and Operators will be specifically trained in privacy issues. In addition, no audio recording is enabled. (Check: Do we need to put privacy zones in where cameras will see into business properties? Do we need to liaise with the businesses in question to see if they want that?)
- 6.6 The System will be operated with respect for all individuals, recognising the right to be free from inhuman or degrading treatment and without any discrimination on any grounds such as sex, race, colour, sexual orientation, language, religion, political opinion, national or social origin or association with a national minority, property, birth or other status.

## **7. Access and Monitoring**

- 7.1 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.
- 7.2 Images are recorded through cloud-based viewing with security coded software. This is monitored and controlled by Sussex Police within the Force Command Control and Contact Department based at their Lewes headquarters.
- 7.3 Councillors and Council members of staff will NOT have access to images recorded by the system. Footage is monitored and controlled solely by named system users who are trained and authorised personnel of Sussex Police. Access is provided to limited staff only with individual login access.
- 7.4 CCTV equipment has the capability of recording all cameras simultaneously throughout every 24-hour period. CCTV Operators are able to record images from selected cameras in real-time, produce hard copies of recorded images, replay or copy any pre-recorded data at their discretion and in accordance with Sussex Police Policies and Procedures.

- 7.5 All viewing and recording equipment shall only be operated by trained and authorised users. All Operators will receive training relevant to the requirements of the Human Rights Act 2003, Data Protection Act 2018, Regulation of Investigatory Powers Act 2000 and Sussex Police Codes of Practice and Procedures. They will be licensed by the Security Industry Authority where relevant and further training provided as necessary.
- 7.6 Unauthorised persons will not have access without an authorised member of staff being present.
- 7.7 Public access to the monitoring and recording facility will be prohibited except for lawful, proper and sufficient reasons and only then with the personal authority of the System Manager. Any such visits will be conducted and recorded in accordance with Sussex Police's Policies and Procedures.
- 7.8 Regardless of their status, all people attending Sussex Police headquarters to view cameras will be required to sign in and sign a declaration of confidentiality.
- 7.9 Requests for access to images by individuals wanting to access their personal data (Subject Access Requests) and requests by third parties will be directed to Sussex Police in accordance with their policies, procedures and legal obligations. See [paragraph XXX](#) below for details of how to make a subject access request.

## **8. Data Processing and Handling of Recorded Material**

- 8.1 No recorded material, whether digital, analogue, hard copy or otherwise will be released by the Data Controller unless it is in accordance with their policies, procedures and legal requirements.
- 8.2 For the purposes of this Policy, 'recorded material' means any material recorded by, or as the result of, the technical equipment which forms part of this System. This specifically includes images recorded digitally or on other media including still prints.
- 8.3 Every recording made by the use of the System has the potential for containing material that may need to be admitted in evidence at some point during the period of its retention. Members of the public must have total confidence that the information recorded will be treated with due respect for private and family life. It is therefore imperative that all recorded material is treated strictly in accordance with the Data Processor and Data Controllers Policies and Procedures in accordance with legislation until the final destruction of the material.
- 8.4 Data will be processed in accordance with the Data Protection Act 1998, summarised as:
- All personal data will be processed fairly and lawfully.
  - Personal data will be obtained only for the purposes specified.

- Personal data held will be accurate, relevant and not excessive in relation to the purpose for which the data is processed.
- Steps will be taken to ensure personal data is up to date.
- Personal data will be held no longer than is necessary.
- An individual will be allowed to access their data in accordance with the relevant legislation.
- Procedures will be implemented to prevent unauthorised access to, alteration, disclosure or loss of, or destruction of information.
- Information will not be transferred outside of the European Economic area unless the rights of individuals are protected.

8.5 Access to, and the use of, recorded material will be strictly for the purposes defined in this Policy only. Recorded material will not be copied, sold or otherwise released or used for commercial purposes or for the provision of entertainment; or otherwise made available for any use incompatible with this Policy or the Policies and Procedures of Sussex Police as Data Controller and Data Processor.

8.6 If prints are released to the media in an effort to identify alleged offenders or potential witnesses, full details will be recorded in compliance with Sussex Police's Policies and Procedures.

8.7 The operator of the System has been notified to the Information Commissioner's Office in accordance with the current Data Protection Legislation. (Check - Do we do this or Sussex Police?)

## 9. Data Retention and Security

9.1 Recordings will be stored securely by Sussex Police for a period of 31 days. After that time, they will be overwritten by new recordings.

9.2 If a recording is believed to include evidence to be used in accordance with the authorised purposes of the System the recording will be archived on a separate hard drive to be available for investigations or legal proceedings. The recordings will be retained, stored and securely deleted in accordance with Sussex Police's Policies and Procedures.

9.3 Every item of recorded material that is produced is managed using specific software which provides a clear audit trail.

9.4 Copyright and ownership of all material recorded on the System will remain with Sussex Police as the Data Controller. (Check is this correct, or is it WPC as System Owner?)

## 10. Public Awareness

10.1 CCTV signs are displayed prominently in all areas covered by CCTV, informing the public of its presence and purpose. Contact information for Sussex Police is provided

on the signs for individuals seeking further information or wishing to exercise their data rights.

10.2 This Policy will be available on the Council's website and in paper format upon request to the Council.

## **11. Requests for Information – Subject Access Request**

11.1 Individuals have the right to:

- Access their personal data (Subject Access Request).
- Request rectification or erasure of data where applicable.
- Restrict or object to the processing of their data.

11.2 Any request from an individual for disclosure of personal data which they believe is recorded by virtue of the System will be directed to Sussex Police as Data Controller and Data Processor. This will be treated as a Data Protection Subject Access Request and is exempt from the provisions of the Freedom of Information Act.

11.3 Any person making such a request should use the Sussex Police Subject Access Request Form, a link to which can be found on the Council's website here: [insert link.](#)

11.4 Any person making a request must be able to satisfactorily prove their identity and provide sufficient information to enable the data to be located.

11.5 If the relevant footage shows third parties and the provision of such could involve an unfair intrusion into the privacy of the third party, the footage will not be disclosed unless all third parties have provided written agreement that that the relevant footage can be obscured. **(Is this the case - check this with Sussex Police).**

11.6 In accordance with Section 29 of the Data Protection Act 1998, personal data processed for the prevention of crime and/or the apprehension or prosecution of offenders is exempt from the subject access provisions to the extent to which the application of the provisions to the data would be likely to prejudice these matters.

## **12. Review and Audit**

12.1 The CCTV System will be reviewed annually to ensure it remains necessary, proportionate and effective.

12.2 The operation of the System will also be audited on an annual basis to check for compliance with the Data Controller and Data Processors Code of Practice and Practice Manual.

- 12.3 This Policy will be reviewed annually by Worth Parish Council to ensure it remains compliant with legislation and continues to meet its objectives, in consultation with Sussex Police and any organisation with a participatory role in the operation of the System.
- 12.4 Sussex Police will also keep their Code of Practice and Procedural Manual under review. Any major changes (i.e. those which are likely to have a significant impact upon the Code of Practice or Procedural Manual or upon the operation of the System) will only take place after consultation with Worth Parish Council and any organisation with a participatory role in the operation of the System.
- 12.5 A minor change (i.e. such as may be required for clarification and will not have a significant impact) may be agreed between the System Manager and System Owner.

### **13. Complaints**

- 13.1 Any concerns or complaints regarding the introduction and use of CCTV by the Council can be directed to the Council's Chief Officer at First Floor, The Parish Hub, Borers Arms Road, Copthorne, West Sussex, RH10 3ZQ or via email to [clerk@worth-pc.gov.uk](mailto:clerk@worth-pc.gov.uk).
- 13.2 Where the enquirer or complainant is a third party, and the enquiry or complaint relates to someone else, the written consent of the Data Subject is required.
- 13.3 The Council will investigate all complaints in accordance with its complaints procedure and take appropriate action if necessary.
- 13.4 All System Users are contractually subject to Regulations governing confidentiality and discipline. Any performance issues identified will be considered under the appropriate organisation's disciplinary procedures.

**Adopted by Worth Parish Council on: [Date]**

**Review Date: [Date]**





# WORTH PARISH COUNCIL

## GENERAL PRIVACY NOTICE

### 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.

### WHO ARE WE

This Privacy Notice is provided to you by Worth 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
- Sussex Police

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we 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 mean we are all collectively responsible 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:**

- 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.
- How we use sensitive personal data

We 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.

**DO WE NEED YOUR CONSENT TO PROCESS YOUR SENSITIVE PERSONAL DATA**

In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

**THE COUNCIL WILL COMPLY WITH DATA PROTECTION LAW. THIS SAYS THAT THE PERSONAL DATA WE HOLD 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.

**WE USE YOUR PERSONAL DATA 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, Instagram, 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.

## **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 that use.

## **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.

## **HOW LONG DO WE KEEP YOUR PERSONAL DATA?**

We will keep some records permanently if we are legally required to do so. We may keep some other records 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. We may have 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). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

## **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.

### **THE RIGHT TO ACCESS PERSONAL DATA WE HOLD ON YOU**

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.

### **THE RIGHT TO CORRECT AND UPDATE THE PERSONAL DATA WE HOLD ON YOU**

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

### **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).

### **THE RIGHT TO OBJECT TO 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.

### **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.

### **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 emailing us on [enquiries@worth-pc.gov.uk](mailto:enquiries@worth-pc.gov.uk).

### **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/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

### **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].

## **FURTHER PROCESSING**

If we 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.

## **CHANGES TO THIS NOTICE**

We keep this Privacy Notice under regular review and we will place any updates on this web page [www.worthparishcouncil.co.uk](http://www.worthparishcouncil.co.uk). This Notice was last updated in June 2018.

## **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 at [enquiries@worth-pc.gov.uk](mailto:enquiries@worth-pc.gov.uk).

## **REVIEW OF THE POLICY**

Subject to any new legislation, changes in Statute or case law which require immediate amendment; or the requirements of the Parish Council, this Policy will be reviewed within two years of adoption.

**Date of Adoption: XXX**

**Reviewed: XXXX**

**Reviewed: XXXXX**



# WORTH PARISH COUNCIL

## SUBJECT ACCESS REQUEST POLICY

### 1 SCOPE

All personal data processed by Worth 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 Worth 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 Worth Parish Council derived the information; and
- Where appropriate, logic involved in any automated decisions relating to them.

### 2 PROCEDURE

- 2.1 Subject Access Requests must be by email to [enquiries@worth-pc.gov.uk](mailto:enquiries@worth-pc.gov.uk).
- 2.2 The data subject must provide evidence as to identity.
- 2.3 The data subject must identify the data that is being requested and where it is being held, and this information must be shown in the email. Note that the data subject is entitled to ask for all data that Worth Parish Council holds, without specifying that data.
- 2.4 The date by which the identification checks, and the specification of the data sought must be recorded; Worth 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.
- 2.5 The SAR application is immediately forwarded to the Chief Officer, who will ensure that the requested data is collected within the time frame.

Collection will entail either:

- Collecting the data specified by the data subject; or
  - Searching all databases and all relevant filing systems (manual files) in Worth Parish Council, including all back up and archived files, whether computerised or manual, and including all e-mail folders and archives. The Parish Clerk maintains a data map that identifies where all data in Worth Parish Council is stored.
- 2.6 Worth Parish Council 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.
  - 2.7 Worth Parish Council 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.
  - 2.8 If the requested data falls under one of the following exemptions, it does not have to be provided:
    - Crime prevention and detection.
    - Negotiations with the requester.

- Management forecasts.
  - Confidential references given by Worth Parish Council (not ones given to Worth Parish Council).
  - Information used for research, historical or statistical purposes.
  - Information covered by legal professional privilege.
- 2.9 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.
- 2.10 The electronic formats used for responses to SARs are:
- .CSV file

## **REVIEW OF THE POLICY**

Subject to any new legislation, changes in Statute or case law which require immediate amendment; or the requirements of the Parish Council, this Policy will be reviewed within two years of adoption.

**Date of Adoption: XXX**

**Reviewed: XXXX**

**Reviewed: XXXXX**





# WORTH PARISH COUNCIL

## GDPR 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 Worth 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. Worth Parish Council shall report any personal data breach to the data controller (Chief Officer) without undue delay.
- 3.2. The data controller records the breach in the Internal Breach Register.
- 3.3. Notification is made by email, phone call, etc.
- 3.4. Confirmation of receipt of this information is made by email

### 4. PROCEDURE – BREACH NOTIFICATION DATA CONTROLLER TO SUPERVISORY AUTHORITY

- 4.1. The Chief Officer shall notify the supervisory authority (ICO) without undue delay, of a personal data breach.
- 4.2. The Chief Officer assesses whether the personal data breach is likely to result in a risk to the rights and freedoms of the data subjects affected by the personal data breach.
- 4.3. If a risk to the aforementioned is likely, the Chief Officer 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.

4.4. The data controller shall record the following information 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.

4.5. The Chief Officer will notify the Chairman of the Council.

4.6. Notification is made by email, phone call, etc.

4.7. Confirmation of receipt of this information is made by email.

## **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 Worth 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 at 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 Council 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.

## **REVIEW OF THE POLICY**

Subject to any new legislation, changes in Statute or case law which require immediate amendment; or the requirements of the Parish Council, this Policy will be reviewed within two years of adoption.

**Date of Adoption: XXX**

**Reviewed: XXXX**

**Reviewed: XXXXX**