

**NORTH HORSHAM PARISH COUNCIL  
ANNUAL PARISH COUNCIL MEETING  
THURSDAY 5<sup>TH</sup> JULY 2018 AT 7.30pm  
AT ROFFEY MILLENNIUM HALL**

**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.

**3. Minutes.**

Circulated separately and on website.

**4. Declarations of Interest.**

Members are advised to consider the agenda for the meeting and determine in advance if they may have a **Personal, Prejudicial or a Disclosable Pecuniary 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. Where you have a **Prejudicial 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. 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.

**5. Committees and Working Parties**

Minutes of the following meetings have been circulated separately.

- (a) Property Committee - 14<sup>th</sup> June 2018.
- (b) Planning, Environment and Transport Committees – 24<sup>th</sup> May 2018 and 21<sup>st</sup> June 2018.
- (c) Finance and Administration Committee – 28<sup>th</sup> June 2018.
- (d) Personnel Committee – 17<sup>th</sup> May 2018.
- (e) Notes from the Year of Culture 2019 working party meeting 25<sup>th</sup> June 2018.

- 6. Reports from Representatives on Outside Bodies.**  
None submitted.
- 7. Reports from District or County Councillors**  
None submitted.
- 8. Chairman's Announcements**  
None to date.
- 9. Calendar of Meetings**
1. To correct a date for the April 2019 Personnel Committee which is noted as 1<sup>st</sup> April 2019 when it should be the 4<sup>th</sup> April 2019.
  2. To move the Personnel Meeting scheduled for 13<sup>th</sup> September 2018 to 9<sup>th</sup> August 2018 to space the meetings more evenly through the year.
- 10. Appointments to Council Committees and Outside Bodies.**  
The Vice Chairman of the Council chose not to sit on the Finance and Administration Committee, therefore there is a vacancy.
- 11. Financial Matters. (Annex 1)**  
Expenditure List for May 2018 (included) and June 2018 (to follow).
- 12. Voluntary Sector Support**  
Horsham District Council would like to extend their outreach to strengthen local connections. They would like to have a presence locally where a member of the Voluntary Sector Support team would work from a local parish with two main aims:-
- To encourage local people interested in volunteering to get in touch
  - To encourage local charities to drop in for information, support and guidance.
- The Parish Council could act as host or alternatively could suggest alternative organisations that may like to host.  
The Parish Council would need to explore what requirements the outreach would need. There may be an opportunity to offer the Member's Room or an alternative dependent on bookings.
- 13. Horsham District Polling District and Polling Station Review. (Annex 2)**  
North Horsham Parish Council's Community halls (Roffey Millennium Hall, North Heath Hall and Holbrook Tythe Barn) are used as polling stations. Other polling stations are used in the parish. The review questionnaire has 15 questions covering ease of access, lighting, size of room and the current boundaries. There is an opportunity to feed back any other

comments. This is an opportunity to give feedback, should there be any.

#### **14. General Data Protection Regulations (GDPR)**

North Horsham Parish Council GDPR Data Audit has been circulated to all Councillors. The report has been annotated to note actions taken in response to the findings.

The Department for Digital, Culture, Media and Sport has issued a public consultation 'Review of exemptions from paying charges to the Information Commissioner's Office (June 2018).

One question in particular potentially relates to Parish Councillors:-

“(3) Proposed new exemptions

Elected representatives\* (separate to their elected assembly or political party) can be data controllers in their own right particularly where they engage with and undertake casework on behalf of their constituents. Government has previously committed to considering the appropriateness of elected representatives being required to pay a charge in respect of their processing of personal data. The Government is minded that this activity deriving from their public office and public function should not be liable to a charge. The Government also wishes to avoid barriers to democratic engagement, mirroring the approach that the Government has taken during the passage of the Data Protection Act through Parliament.

The Government is minded that all elected representatives should be exempt, as well as members of the House of Lords and (prospective) candidates for those elected offices.

\*Elected representatives as defined in Schedule 1 of the Data Protection Act 2018 (includes parish councils)

Suggested response points.

- parish councilors should be exempt from paying a charge in respect of processing personal data.
- The cost of registering could stop individuals from putting themselves forward for election.
- The additional bureaucracy is a barrier to democratic engagement.
- Work on a very local level with limited resources and being expected to comply with measures set for large organisations with access to a range of resources.

**15. Policies**

Policies will be circulated by e-mail and be put with the Clerk's Report onto the Parish Council website.

Data Breach Notification Policy

Data Breach Notification Form

Subject Access Request Policy

Documents and Records Retention Policy

CCTV Policy and Code of Practice.

General Privacy Notice – website

General Privacy Notice – staff handbook

Training and Development Policy

Fire Safety Policy

Handling of DBS Certificates Policy

Recruitment of ex-offenders Policy

**16. Unregistered footpaths on Parish Council land**

A list of footpaths and maps will be circulated by e-mail and annexed to the Clerk's Report for this meeting on the Parish Council website.

Horsham Society has expressed concern that 17 footpaths in North Horsham's built up area are not registered as definitive rights of way by West Sussex County Council. This means that they could be closed to the public in the future. If a footpath/ pathway has been used for more than 20 years there is a right for the public to use it. The Horsham Society is collecting evidence from residents to try to get as many of the footpaths as possible registered. Two of the footpaths are on Parish Council land across Amberley Open space and along the Riverside Walk off North Heath Lane. The Planning, Environment and Transport Committee recommended that the Parish Council supports the designation of the 17 footpaths in North Horsham listed by the Horsham Society to be designated as Rights of Way and to register the footpath from Amberley Road and Riverside Walk of North Heath Lane with WSCC as part of their Definitive Map.

**17. Neighbourhood Plan**

A leaflet to gauge public interest in making a Neighbourhood Plan for North Horsham parish has been distributed throughout the area. The deadline for the responses is 16<sup>th</sup> July 2018. To 28<sup>th</sup> June there have been 40 responses with only 2 people against a Plan. Around 20 people have offered to get involved in making the Plan.

Should the Parish Council go ahead with the Neighbourhood Plan a Steering Group will need to be elected to proactively take the Plan forward and it is recommended that a consultant is engaged to guide the project in

the first instance so that it can be completed with expediency.

**18. Correspondence. (Annex 3)**

Correspondence list from 11<sup>th</sup> May 2018 to 28<sup>th</sup> June 2018 attached. List B from 29<sup>th</sup> June 2018 to 5<sup>th</sup> July 2018 to follow.

**19. Date of next meeting**

6<sup>th</sup> September 2018 (Scheduled).

Pauline Whitehead -Clerk to North Horsham Parish Council -28<sup>th</sup> June 2018

Printed on : 13/06/2018

## North Horsham Parish Council Current Yr

At : 11:22

## LLoyds Bank Accounts

## List of Payments made between 01/05/2018 and 31/05/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2018	Horsham District Council	DD-7394128	168.30		Dog bins May 2018
01/05/2018	Scottish Water Business Stream	DD-BS	241.13		Water 11.01.18-02.04.18
01/05/2018	Horsham District Council	DD-May 18	1,613.00		Rates May 2018
01/05/2018	Horsham Publications Ltd	DD-On Acc	68.10		Purchase Ledger Payment
03/05/2018	CF Corporate Finance Ltd	DD-0195286	158.94		Photocopier lease
03/05/2018	British Gas Business	DD-BGas	386.89		Electricity 14.03.18-13.04.18
03/05/2018	EDF Energy Ltd	DD-May18	115.23		Streetlighting electricity
09/05/2018	Petty Cash	Petty Cash	135.09		
09/05/2018	Adrian Mobile Locksmith Ltd	01090518	131.40		Repair door hinges
09/05/2018	G. Burley & Sons Ltd.,	02090518	1,771.69		Grass cutting
09/05/2018	ELA Group	03090518	150.49		Lift service
09/05/2018	H Griffiths	04090518	52.65		Feb/ March 18 expenses
09/05/2018	Horsham District Council	05090518	1,682.60		Roffey Cemetery maint contrib
09/05/2018	D. Lees	06090518	37.35		April 2018 expenses
09/05/2018	NETCOM	08090518	180.36		IT Provision
09/05/2018	Shaw & Sons Ltd	09090518	177.22		Jackdaw Ln Bus Shelter repair
09/05/2018	N. Simmonds,	10090518	455.00		Emergency light repair
09/05/2018	Victim Support	11090518	500.00		Grant
09/05/2018	Viking Direct	12090518	29.02		Shredder oil/ duplicate book
09/05/2018	West Sussex County Council	13090518	24,285.14		Salaries May 2018
09/05/2018	GDPR Services	8990	1,080.00		GDPR services
09/05/2018	Lloyds Bank	07090518	20.07		Credit card payment
16/05/2018	I Thirkettle	8992	100.00		Refund deposit 21385
16/05/2018	Lloyds Bank	17052018	50.48		Padlocks
16/05/2018	Lloyds Bank	1705181	10.49		Dishwasher tablets
17/05/2018	Lloyds Bank	170518	20.00		Discs
17/05/2018	Lloyds credit card	02032018	-5.50		refresh
17/05/2018	City Electrical Factors Ltd	1705181	36.12		Return Hand Dryer
17/05/2018	Enterprise Services Group Ltd	1705182	160.02		Santary collection
17/05/2018	D. Lees	1705183	57.84		Insurance - business use
17/05/2018	N. Simmonds,	1705185	307.00		PAT Testing
17/05/2018	M Stoner,	1705186	37.80		Expenses April 2018
23/05/2018	CAME & CO	2305181	8,567.17		Insurance
23/05/2018	Air Conditioning Direct Suppli	2305182	324.00		Routine service
23/05/2018	Johnson Logistics	2305183	570.00		Repair fences and CO2 alarms
23/05/2018	N. Simmonds,	2305184	40.00		Repair emergency light fitting
25/05/2018	British Gas Business	DD	101.40		Gas 24.03.18-02.05.18
25/05/2018	British Gas Business	DD	306.09		Gas 27.03.18-02.05.18
31/05/2018	Lloyds bank credit card	310518	30.00		Leaving token
31/05/2018	British Gas Business	DD-310518	432.37		Electricity 02.04.18-01.05.18
31/05/2018	British Gas Business	DD310518-1	254.88		Electricity 02.04.18-01.05.18

<b>Total Payments</b>	<b>44,839.83</b>
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**Review of Polling Districts and Places 2018  
Feedback Form**

Q1 Name of Polling Station or Polling District

Your Name

Group or Organisation you represent

e-mail address

(none of the above are mandatory but if people wish to be kept up to date and see the comments from the returning officer they need to leave their e-mail address)

Q2 Is your polling station within walking distance or convenient for public transport?

Yes  No

Q3 Are there adequate parking facilities?

Yes  No  N/A

Q4 Are you satisfied with the location of the polling station

Yes  No

If no can you suggest an alternative?

Q5 Are the access paths in good condition

Yes  No

Q6 Is the lighting adequate

Yes  No

If no is the inside or outside lighting the problem

Q7 Does the entrance need a temporary ramp provided?

Yes  No  N/A

Q8 Is it easy to gain access?

Yes  No

If no why not

Q9 Can you suggest any alterations that are needed to make the building easier to use?

Q10 Are there any trip hazards?

Yes  No

If yes where

Q11 Is the room used as a Poling Station too small?

Yes  No

Q12 Are corridors suitable for wheelchair access?

Yes  No  N/A

Q13 Can you suggest a better room to use in the building?

Q14 Do you have any comments on the current boundaries or proposed boundaries of the polling districts?

Q15 Do you have any other comments you wish to make? If you think that a polling station is not suitable it would be helpful if you have a suggestion for a better location to use.





# 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 who will pass details to the Data Protection Officer. (GDPR-Info Ltd)
- 3.2 GDPR-*info* Ltd notifies their contact within the data controller, which is recorded 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 GDPR-Info Ltd shall notify the supervisory authority [ICO] without undue delay, of a personal data breach.
- 4.2 GDPR-Info Ltd 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, GDPR-Info Ltd 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 (Clerk) shall provide the following information to the supervisory authority on a Breach Notification Form:
- 4.5 A description of the nature of the breach
- 4.6 The categories of personal data affected
- 4.7 Approximate number of data subjects affected
- 4.8 Approximate number of personal data records affected
- 4.9 Name and contact details of GDPR-*info* Ltd
- 4.10 Likely consequences of the breach
- 4.11 Any measures that have been or will be taken to address the breach, including mitigation
- 4.12 The information relating to the data breach, which may be provided in phases.
- 4.13 GDPR-*info* Ltd notifies their contact within the supervisory authority, which is recorded in the Internal Breach Register
- 4.14 Notification is made by [email, phone call, etc.].
- 4.15 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 North Horsham Parish Council shall notify the affected data subjects without undue delay, [using this form/in accordance with GDPR-*info* Ltd.'s recommendations].
- 5.2 The notification to the data subject shall describe in clear and plain language the nature of the breach including the information specified 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**

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. It will be put to full Council.



# North Horsham Parish Council Breach Notification Form

**Council Name:**

**North Horsham Parish Council**

**Name of Data Protection Officer:**

**GDPR-info Ltd**

<b>Reference Number of Incident</b>	
<b>Date Incident Detected</b>	Click here to enter a date.
<b>Date Incident Occurred</b>	Click here to enter a date.
<b>Name of Incident Owner</b>	
<b>Details of Incident</b>	
<b>Personal/Sensitive Data?</b>	Choose an item.
<b>Manual/ Automated Data?</b>	Choose an item.
<b>Encrypted Data?</b>	<input type="checkbox"/>
<b>Volume of Data</b>	
<b>Supervisory Authority Notified?</b>	<input type="checkbox"/>
<b>Supervisory Authority Notification Date</b>	Click here to enter a date.
<b>Supervisory Authority Notification Reference #</b>	
<b>Extra Information</b>	



GDPR-info

For further information Please contact us at [GDPR-info](https://www.gdpr-info.com)



# 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

GDPR-*info* Ltd are responsible for the application and effective working of this procedure, and for reporting to the Parish Clerk on Subject Access Requests (SARs).

GDPR-*info* Ltd is responsible for handling all SARs.

### 3. Procedure

- 3.1 Subject Access Requests must be made using our web page <https://gdpr-info.com/data-protection-contact-form/>
- 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 is immediately forwarded to GDPR-info Ltd, 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 e-mail folders and archives. The Parish Clerk maintains a data map that identifies where all data in North Horsham Parish Council is stored.

- 3.6 GDPR-info Ltd 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 GDPR-info Ltd 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

## DOCUMENTS AND RECORDS RETENTION POLICY

*This code of practice is based on the National Association of Local Councils (NALC) Legal Topic Note40 (November 2016) on Local Councils' Documents and Records and 'Charles Arnold Baker on Local Council Administration' (Tenth Edition). Updated to respond to General Data Protection regulations (GDPR) 2018.*

### **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 Employments 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 documents 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 or the Senior Assistant'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.

6.2 Other delegated staff are responsible for ensuring their records are kept and destroyed in line with this policy.

6.3 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.

## APPENDIX A

### Recommended Document Retention Timescales

The retention period should be the number of years specified plus the current financial period (i.e. three years plus the current period, therefore at least three years documentation will always be retained at any given point in time).

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

### Document Retention Period

#### Finance

Document	Retention Period
Financial Published Final Accounts	Indefinitely
Signed Audited Accounts	Indefinitely
Final Account working papers	5 years
Records of all accounting transactions held by the Financial Management System	At least 5 years
Cash Books (records of monies paid out and received)	6 years
Cheque Payment Listings (Invoices received)	6 years
Bank paying in books and cheque stubs	6 years
Invoices Capital and Revenue	6 years
BACS listings	6 years
Goods received notes, advice notes and delivery notes attached to invoice	6 years
Copy receipts	6 years
Petty cash vouchers and reimbursement claims	6 years
Debtors and rechargeable works records	6 years
Expenses and travel allowance claims	6 years
Asset Register for statutory accounting purposes	10 years
Journal Sheets	6 years
Ledger / Trial Balance	10 years
Year end ledger tabulations – ledger details and cost updates	5 years
Published Budget Books	Indefinitely
Financial Plan	Indefinitely
Budget Estimates – Detailed Working Papers and summaries	3 years
Bank Statement and Instructions to banks	6 years
Bank Statements (Hardcopy)	6 years
Banking Records including Giro cheques, bills of exchange and other negotiable instruments	6 years

Refer to Drawer (RD) cheques	2 years
Cancelled Expenditure cheques	2 years
Bank Reconciliation	3 years
Cheques presented / drawn on the Council bank accounts	3 years
Prime records that money has been correctly recorded in the Councils financial systems	3 years
Grant/Funding Applications & Claims	5 years
Precept Forms	Indefinitely
Internal Audit Plans/ Reports	3 years
Fees and Charges Schedules	6 years
Time sheets and overtime claims	6 years
Payroll and tax information relating to employees	6 years
Payroll costing analysis	2 years
Records of payment made to employees for salaries / wages (including intermediate payslips)	6 years
Statutory end of year returns to Inland Revenue and Pensions Section	Indefinitely
Loans and Investment Records; temporary loan receipts and loan tabulations	6 years (after redemption of loan)
VAT, Income Tax and National Insurance Records	6 years
Current and expired insurance contracts and policies indefinitely Insurance records and claims	6 years
Capital and contracts register	Indefinitely
Final accounts of contracts executed under hand	6 years from completion of contract
Final accounts of contracts executed under seal	12 years from completion of contract
All Other reconciliations	3 years
Quotations and tenders	6 years
Paid invoices	6 years
Investments	Indefinitely

## Personnel

Unsuccessful application forms	6 months
Unsuccessful reference requests	6 months
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
Criminal Records Bureau Checks	6 months

Personnel files and training records	2 years after employment ceases
Disciplinary or grievance investigations - proved -Verbal -Written -Final warning - Anything involving children	6 months 1 year 18 months Permanently
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	2 years
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

## CCTV POLICY AND CODE OF PRACTICE

### 1. Introduction

1.1 Closed circuit television (CCTV) is installed at the Council premises 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 Data Protection Act 1998, the General Data Protection Regulation and the Data Protection Act 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 are the Data Controllers under the Act.

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 Councils 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 names of the Data Controllers 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 Data Controllers*, who 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 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 the 1998 Act, the GDPR and the DPA 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 the Clerk/DPO. The data controller will locate the images requested. The data controller will determine whether disclosure to the data subject would entail disclosing images of third parties.

10.2 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, the data controllers 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 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

10.4 The Data Controller will provide a written response to the data subject within **30** days of receiving the request setting out the data controllers' 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

## GENERAL 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?

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.

### **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.

### **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.

### **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.

### **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.

### **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.

## **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 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.

## **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 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.

### **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.

### **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 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.

### **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 visiting this website <https://gdpr-info.com/data-protection-contact-form/> or email.

### **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 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.

### **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 July 2020.

### **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:

The North Horsham Parish Council Data Protection Officer: GDPR-Info Ltd  
Email: [dpo@gdpr-info.com](mailto:dpo@gdpr-info.com)



# North Horsham Parish Council

## TRAINING AND DEVELOPMENT POLICY

*This policy has been prepared using the SALC Model policy January 2018 updated to comply with General Data Protection Regulations July 2018.*

### **1. Introduction**

- 1.1 The council recognises that training and development for staff and councillors is a major investment in its ability to deliver effective services, and will seek to create a culture of continuing development to enable staff and councillors to achieve their full potential.
- 1.2 The council will comply with the principles of the National Training Strategy for Town and Parish Councils and will subscribe to the Sussex and Surrey Association of Local Councils and Society of Local Council Clerks to ensure staff and councillors may attend their training. Training may be provided by a range of appropriate bodies including Horsham District Council, West Sussex County Council and other external training providers.

### **2. Policy Commitments**

- 2.1 The council commits to providing opportunities for staff and councillors to be trained to maintain high standards within the council and to be kept up to date with new legislation.
- 2.2 To support this commitment, funds will be allocated in the annual budget to enable staff and councillors to attend appropriate training and conferences relevant to their office.

### **3. Training Requirements**

- 3.1 The council will be responsible for determining, meeting and monitoring the training needs of staff and councillors, and managing the allocated budget.
- 3.2 All new councillors will be invited to attend an induction meeting with the clerk and chairman of the council. Following the four yearly elections both new and re-elected councillors will be invited to this meeting.
- 3.3 All new staff will receive induction training based on ACAS good practice.

3.4 Ongoing training identified as part of the appraisal process, through changes in legislation or working practices or through any other means will be reported to the next relevant committee or council meeting. All training must be relevant, fit for purpose and carried out in a cost-effective manner. Consideration will be given to carrying out training locally and possibly in liaison with other local councils.

#### **4. Professional Qualifications**

4.1 All staff members will be encouraged to pursue professional qualifications appropriate to the needs of the parish council and relevant to the individual's role. Each request for professional qualifications will be considered on an individual basis.

4.2 It will be a requirement of the clerk's role to hold the Certificate in Local Council Administration (CiLCA) qualification or equivalent, or commit to achieving it within eighteen months of appointment.

4.3 If approved by the council, the financial cost of registering for and submitting the CiLCA portfolio will be paid by the council. The council will financially support SALC training for CiLCA and the cost to re-submit once if a candidate is unsuccessful. Travel expenses will be paid in accordance with the council's current Policy.

4.4 Additional higher-level qualifications or specific qualifications relevant to the role will be discussed as part of the annual appraisal or in the case of a councillor must be discussed informally with the clerk and chairman of the council prior to being put forward for consideration by the council. The council may agree to meet the cost, or part thereof, of a qualification which will be of mutual benefit to both the council and staff member.

#### **5. Staff Personal Development**

5.1 The council recognises that training and development for staff often provides continuous professional development for the staff member, while enhancing specific skills. Training courses for personal development are motivational for staff members and consistently leads to improved performance in their current role. Equally, the council acknowledges that such personal development will occasionally lead staff members to seek alternative employment to maximise their new or improved skills.

5.2 Where there is clear benefit to the council, payment for any personal development training will be made by the council, and the staff member will be expected to use their new or improved skills in their existing role within the council.

5.3 Where the cost of the personal development training course exceeds £500, the staff member will repay to the council the full cost of the training if they leave the employment of

the council within 12 months of completion of the training. Agreement to this condition will be recorded in the staff member's file.

5.4 Where the cost of the personal development training course exceeds £1,000, the staff member will repay to the council the full cost of the training if they leave the employment of the council within 12 months of completion of the training, and 50% of the cost of the training if they leave the employment of the council after 12 months, but within 24 months of the completion of the training. Agreement to this condition will be recorded in the staff member's file.

5.5 The provisions within part 5 of this policy do not apply to any training course deemed compulsory for the staff member to carry out their existing role, for example due to a change of regulations or insistence on particular qualifications.

## **6 Evaluation of Training**

6.1 The Clerk will keep records of all training of staff and councillors.

6.2 Councillors and staff are encouraged to share the knowledge gained and to circulate training presentation papers for in-house use. They are also encouraged to provide feedback on the value and effectiveness of the training undertaken highlighting the implications of new legislation, guidance and/or best practice for the ongoing efficiency and effectiveness of the parish council.

## **7. Data Protection Training**

7.1 North Horsham Parish Council ensures that those with day to day responsibility for enabling the demonstration of compliance with the General Data Protection Regulation (GDPR) and good practice are able to demonstrate the competence in their understanding of the GDPR and good practice, and how this should be implemented within North Horsham parish Council.

7.2 The Clerk keeps records of the relevant training undertaken by each person who has this level of responsibility.

7.3 North Horsham Parish Council also ensures that these staff members remain informed about issues relating to the management of personal information, where appropriate by contact with external bodies. North Horsham Parish Council maintains a list of relevant external bodies, the most important of which is the Information Commissioner's Office ([www.ico.gov.uk](http://www.ico.gov.uk)).

- 7.4 North Horsham Parish Council ensures that all staff understand their responsibility to ensure that personal information is protected and processed in accordance with North Horsham Parish Council's procedures, taking into account any related security requirements.
- 7.5 All employees/ staff are given training to enable them to process personal information in accordance with North Horsham Parish Council's procedures. The training is relevant to the role that each employee performs within North Horsham Parish Council.
- 7.6 The Clerk is responsible for organising relevant training for responsible individuals and staff generally, and for maintaining records of the attendance of staff at relevant training at appropriate times across North Horsham Parish Council's business cycle.

## **8. Policy Adoption and Review**

- 8.1 The Statement of Intent as to Training was first approved by council in January 2011 and has subsequently been revised and updated.
- 8.2 The policy will be reviewed by full Council by July 2020

5<sup>th</sup> July 2018



# NORTH HORSHAM PARISH COUNCIL

## FIRE SAFETY POLICY

### POLICY STATEMENT

This Fire Safety Policy has been prepared by the Parish Clerk as the Responsible Person for the premises known as Roffey Millennium Hall, Holbrook Tythe Barn and North Heath Hall to comply with **The Regulatory Reform (Fire Safety) Order 2005 (FSO)**.

The purpose of this Policy is to ensure the safety from fire of all relevant persons on, or in the vicinity of the premises by effective planning organisation, control, monitoring and review of the preventative and protective measures

### KEY PRINCIPLES

This Policy will be used to ensure the provision of suitable and sufficient general fire precautions, assessment of risk and management of necessary fire safety arrangements. As such the following will be provided:

- The Deputy Clerk and Facilities Officer will be responsible for the provision of **safety assistance** to assist the Responsible Person in carrying out their duties under the FSO
- A suitable and sufficient **fire risk assessment** will be prepared, regularly reviewed and its significant findings acted upon
- A suitable and sufficient **fire emergency plan** will be prepared, regularly reviewed and practised by the regular carrying out of fire drills
- All necessary systems required as part of the general fire precautions (or other general systems or appliances required to be satisfactorily maintained to prevent the likelihood of fire) will be **tested and maintained** in accordance with the relevant code of practice.

Full records of these measures will be kept and made available for audit by the Fire and Rescue Service as required

### WHO DOES THE POLICY APPLY TO

The Policy applies to all employees and Councillors of North Horsham Parish Council

### REVIEW OF THE POLICY

Subject to any new legislation, changes in case law or the requirements of the Parish Council which require immediate amendment, the Fire Safety Policy will be reviewed annually.



## **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.

To note: those registered care homes which are inspected by the Care Quality Commission (CQC), those organisations which are inspected by Ofsted and those establishments which are inspected by the Care and Social Services Inspectorate for Wales (CSSIW ) may retain the certificate until the next inspection. Once the inspection has taken place the certificate should be destroyed in accordance with the Code of Practice.

#### **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 any body 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 every two years subject to changes in legislation.

July 2018



## **NORTH HORSHAM PARISH COUNCIL**

### **Policy for the Recruitment of Ex-Offenders**

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), North Horsham Parish Council complies fully with the code of practice and undertakes to treat all applicants for positions fairly.
- North Horsham Parish Council undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- North Horsham Parish Council can only ask an individual to provide details of convictions and cautions that North Horsham Parish Council are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).
- North Horsham Parish Council can only ask an individual about convictions and cautions that are not protected.
- North Horsham Parish Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
- North Horsham Parish Council has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
- North Horsham Parish Council actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.
- North Horsham Parish Council select all candidates for interview based on their skills, qualifications and experience.
- An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a

statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position

- North Horsham Parish Council ensures that all those in North Horsham Parish Council who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- North Horsham Parish Council also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, North Horsham Parish Council ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- North Horsham Parish Council makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request.
- North Horsham Parish Council undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

### **Policy review**

This policy will be reviewed by the Clerk and put before the Council every two years, subject to changes in legislation.

**July 2018**



# North Horsham Parish Council

Roffey Millennium Hall,  
Crawley Road, Horsham,  
West Sussex, RH12 4DT

Tel: 01403 750786 (Office & Hall Bookings)  
Roffey Millennium Hall, North Heath Hall  
Holbrook Tythe Barn

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

Website: [www.northhorsham-pc.gov.uk](http://www.northhorsham-pc.gov.uk)

All notice boards  
Website  
Static display

Parish Council Meeting 5th July  
Agenda Item 16.

## FOOTPATHS IN NORTH HORSHAM PARISH

Some footpaths in North Horsham are in danger of being lost because they are not registered with West Sussex County Council.

Have you used the following paths over the last twenty years?

- 1) 61/63 Manor Fields to FP1695 at the end of Comptons Brow
- 2) 37 Earleswood Close to 130 Manor Fields
- 3) 12/14 Nuthatch Way/ Skylark View to land south of A264
- 4) 159 Pondtail Road to land south of A264
- 5) Pondtail Drive to 11 Durford Road
- 6) Recreation Ground to 16/18 Amundsen Road, 18-24 Pondtail Close, 119/121 Heath Way
- 7) North Heath Lane to Mallow Close
- 8) 71 Amberley Road/14 Whitehorse Road to 4/5 Earles Meadow
- 9) Wallis Way (end of adopted) to Leechpool Lane (school)
- 10) Owlcastle Farm to FP1586
- 11) FP1586 to A263 /Railway underpass
- 12) A264/ Railway underpass to FP1586
- 13) Rusper Road to Chennells Brook
- 14) Chennells Brook to North Heath Lane
- 15) North Heath Lane/ Cook Road to Pondtail Road
- 16) Holbrook Shops and Surgery to path ref 164
- 17) Lemmington Way / Petworth Drive to Bartholemew Way, Holbrook Shops Car Park

**If you have used these footpaths over the last 20 years please let us know and we will put you in contact with the Horsham Society who are working hard for our community. Your support will help to keep the footpaths open.**

More details are available on the Parish Website

**HORSHAM TOWN URBAN AREA  
TWTENS UNDER THREAT SURVEY**

**Ref No  
19**

Start of Twitten: 61/63 Manor Fields

OS Coordinates: TQ19233160

Other end of Twitten: FP1695

OS Coordinates: TQ19203146

Other local information: FP is on HDC land

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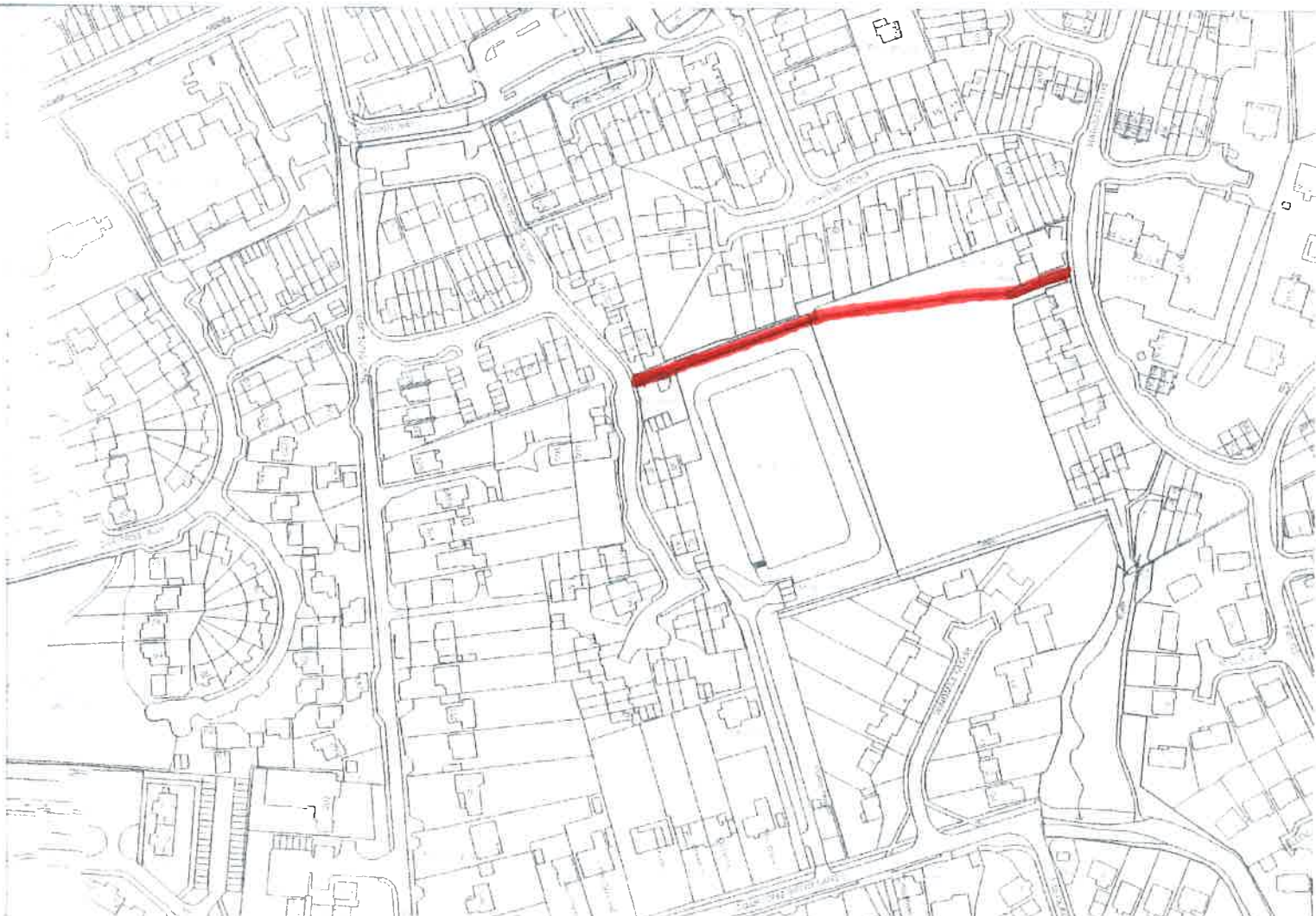
**HORSHAM TOWN URBAN AREA  
TWTITENS UNDER THREAT SURVEY**

**Ref No  
20**

Start of Twitten: 37 Earlswood Close  
OS Coordinates: TQ19033164  
Other end of Twitten: 130 Manor Fields  
OS Coordinates: TQ19203172  
Other local information: via HDC recreation ground

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**HORSHAM TOWN URBAN AREA  
TWTITENS UNDER THREAT SURVEY**

**Ref No  
31**

Start of Twitten: 12/14 Nuthatch Way  
OS Coordinates: TQ17683337  
Other end of Twitten: Strip of land south of A264  
OS Coordinates: TQ17393340  
Branch of Twitten: Skylark View  
OS Coordinates: TQ17633342  
Other local information: HDC land

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**HORSHAM TOWN URBAN AREA  
TWTITENS UNDER THREAT SURVEY**

**Ref No  
32**

Start of Twitten: 159 Pondtail Road

OS Coordinates: TQ18083334

Other end of Twitten: Land south of A264

OS Coordinates: TQ18123745

Other local information: HDC land

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**HORSHAM TOWN URBAN AREA  
TWTENS UNDER THREAT SURVEY**

**Ref No  
33**

Start of Twitten: Pondtail Drive

OS Coordinates: TQ17853339

Other end of Twitten: 11 Durfold Road

OS Coordinates: TQ17873342

Other local information: HDC

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**HORSHAM TOWN URBAN AREA  
TWITTENS UNDER THREAT SURVEY**

**Ref No**

**42**

Start of Twitten: 119/121 Heath Way  
OS Coordinates: TQ17723252  
Other end of Twitten: 18-24 Pondtail Close  
OS Coordinates: TQ17713257  
Branch of Twitten: 16/18 Amundsen Road  
OS Coordinates: TQ17753270  
Other local information: via HDC Recreation Ground

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**HORSHAM TOWN URBAN AREA  
TWTENS UNDER THREAT SURVEY**

**Ref No  
43**

Start of Twitten: North Heath Lane

OS Coordinates: TQ18053274

Other end of Twitten: Mallow Close

OS Coordinates: TQ18333274

HDC Land

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**HORSHAM TOWN URBAN AREA  
TWTITTENS UNDER THREAT SURVEY**

**Ref No  
46**

Start of Twitten: 71 Amberley Rd / 14 Whitehorse Road

OS Coordinates: TQ19563279

Other end of Twitten: 4/5 Earles Meadow

OS Coordinates: TQ19603281

Other local information

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HORSHAM TOWN URBAN AREA  
TWITTENS UNDER THREAT SURVEY

Ref No  
**73**

Part of RIVERSIDE WALK

Start of Twitten: Owlcastle Farm, FP1575

OS Coordinates: TQ19983360

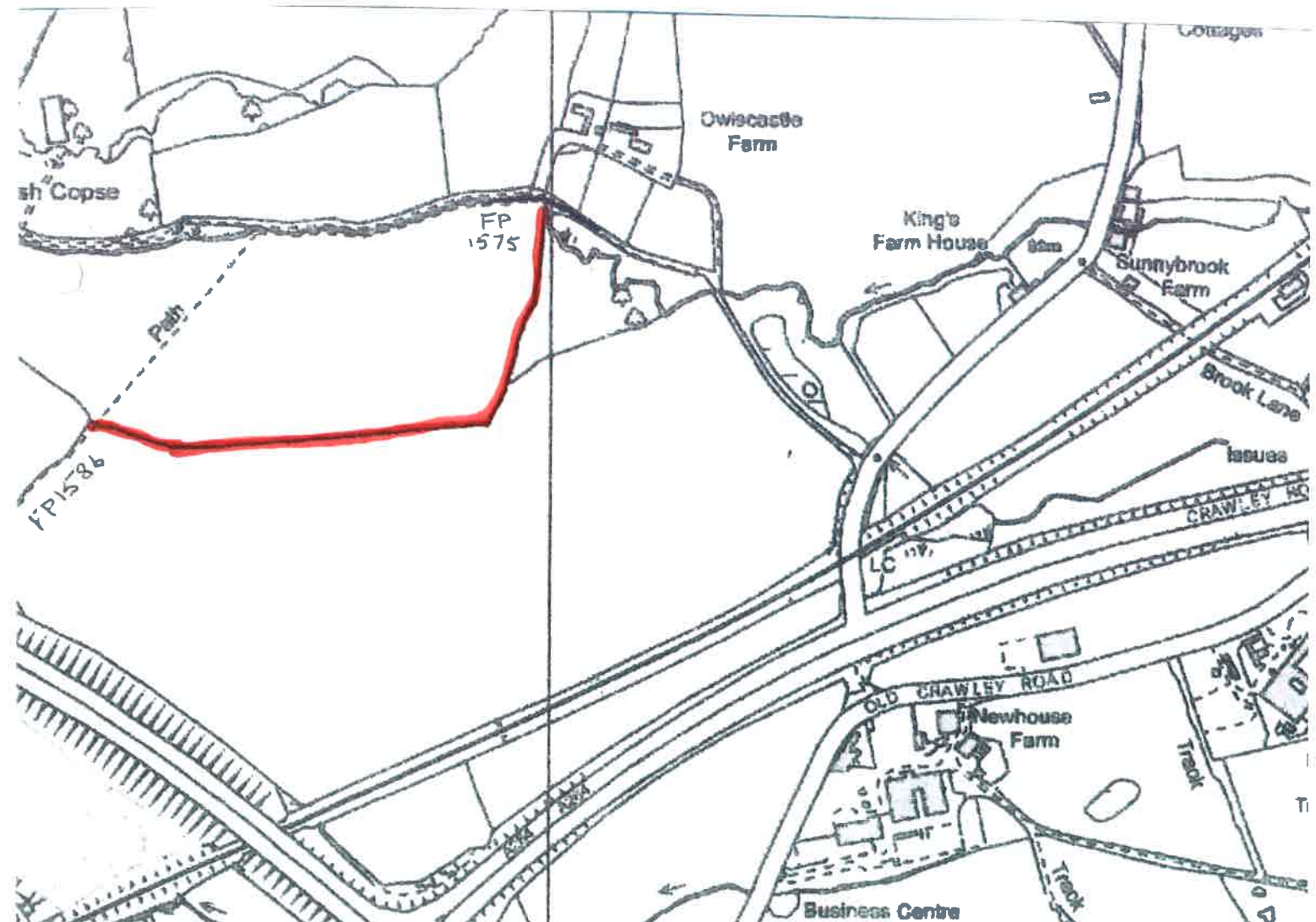
Other end of Twitten: FP1586

OS Coordinates: TQ19623341

Other local information

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**HORSHAM TOWN URBAN AREA  
TWTENS UNDER THREAT SURVEY**

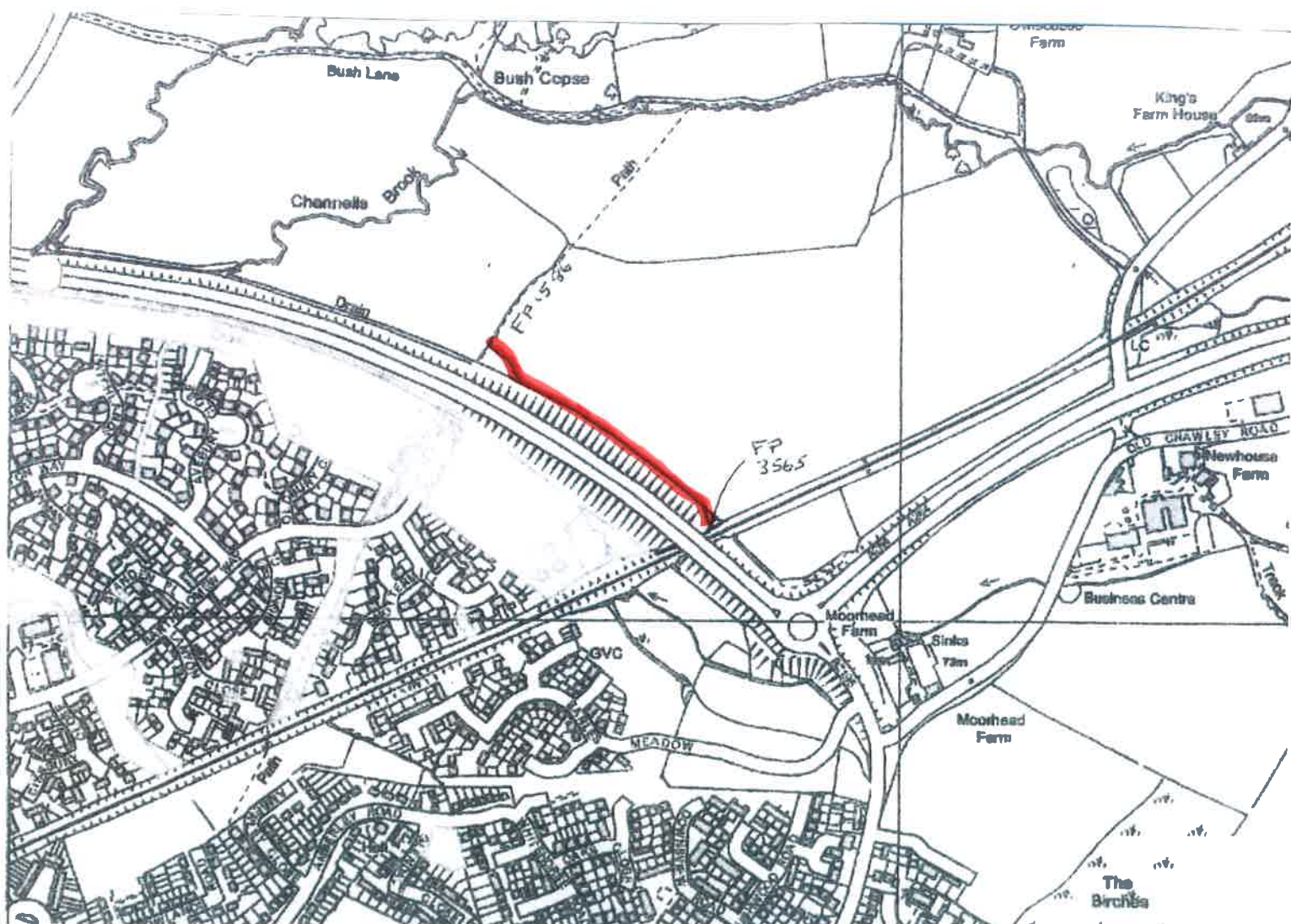
**Ref No  
74**

**Part of RIVERSIDE WALK**

Start of Twitten: FP1586  
OS Coordinates: TQ19533330  
Other end of Twitten: A264/Railway underpass  
OS Coordinates: TQ19083310

Other local information

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HORSHAM TOWN URBAN AREA  
TWITTENS UNDER THREAT SURVEY

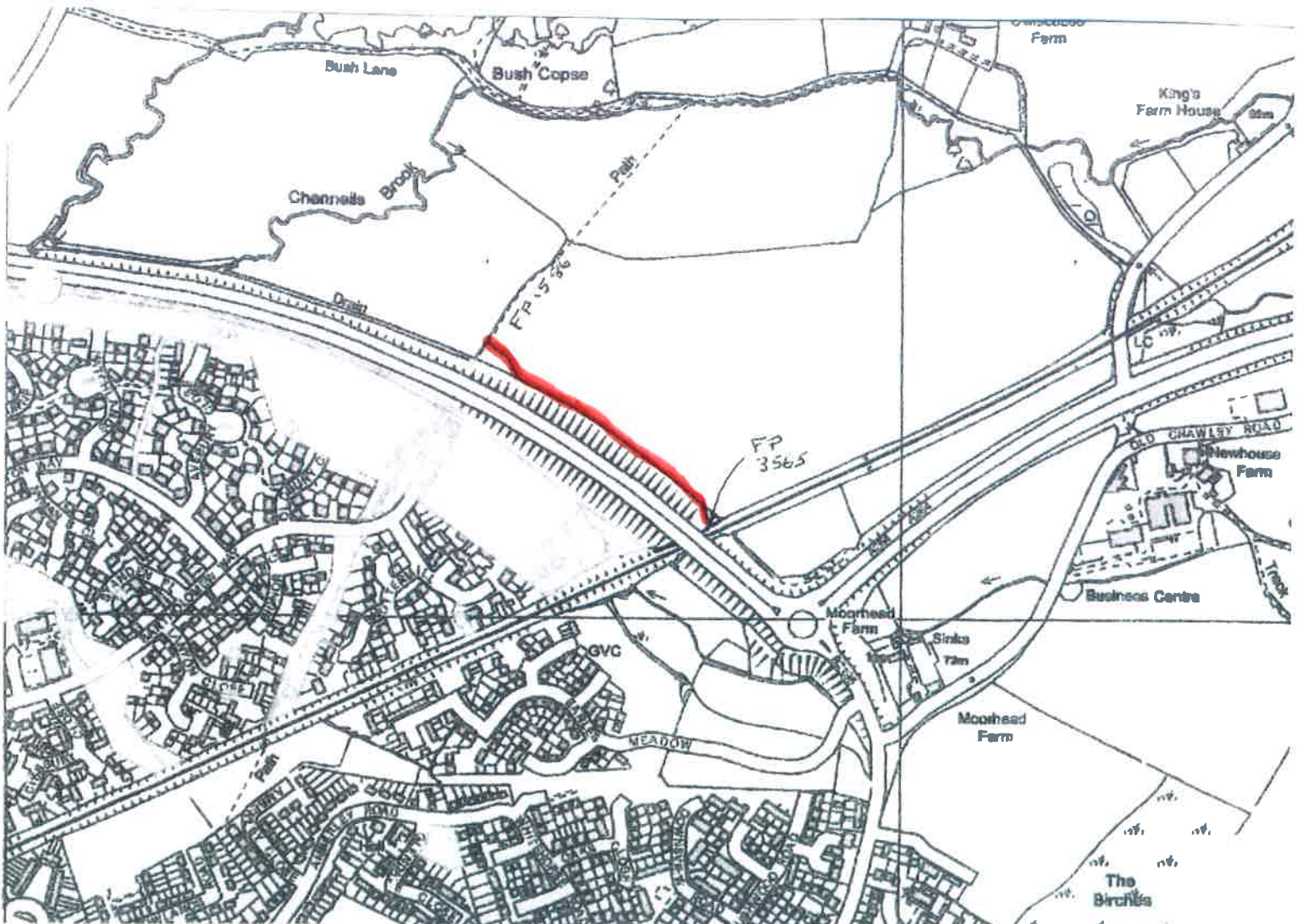
Ref No  
**74**

Part of RIVERSIDE WALK

Start of Twitten: FP1586  
OS Coordinates: TQ19533330  
Other end of Twitten: A264/Railway underpass  
OS Coordinates: TQ19083310  
Other local information

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**HORSHAM TOWN URBAN AREA  
TWITTENS UNDER THREAT SURVEY**

Ref No

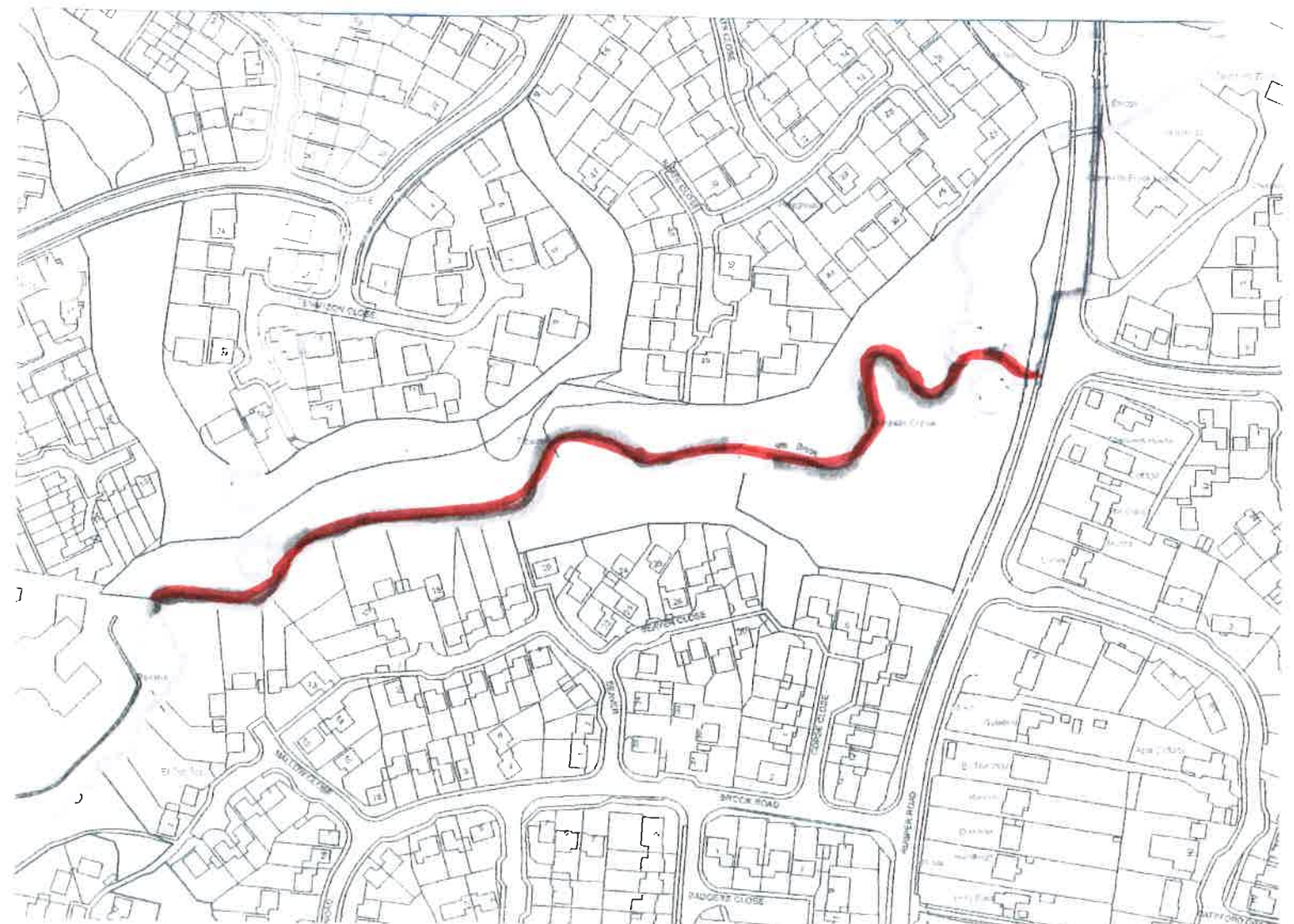
**76**

**Part of RIVERSIDE WALK**

Start of Twitten:           Rusper Road  
OS Coordinates:           TQ18683291  
Other end of Twitten:     Chennells Brook  
OS Coordinates:           TQ18313284  
Other local information:   HDC land

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**HORSHAM TOWN URBAN AREA  
TWITTENS UNDER THREAT SURVEY**

**Ref No  
77**

**Part of RIVERSIDE WALK**

Start of Twitten: Chennels Brook  
OS Coordinates: TQ18313284  
Other end of Twitten: North Heath Lane  
OS Coordinates: TQ18053273

Other local information

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**HORSHAM TOWN URBAN AREA  
TWITTENS UNDER THREAT SURVEY**

**Ref No  
78**

**Part of RIVERSIDE WALK**

Start of Twitten: North Heath Lane

OS Coordinates: TQ18033273

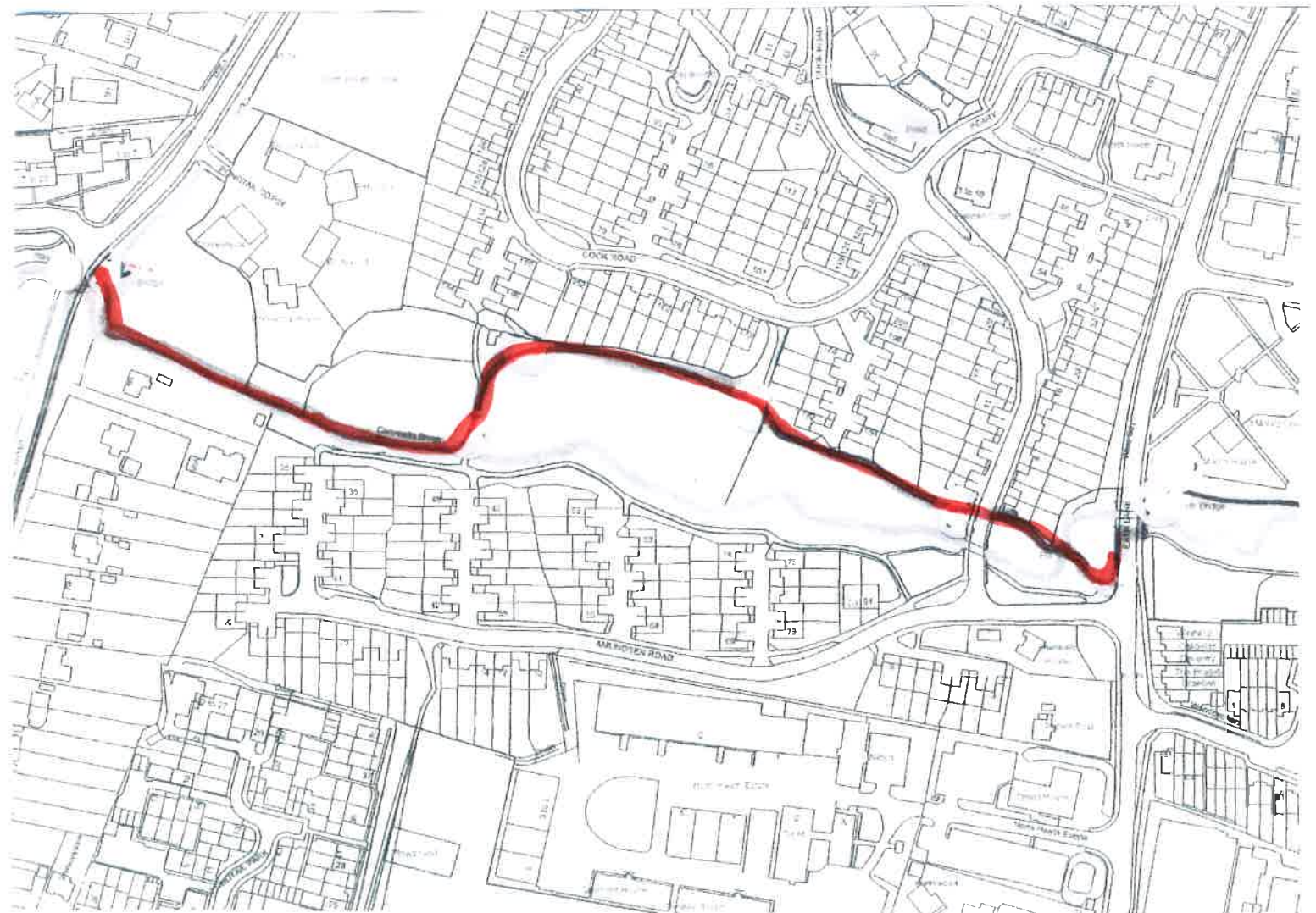
Other end of Twitten: Pondtail Road

OS Coordinates: TQ17643283

Other local information: HDC land

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**North Horsham Parish Council Meeting 5<sup>th</sup> July 2018 Item 18 Annex 3**

Correspondence List 1 from 11<sup>th</sup> May 2018 to 29<sup>th</sup> June 2018.

Below is a list of correspondence received at the Parish Council Office.

To be circulated at the meeting.

Circulated to all Councillors.

1.	<p><u>West Sussex County Council</u></p> <ul style="list-style-type: none"><li>• Planned Roadworks in West Sussex.</li><li>• Public Notice - Temporary Traffic Regulation Order - London Road, Horsham - Start date 04/06/2018</li><li>• Public Notice - Temporary Traffic Regulation Order - Rusper Road, Horsham - Start date 04/06/2018</li><li>• Emergency Public Notice - Temporary Traffic Regulation Order - West Parade, Horsham - Start date 15/05/2018</li><li>• West Sussex County Council news release: Fire service joins thousands around the world to celebrate IDAHOBIT.</li><li>• West Sussex Crowd.</li><li>• Emergency Public Notice - Temporary Traffic Regulation Order - West Parade, Horsham - Start date 18/05/2018</li><li>• Public Notice - Temporary Traffic Regulation Order - Littlehaven Lane, Horsham - Start date 11/06/2018</li><li>• Permanent Traffic Order Standen Place - TRO/HON1804/RC</li><li>• Early Warning Notice - Temporary Traffic Regulation Order - Black Horse Way, Horsham - Proposed start date 22/07/2018</li><li>• Early Warning Notice - Temporary Traffic Regulation Order - Worthing Road, Horsham - Proposed start date 22/07/2018</li><li>• Public Notice - Temporary Traffic Regulation Order - Rusper Road, Horsham - Start date 18/06/2018</li><li>• School Effectiveness Strategy Consultation – deadline 15<sup>th</sup> June 2018.</li><li>• County News: Horsham district May 2018</li><li>• Temporary Traffic Regulation Order - Rusper Road, Horsham - Start date 25/06/2018</li><li>• Parent &amp; Carer Online Safety Survey.</li><li>• Early Warning Notice - Temporary Traffic Regulation Order - East Street, Horsham - Proposed start date 10/08/2018</li><li>• Early Warning Notice - Temporary Traffic Regulation Order - Kings Road, Horsham - Proposed start date 22/10/2018</li><li>• Public Notice - Temporary Traffic Regulation Order - Old Holbrook, Horsham - Start date 20/07/2018</li></ul>
2.	<p><u>Horsham District Council</u></p> <ul style="list-style-type: none"><li>• What's on in Horsham.</li><li>• Public Access Downtime 14th May 2018 – no access to Planning Applications.</li><li>• Horsham District Council Annual Reception on Wednesday 23 May 2018 at 7pm</li><li>• Young Horsham District Forum 2<sup>nd</sup> July 2018.</li><li>• Horsham District Joint Action Group (Crime and Disorder)</li></ul>

	<ul style="list-style-type: none"> <li>• Link to HDC response to the draft National Planning Policy Framework.</li> <li>• Youth Community Fund – consultation on two potential projects.</li> <li>• North Horsham – Street naming and numbering – development off Jackdaw Lane, Horsham. Choice between Larks Rise, Woodlark Lane, Dovedale Road, Tern Close. Comment invited from the Parish Council.</li> <li>• Recently made Traffic Regulation Order</li> <li>• Proposed Permanent Traffic Order St Mark's Lane, Horsham - TRO/HON1802/RC</li> <li>• HDC response to "Supporting housing delivery through developer contributions"</li> <li>• Planning Obligations Panel - S106 applications – Agenda 11<sup>th</sup> June</li> <li>• Additional Application for Community Youth Fund</li> <li>• Horsham EqualiTeas Event 21<sup>st</sup> June 2018.</li> <li>• Outcome of Planning Obligations Panel Roffey Recreation ground improvements - £100,000; Holbrook Club Play Barn project - £68,648.42</li> <li>• Planning Parish Council training event 6 June 2018. Presentation slides.</li> </ul>
3.	<p><u>Resident correspondence</u> E-mails and letters relating to travellers on the Holbrook Tythe Barn car park. Emails relating to WSCC planning meeting on 19<sup>th</sup> June at Chichester. Copy of request to the Secretary of State to call in the incinerator planning application.</p>
4.	<p><u>NALC</u></p> <ul style="list-style-type: none"> <li>• Chief executive's bulletin – 11 -18 May 2018</li> <li>• Chief Executive's Bulletin 21 - 25 May 2018</li> <li>• LCR opinion article survey on reorganizing local government.</li> <li>• Chief executive's bulletin – 18 May 2018</li> <li>• Chief Executive's Bulletin 22 - 1 June 2018</li> <li>• Chief executive's bulletin – 8<sup>th</sup> June 2018</li> <li>• Chief executive's bulletin- 15<sup>th</sup> June 2018</li> <li>• Chief executive's bulletin – 22<sup>nd</sup> June 2018</li> <li>• Newsletters 11<sup>th</sup> May – 29<sup>th</sup> June 2018</li> </ul>
5.	<p><u>WSALC</u> Board minutes from 19<sup>th</sup> April 2018.</p>
6.	<p><u>SALC</u></p> <ul style="list-style-type: none"> <li>• Big Health and Care Conversation: Town and Parish</li> <li>• 'Battle's Over - A Nation's Tribute' 11th November 2018 – potential events to commemorate the end of WW1.</li> <li>• Councillors Briefing &amp; Awareness Training – 10<sup>th</sup> July 2018 – Chichester.</li> <li>• Parish Council CIL Survey</li> </ul>
7.	<p><u>Sussex Police</u> Horsham Weekly Bulletin 11/05/2018 including chance to go behind the scenes of the Contact Command and Control Room at Sussex Police this summer. Horsham Weekly Bulletin 08/06/2018</p>

8.	<u>Crawley, Horsham and Mid Sussex CCG</u> WSSC In House Social Care - Service Proposals - survey ends 31st May. Patient Roundup 7th May -25th May 2018. June Patient roundup 26th May to 8th June
9.	<u>Horsham District Dementia Action Alliance.</u> West Sussex Partners in Care Spring Symposium 24 <sup>th</sup> May 2018. Events in Horsham for Dementia Action Week 20th-27th May.
10.	<u>Horsham in Bloom</u> Notification that the Committee has folded and that a grant of £400 awarded by the Parish Council for the allotment competition will be returned.
11.	<u>CPRE Sussex</u> Public meeting regarding the Horsham Incinerator, Saturday 9th June 2018, St Mark's Church, Holbrook - Invitation to attend.
12.	<u>Horsham District Cycling Forum</u> Next meeting 5 <sup>th</sup> June at HDC Offices Parkside Horsham.
13.	<u>Alzheimer's Society</u> Cupcake Day invite - Friday 15th June Survey**Dementia Framework Review
14.	<u>New Friends of Horsham Park</u> Year of Culture Update
15.	<u>Friends of Horsham Park</u> June Newsletter