

## **EAST GRINSTEAD TOWN COUNCIL**

Council Offices, East Court. College Lane, East Grinstead, RH19 3LT.  
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14<sup>th</sup> March 2024

A meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** is to be held in the **COUNCIL CHAMBER** at **EAST COURT** on **THURSDAY 21<sup>ST</sup> MARCH 2024** at **7pm**.

Representations or Questions may be submitted at the beginning of the meeting during public participation. The public are welcome to attend in person at East Court or via Zoom.

A request for the zoom link should be sent via email to [towncouncil@eastgrinstead.gov.uk](mailto:towncouncil@eastgrinstead.gov.uk) before 12 noon on the day of the meeting.

J W Holden,  
Town Clerk.

## **Order of Meeting**

### 7pm Public Participation

Public Participation: The public are welcome to attend the meeting in person or by virtual link to observe. Before the start of the substantive agenda there is an allotted period of up to 15 minutes where the public may ask a question of the Committee on matters that are contained on the substantive agenda for this meeting in line with Standing Order 1. The question should not be a statement nor in several parts and it would be appreciated to be kept short, to maximise the time for other questions; there is no right of reply and the Chairmans interpretation of the standing orders is final. Should there be no questions or the questions complete before the end of 15 minutes the Chairman will move along to the substantive agenda and public participation will end.

## **AGENDA**

To commence not later than 15 minutes from commencement of meeting.

- 1 Apologies for Absence.
- 2 To receive the Minutes of the meeting held on 14<sup>th</sup> December 2023 and 22<sup>nd</sup> January 2024
- 3 To receive any Declarations of Interest
- 4 Chairman's Announcements
- 5 To receive the list of approved payments for December 2023, January 2024 and February 2024
- 6 Town Council Finances - Position Statement

- 7 Performance Indicators & HR Update  
To receive a report on the current KPI's for invoices and absence along with a staffing update.
- 8 Recommendations from Committee  
A Public Services Committee recommendation concerning the setting up of a council run youth club is included with a further report.
- 9 Delegated Decisions  
Any delegated decisions since the last cycle, will be noted
- 10 Policies Review  
Some of the Councils policies have not been reviewed for some time and have been updated to reflect current legislation and procedures. Committee will be asked to approve the new/updated policies.
- 11 Pensions Discretions  
To approve a set of Pensions discretions as necessary. The Local Government Pension Scheme requires pensions discretions to be adopted by an employer.
- 12 Councillors Surgery Signage  
To approve the purchase of additional signage for the Councillor surgeries.
- 13 Council Working Group  
To approve the setting up of a new working group to look into pedestrianisation.

NB The next full meeting of the Committee will be held on **Thursday 20<sup>th</sup> June 2024**

**AGENDA ITEM 5: TO RECEIVE THE APPROVED PAYMENTS FOR DECEMBER, JANUARY AND FEBRUARY**

**Purpose of the Report:** To present to Members the accounting entries, titled as *Appendix A* on a separate PDF document, and note the total expenditure.

The total payment amounts for the three previous months are as follows:

December 2023	£115,242.87
January 2024	£128,365.86
February 2024	£188,514.57
Total Payments	£ 432,123.30

**Recommendation:** Committee are asked to note the account entries

**AGENDA ITEM 6: TOWN COUNCIL FINANCES – POSITION STATEMENT**

**Purpose of the Report:** For the Committee to note the Council’s cash & investment balances as at the 29th February 2024. The amounts totalled £1,084,914 (see below) and the monthly Current Account and Business Reserve Account reconciliations are shown on a separate PDF document titled *Appendix B*.

Account and Interest Rate PA	£ Balance 29/02/24	£ Previous Year 28/02/23
NatWest Current Account	9,990	7,225
NatWest Business Reserve 1.45%	424,924	648,672
National Counties B.S. 45 Day 4.05%	175,000	175,000
Nationwide Business Savings 95 Day 3.8%	175,000	175,000
Local Authorities Property Fund <i>Est.</i> 4.2%	300,000	300,000
Total Deposit / Bank Balances	1,084,914	1,305,897

The detailed Income & Expenditure statement as at 29<sup>th</sup> February 2024 is shown on a separate PDF document titled *Appendix C*. The year to date income (excluding precept) is £381,340 which is 7 % greater than the budgeted income for the year. The year to date expenditure is £1,592,220 which is 9% greater than the total budgeted expenditure for the year.

An extracted summary of the I & E statement showing the current position of the revenue cost centres is shown within the table below:

	Budgeted y-t-d net expenditure	Actual y-t-d net expenditure	y-t-d variance Favourable or Adverse
Democratic Representation (100)	£ 92,992	£ 83,027	£ 9,965 (F)
Corporate Management (200)	£ 76,633	£ 55,691	£ 20,942 (F)
East Court Estate (300)	£ 332,733	£ 365,599	£ 32,866 (A)
Community Support (400)	£ 62,647	£ 66,952	£ 4,305 (A)
Planning (500)	£ 25,918	£ 24,217	£ 1,701 (F)
Economic Development & Tourism (600)	£ 92,546	£ 89,646	£ 2,900 (F)
Cemetery Services (700)	£ 44,307	£ 41,042	£ 3,265 (F)
Civic Pride (999)	£ 201,626	£173,172	£ 28,454 (F)
TOTAL	£ 929,402	£ 899,346	£ 30,056 (F)

**Recommendation:** Committee are asked to note this position

## **AGENDA ITEM 7: PERFORMANCE INDICATORS**

**Purpose of the Report:** To consider the Performance against the agreed indicators in respect of responsibilities falling under the purview of Finance & General Purposes Committee. The figures for December 2023 to February 2024 are shown below along with the comparable figures for the previous year which are shown in brackets.

Item	December	January	February
Invoices paid within 30 days	96% (95%)	98% (98%)	96% (98%)
Total staff sickness in days	11 / (24)	8 / (18)	5 / (10)

**Recommendation:** Committee are asked to note this report.

## **AGENDA ITEM 8 RECOMMENDATIONS FROM COMMITTEE**

### *Public Services 326*

*Committee confirmed that they are amenable for the youth worker and co-ordinator to be employed by the Council but this will be subject to a full break down of the costs of the staff to be presented to a future Finance and General Purposes Committee.*

Alice Fletcher has provided the following break down of the costs to be incurred if the project goes ahead. Committee are asked to consider this, if approved, this will allow the youth club to be in place for the end of the Summer.

### **Youth Club proposal**

#### **Alice Fletcher, Community and Tourism Manager.**

An initial report was submitted to the Public Services committee on 7<sup>th</sup> March 2024 and it was approved in principle with the recommendation for the costs to go to the Finance & General Practices committee.

#### **1. Overview of need**

A Youth Club provides a safe space for young people at the heart of their community. Providing peer support, opportunities for development, friendship, and alternative activities away from the education environment. There is a mighty gap in services in East Grinstead for youth provision, especially from 11 years plus.

As you may know, a group including Councillors, Police, EGTC, Schools and Mid Sussex Voluntary Action attempted to provide a service in 2022/23 following the pandemic where many young people were isolated. The service was provided by Sussex Clubs for Young People and the club was regularly attended (and capped at) at 25 young people at the Kings Centre which was hugely positive but unfortunately SCYP folded in June '23 and all activity stopped with immediate effect. There are youth elements in Lingfield, Ashurst Wood, Copthorne, Forest Row and Crawley Down but none in our larger town.

The experience of Sussex Clubs for Young People provides evidence that to create a sustainable, supportive and safe youth space that is both for and involves our young people in its development, and enables adult community members to come forward to support it, it is imperative it has the support and commitment of our Council to invest

in them as, after all, these are the residents, business and community leaders of the future.

## **2. Aims and Objectives**

The aims and objectives of the youth club are to provide youth provision where there currently is none in East Grinstead. To offer a young person led, inclusive, safe and quality provision.

## **3. Youth Club arrangements**

**Who?** Youth Club to be run by two part time employed youth workers and parent volunteers.

**What?** Youth Club for Year 7 plus age group from Sunnyside and East Grinstead

**When?** 2 hour weekly session on Thursday evenings - exact time to be confirmed. To run 48 weeks of the year. Closed for 2 weeks over Christmas and 2 weeks over the summer holidays.

**Where?** At Sunnyside Barn, Dunnings Road. In the summer months the Youth Worker may decide to take the group to Sunnyside Rec for outside games and sports, risk assessments allowing.

**How?** With support and funding from EGTC.

## **4. Youth Worker role**

This role will be to run the 2-hour weekly session. They will be employed for 3 hours per week for this session, to include 30 mins either side of the session for set up and take down. They will also require an extra 30 minutes of planning and preparation time per week.

A fully qualified and experienced Youth Worker has been sourced for this role. He was the Youth Worker for SCYP running the sessions last year at Kings Centre so he already knows some of the Young People that may attend.

## **5. Youth Co-ordinator role**

This role will be to set up the Youth Club. The role will be 10 hours per week for the first 3 months during the set up phase then it will reduce to 5 hours per month.

The main focus of this role will require knowledge or experience of setting up a Youth Club or similar co-ordination and admin experience. Some of the tasks they will be required to do will be to manage the parent volunteers and apply for their DBS checks, write risk assessments and safeguarding policies, create membership forms and codes of conduct, liaise with young people, plan and co-ordinate a programme of activities alongside the Youth Worker, apply for grants and request donations for activity costs, organise a tuck shop etc.

The role will require someone with youth work experience as they will be supporting and covering for the Youth Worker role when he is on leave or off sick or if there isn't enough parent volunteers.

## **6. Parent / adult volunteers**

There are currently 8 parent / adults local to Sunnyside that are interested in supporting the Youth Club by volunteering.

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### 7. Staff employment

Employers national insurance costs and employers pension cost need to be factored in when employing staff however given that both posts are only for 3 hrs per week & 10 hrs per week then both of them would fall under the limit of incurring any NI costs.

Our employer contribution rate for 2024/2025 is 18.2 % therefore if the employee is being an hourly rate of £15 per hour the total cost to the Council is £17.73 per hour.

The Youth Club would run under EGTC's existing public liability and employers liability insurance.

Staff time for induction and support will need to be factored in, along with desk / room space for the planning and set up phase. Although this could be done on a flexible work from home basis. Both employees may also require laptops and equipment.

### 8. Costings

The finances have been calculated (or estimated as accurately as possible) to include all costs required and have been separated into the first 3 months of set up costs, the ongoing monthly cost and the yearly total.

Costings	1 <sup>st</sup> three months set up	Ongoing per month	Yearly total
Youth Worker £15 per hour x 3.5 hours per week (total cost to council is £17.73 per hour)	806.72	266.84	3226.86
Youth Services Co-ordinator £15 per hour x 10 hours for 3 months then reducing to 5 hours (total cost to council is £17.73 per hour)	2304.90	381.20	5762.25
Recruitment costs - estimated	1000	0	1000
Laptop / equipment may be required for employees	1500	0	1500
DBS check one off set up fee with registered umbrella body (£50 processing charge + VAT)	50	0	50
Enhanced DBS Disclosure for Youth Workers - This includes £38 DBS fee and £9.50 processing charge + VAT. x 2	95	0	95
Enhanced Volunteer DBS Disclosure - There is no fee charged by the DBS for volunteer applications but there is a £9.50 Administration Charge + VAT. x 8 (plus 4 more if needed).	76	0	114
Use of Sunnyside barn - no charge	0	0	0
Purchase of snacks to sell at cost at the Youth Club, petty cash tin, admin to reconcile	70	0	100
Table tennis table - already been gifted this item and can store in shed at Sunnyside	0	0	0
Activity costs (minimal set up as will apply for grants/donations)	100	0	100
<b>Total</b>	<b>6002.62</b>	<b>648.03</b>	<b>11948.11</b>

Based on the yearly costs being £11, 948.11, if there were 25 young people attending per session then this equates to the cost of £4.60 per head per hour.

### 9. Budget

These estimated costs can largely be met from the 2024/25 budget by using budget line 400/4103 Youth Support which has £3,340 allocated. This was an increase from £1,000 last year to go towards a Youth Worker. There is also a Youth Services ear marked reserve of £8,173 which would need to be utilised. This totals £11,513. There

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will be an overspend of £435.11. The overall cost centre should be able to absorb the overspend.

For 2025/26 the budget line 400/4103 Youth Support would need to be increased from £3,340. The ongoing monthly costs are currently calculated at £648.03 so this amount over the year plus 5% increase allowing for inflation would be £8,165.18. Therefore the budget would need to be increased by a minimum £4,825.18 to continue the Youth Club as is at 2 hours per week. Over time it would be hoped that the Youth Club can be expanded so these costings would need to be revisited.

### 10. Timeline

Here is an approximate schedule with the timeline for some key activities to get the Youth Club set up and started.

#### March

- Proposal to Public Services (on 7<sup>th</sup>) and Finance & General Purposes committee (on 21<sup>st</sup>).
- Meet with interested parent volunteers.

#### April

- To go to full Council for approval on 3<sup>rd</sup> April.
- Recruitment of Youth Co-ordinator

#### May

- Interviews for Youth Co-ordinator. Conducted by Alice Fletcher and Jackie Cooper, Chair of Burgess Hill Youth.
- EGTC to apply for DBS checks for both Youth roles.

#### June

- Youth Co-ordinator to start role in set up phase of 10 hours per week for 3 months.
- Youth Co-ordinator to apply for DBS checks for parent volunteers.

#### July

- Preparations to continue by Youth Co-ordinator.

#### August

- Youth Worker to start meetings and planning with Youth Co-ordinator.

#### September

- Opening event
- Youth Club to start mid-September.
- Report back to Public Services Committee
- Youth Co-ordinator role to reduce down to 5 hours per week.

### 11. Future plans

Setting up a thriving Youth Club will take time and it is hoped that it can be expanded in the coming years to support more young people in East Grinstead.

The Youth Club may initially only attract the younger age bracket but over time an older group could be created as they grow into it and the club could split into a younger and older session.

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The older age group may wish to be based back at the Kings Centre.

**Recommendation:** Committee are asked to note that the overall start-up costs for the youth club will spend the current reserve and budget. And to approve the employment of the part time posts of youth worker and youth co-ordinator to provide a youth club, noting that this will have implications for the budget 2025/26.

*Financial implications: the proposal can be accommodated from the existing in year budget and ear marked reserves. However the ongoing cost will therefore require an increase in the budget from 2025/26 if this is to continue.*

*Environmental implications: a healthy safe youth club could have a positive impact on the environment if youngsters are deterred from graffiti, litter and other anti social acts which affect the environment.*

*Community Safety: providing a youth club gives the youngsters somewhere to go rather than simply roaming the streets and should have a positive impact.*

### **AGENDA ITEM 9: DELEGATED DECISIONS**

The clerk in discussion with the Chair and Vice Chair agreed to a change in the title deed for the old court house (the overlay of the actual dimensions of the building, affecting one corridor, are different to the title deed held by the police station. To correct this for the sale of the old police station, the deeds need to be slightly amended. Surrey Hills solicitors are acting for the Council and the costs are being met by the police and crime commissioners office.

This is for noting

### **AGENDA ITEM 10: POLICIES REVIEW**

Some of the Councils policies have not been reviewed for some time and have been updated to reflect current legislation and procedures. Officers will be putting a review mechanism in place for regular review of these policies. This review started in 2023 and some policies are ready for consideration now while others may come forward during the next two cycles.

The policies contained in this agenda are:

- Asset Disposal Policy
- Bullying and Harassment Policy
- Communication and Publicity Policy
- Confidential Reporting (Whistle blowing)
- Equal Opportunities Policy
- Freedom of Information and Environmental Regulation Requests
- Freedom of Information Publication Scheme
- Internal Privacy Notice
- Lone Working Policy
- Retention and Disposal Policy
- Safeguarding Children, Young People & Vulnerable Adults
- Unreasonably persistent or Vexatious Complaints / Communications Policy
- Use of Computers, Email, Social Media and Internet Policy

**Recommendation:** Committee are asked to consider and approve or amend the attached policies as shown at appendix XX

### **AGENDA ITEM 11: PENSIONS DISCRETIONS**

It is a requirement that a member of the Local Government Pension Scheme (the Council) adopts a policy to determine the discretions which are to be applied to the pension fund.



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There are some mandatory discretions that must be part of the policy and relate to different pensions regulations and some non mandatory discretions, that the employer can adopt.

East Grinstead Town Council being a larger authority has taken consideration of District Council and similar sized Town Councils in order to recommend a policy to this Council. As a larger Council it is reasonable that significant numbers of staff will complete their career while employed here. Therefore as a responsible employer the Council should consider a system which allows for discretions when reasonable to support employees in to retirement. This discretion exercise however must be appropriate so as not to overly burden the finances of the Council which in turn could affect the local tax payer. In reality no staff retiring from the Council have resulted in any additional cost to the "pool" since 2020, despite other staff retiring since then. The Council must appreciate that staff who are eligible to claim their pension early and choose to leave the Council and do so, will result in a cost to the Council, this cannot be avoided through discretion. These discretions allow for other options which can be triggered when staff enter the scheme, matters around flexible retirement or retire from the council, depending on circumstances.

The policy is attached in Appendix XX

**Officers recommendation:** The Policy be adopted

*Financial Implications: The policy will formalise the circumstances where the Council will be liable for a payment above the pension "Pool". This has happened before when staff have retired before the state retirement age and claimed their pension. There are no immediate known implications for the council above what was already the position.*

*Environmental Implications: there are none*

*Community Safety Implications: There are none*

### **AGENDA ITEM 12: COUNCILLOR SURGERY SIGNAGE**

Councillors have requested that the monthly surgery held at Queen Walk needs to have better signage and that Cllrs could do with some High Viz vests to make them stand out better to the public.

The following are proposed:

#### **Pavement sign**



To print both sides is £140 plus VAT, it is suggested that two of these may be useful, one to say East Grinstead Town Council and the other Talk To Your Councillor Here Today

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### **High Visibility Vests**

EGTC onto left chest and Town Councillor onto back will be £9.95 each +VAT.

In addition a banner to put inside the Gazebo to say "Town Councillor Surgery" could be arranged at a cost of around £60.

The entire cost could be around £520, this could be met from the civic and ceremonial budget as there are no budgets for surgeries.

Financial implications: the funds can be met from existing budgets as stated in the report.

Environmental implications: there are none

Community Safety Implications: There are no implications for the community, providing the signage is considered and placed in safe places during the surgery.

### **AGENDA ITEM 13: TO SET UP A NEW WORKING GROUP FOR PEDESTRIANISATION**

The Committee Chair has indicated that there is a will to consider the prospect of part pedestrianisation in the Town Centre.

The membership of this working group and Terms of Reference will be proposed at the meeting.

Officers Reports End

The next full meeting of the Committee will be held on **Thursday 13<sup>th</sup> June 2024**,

# APPENDIX A

## EAST GRINSTEAD TOWN COUNCIL PAYMENTS - December 2023

### Payments Listing - December 2023

Date Paid	Payee Name	Payment Ref	Amount Paid (£)	Transaction Detail
18/12/2023	Net Salaries	NET SAL	43,193.58	Net Salaries December 2023
18/12/2023	HMRC	HMRC	25,229.24	HMRC PAYE November 2023
18/12/2023	WSCC	LGPS	19,940.77	LGPS Contributions November
18/12/2023	Chequer Mead	GRANT	5,833.33	Chq Mead Grant December 2023
28/12/2023	Focus	FOCUS	1,317.00	B'band & Rental January 2024
05/12/2023	NWCC	NWCC	1,270.71	NWCC - see analysis below
12/12/2023	Payne & Gbson	NOMINAL	1,259.45	Payne & Gibson Adjustments
15/12/2023	British Gas	BRITISHGAS	1,199.14	OCH Gas Aug - Nov 2023
08/12/2023	Jetting Services Direct Ltd	BACS Pymnt	1,182.00	Gully Clearance/Repair EC Drive
01/12/2023	MSDC	NNDR	1,176.00	EC NNDR 9 of 10
21/12/2023	British Gas	BRITISHGAS	1,071.92	EC Gas 01/09 - 06/12/23
15/12/2023	Two Moons Computing Limited	BACS Pymnt	862.58	Dell Laptop & Docking Station JC
13/12/2023	Crazy Horses Ltd	NOMINAL	801.00	250 x Historic EG Bags
15/12/2023	Glasdon UK Ltd	BACS Pymnt	757.76	3x Slimline Grit Bins
22/12/2023	Performing Rights Society	BACS Pymnt	589.68	PRS Licence
13/12/2023	Octopus	OCTOPUS	569.47	OCH Electric November 2023
22/12/2023	Scott Combustion Ltd	BACS Pymnt	516.60	Boiler Repair ECM
08/12/2023	Marmax Products Ltd	BACS Pymnt	435.84	3 Seater Bench & Plaque
15/12/2023	G Hearn	G HEARN	400.00	Cemetery Services December '23
11/12/2023	MSDC	NDR	393.00	OCH NNDR 9 of 10
08/12/2023	J Watson	BACS Pymnt	385.00	38.5 Hrs Labour Nov JW
08/12/2023	Horace Fuller Ltd	BACS Pymnt	350.00	1x Leaf Blower
01/12/2023	MSDC	NNDR	346.00	MH NNDR 9 of 10
08/12/2023	Peninsula	PENINSULA	319.93	H&S Support December 2023
22/12/2023	Screwfix Direct Ltd	BACS Pymnt	313.95	4 in 1 Welder & 20m Cable
15/12/2023	Britaniacrest Recycling Ltd	BACS Pymnt	310.20	MNC 8 Yard Skip
22/12/2023	St John Ambulance	BACS Pymnt	306.72	Big Reveal- First Aid SJA
20/12/2023	MSDC	NNDR	251.00	MNC NNDR 9 of 10
14/12/2023	Peninsula	PENINSULA	249.54	HR Support December 2023
22/12/2023	J Watson	BACS Pymnt	240.00	24 Hrs Labour Dec - JW
15/12/2023	Redland EMBT Group Limited	BACS Pymnt	238.82	Caretaking Supplies
06/12/2023	UK Fuels Ltd	UK FUELS	217.53	Fuel Charges November 2023
08/12/2023	Kent County Council	BACS Pymnt	212.63	Copier Rental Jan - Mar 24
18/12/2023	Sage UK	SAGE UK	208.20	Sage Payroll December 2023
11/12/2023	BGL Communications Ltd	BACS Pymnt	200.00	Visit EG Website Hosting
12/12/2023	Siemens	SIEMENS	198.00	Office Phones 12/12 - 11/01/24
11/12/2023	Aldridge & Trillwood	BACS Pymnt	183.61	10L Paint for ECM
08/12/2023	Screwfix Direct Ltd	BACS Pymnt	159.99	Portable Heater for ODS
18/12/2023	EG Concert Band	NOMINAL	150.00	Big Reveal EG Concert Band
08/12/2023	Hey Presto	BACS Pymnt	140.00	4 Hrs Website Support
08/12/2023	Rokill Pest Control Services	BACS Pymnt	139.20	2x External Bait Boxes ECM
22/12/2023	EGBA	BACS Pymnt	120.00	EGBA Membership
15/12/2023	British Gas	BRITISHGAS	116.09	MNC Electric November 2023
11/12/2023	EMS	BACS Pymnt	114.00	Tourism Postcards
22/12/2023	Amazon Business	BACS Pymnt	110.74	6x Car Park Fobs
08/12/2023	Jewson	BACS Pymnt	104.78	Scaffold Tower Hire
22/12/2023	Ballpoint Office Supplies	BACS Pymnt	101.82	Print Toner & Stationery
15/12/2023	Wightman & Parrish Limited	BACS Pymnt	95.75	Caretaking Supplies
08/12/2023	Evacusafe UK Ltd	BACS Pymnt	90.00	Evacuation Chair Service
11/12/2023	Aldridge & Trillwood	BACS Pymnt	83.11	Metal Paint for Benches
22/12/2023	Monitor Cleaning Services Ltd	BACS Pymnt	80.40	Open/Close/Clean Toilets Nov 23
15/12/2023	Nat West	NAT WEST	73.12	Bankline Charges November 2023
01/12/2023	EE Ltd	EE LTD	63.00	Cemetery Broadband December 23
15/12/2023	Wealden Embroidery & Print	BACS Pymnt	63.00	7x Thinsulate Hats ODS
22/12/2023	James Hallam Council Guard	BACS Pymnt	57.05	Increased Fidelity Cover
27/12/2023	Peninsula	PENINSULA	55.54	EAP Support December 2023
11/12/2023	BGL Communications Ltd	BACS Pymnt	55.00	Visit EG Web Support Nov 23
11/12/2023	BGL Communications Ltd	BACS Pymnt	55.00	Visit EG Web Support Dec 23
27/12/2023	SSE	SSE	54.94	Public Clock Electric November
08/12/2023	The Sign Co	BACS Pymnt	48.00	2x Gateway Sponsor Signs
22/12/2023	Focus	FOCUS	42.00	Laptop Extension Cables
14/12/2023	Radius	RADIUS	37.80	Monthly Vehicle Tracking
29/12/2023	Nat West	NAT WEST	37.55	Nat West Charges November 2023
15/12/2023	Jewson	BACS Pymnt	37.54	Postfix for Street Signs
15/12/2023	Jewson	BACS Pymnt	37.54	Postfix for Street Signs
20/12/2023	Castle Water	CASTLEWATE	35.43	MNC Water November 2023
21/12/2023	GSF Car Parts Ltd	NOMINAL	30.24	2x Rear Number Plates
11/12/2023	Elavon	ELAVON	30.07	Monthly PDQ Fees
08/12/2023	J Watson	BACS Pymnt	30.00	3 Hrs Labour Nov JW
22/12/2023	MSDC	MSDC	30.00	St Barnabas Name Change Fee
15/12/2023	DT Electrical Supplies (EG) Ltd	BACS Pymnt	29.94	500x Cable Ties
08/12/2023	Amazon Business	BACS Pymnt	27.56	2x Monitor Stand Riser
08/12/2023	Horace Fuller Ltd	BACS Pymnt	27.50	5L of Oil - Strimmer
08/12/2023	Mid Sussex Timber Co Ltd	BACS Pymnt	26.27	Wood for Fairy Trail
22/12/2023	J S Locksmiths	BACS Pymnt	25.50	2x Back Door Keys ECM

12/12/2023 A Merricks	NOMINAL	25.03 Volunteer Gifts (AM)
08/12/2023 Ballpoint Office Supplies	BACS Pymnt	22.86 Teabags & Batteries
15/12/2023 Screwfix Direct Ltd	BACS Pymnt	19.96 Thermal Work Gloves ODS
15/12/2023 British Gas	BRITISHGAS	13.10 High St Powerbox November 2023
22/12/2023 Castle Water	CASTLEWATE	12.41 MNC Water 01/12 - 17/12/23
22/12/2023 Castle Water	CASTLEWATE	3.84 St Barnabus Water Nov' 23

**Total Payments** 115,242.87

05/12/2023 Karcher	NWCC	549.99 NWCC - Karcher Premium Pressure Washer
05/12/2023 BCH Ltd	NWCC	408.00 NWCC - Bulding Revaluations
05/12/2023 EB	NWCC	136.13 NWCC - 2x First Aid Training
05/12/2023 Eventbrite	NWCC	78.44 NWCC - Cllr Planning Training
05/12/2023 Iceland & Waitrose	NWCC	60.25 NWCC - Mayors Reception Catering
05/12/2023 Lebara	NWCC	24.90 NWCC - Monthly SIM Cards
05/12/2023 MID	NWCC	10.00 NWCC - Ask M.I.D Enquiry
05/12/2023 Land Registry	NWCC	3.00 NWCC - Land Registry Search

1,270.71

**EAST GRINSTEAD TOWN COUNCIL PAYMENTS - January 2024**

**Payments Listing - January 2024**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Payment Ref</b>	<b>Amount Paid (£)</b>	<b>Transaction Detail</b>
18/01/2024	Net Salaries	NET SAL	43,166.34	Net Salaries January 2024
19/01/2024	WSSC	LGPS	14,217.59	LGPS Contributions December 2023
19/01/2024	HMRC	HMRC	13,218.64	HMRC PAYE December 2023
19/01/2024	M&M Services	BACS Pymnt	8,610.00	MNC Compound Fencing
18/01/2024	Chequer Mead	GRANT	5,833.33	Chq Mead Grant - January 2024
23/01/2024	SSE	SSE	4,534.92	EC Electric 01/10 - 30/11/23
15/01/2024	Nisbets	NOMINAL	3,461.05	Sunnyside Chairs & Trolley
04/01/2024	NWCC	NWCC	2,941.13	NWCC - see analysis below
10/01/2024	British Gas	BRITISHGAS	2,197.12	EC Gas to 26/12/23
19/01/2024	GOPAK	BACS Pymnt	1,358.54	SSB 10x Folding Tables
19/01/2024	South East Fire Protection Ltd	BACS Pymnt	1,347.25	SSB Fire Alarm Monitoring
26/01/2024	Focus	FOCUS	1,320.80	IT Software & Support Feb' 24
03/01/2024	Everflow	EVERFLOW	1,281.24	Water Charges 18/12 - 17/02/24
19/01/2024	Scott Combustion Ltd	BACS Pymnt	1,252.31	EC Heating Repairs
19/01/2024	Scott Combustion Ltd	BACS Pymnt	1,204.40	EC & OCH Boiler Service
02/01/2024	MSDC	NNDR	1,176.00	EC NNDR 10 of 10
31/01/2024	Two Moons Computing Ltd	BACS Pymnt	1,093.31	SSB Wi-Fi Installation
15/01/2024	British Gas	BRITISHGAS	931.02	OCH Gas to 30.12.23
31/01/2024	Scott Combustion Ltd	BACS Pymnt	830.76	ECM Boiler Repair
19/01/2024	Tuckwells	BACS Pymnt	636.00	Chainsaw Outdoor Services
19/01/2024	Barker Plumbing	BACS Pymnt	620.00	Plumbing Labour & Materials
26/01/2024	Everflow	EVERFLOW	592.76	Water 18/02 - 17/03/24
17/01/2024	Octopus	OCTOPUS	554.88	OCH Electric December 2023
19/01/2024	Jacksons Fencing	BACS Pymnt	510.00	EC Car Park Barrier Service
19/01/2024	Marmax Products Ltd	BACS Pymnt	510.00	Replacement Bench
04/01/2024	Ashurst Wood JFC	GRANT	500.00	Youth Sport - AWJFC
04/01/2024	East Grinstead Town FC	GRANT	500.00	Youth Sport - EGT FC
09/01/2024	East Grinstead Cricket Club	GRANT	500.00	Youth Sport - EG Cricket Club
15/01/2024	EG Target Shooting Club	GRANT	500.00	Youth Sports - EG Target Shooting
15/01/2024	Shield Green Trading	NOMINAL	462.00	EC Bike Shelter Panels
31/01/2024	Excel Training	BACS Pymnt	462.00	Dumper Training (MW)
31/01/2024	i2 Comply	BACS Pymnt	451.80	27x Online Training
05/01/2024	Business Stream	BUS STREAM	432.38	OCH Water 20/09 - 18/12/23
31/01/2024	Holly Tree Surgeons Ltd	BACS Pymnt	420.00	SSB Treeworks
31/01/2024	J Watson	BACS Pymnt	410.00	41 Hrs Labour January JW
31/01/2024	The Sign Co	BACS Pymnt	405.00	SSB Signage
10/01/2024	UK Fuels	UK FUEL	401.10	Fuel Charges December 2023
15/01/2024	Gary Hearn	G HEARN	400.00	Cemetery Services January 2024
10/01/2024	MSDC	NNDR	393.00	OCH NNDR 10 of 10
12/01/2024	Stuart Morris Textiles Ltd	NOMINAL	366.36	108x Earthenware Mugs
05/01/2024	David Edwards	BACS Pymnt	351.60	MH Electric Meter/Aerial Box
02/01/2024	MSDC	NNDR	346.00	MH NNDR 10 of 10
08/01/2024	Peninsula	PENINSULA	319.93	H&S Support January 2024
31/01/2024	Britaniacrest Recycling Ltd	BACS Pymnt	310.20	MNC 8 Yard Skip
04/01/2024	Crawley Down Gatwick JFC	GRANT	300.00	Youth Sport - CDGJ FC
11/01/2024	MSVA	GRANT	297.00	MSVA Grant 2023/204
31/01/2024	Redland EMBT Group Limited	BACS Pymnt	282.78	Cleaning/Caretaking Supplies
31/01/2024	Chris Neale	BACS Pymnt	255.00	SSB Architecture Plans
22/01/2024	MSDC	NNDR	251.00	MNC NNDR 10 of 10
15/01/2024	Peninsula	PENINSULA	249.54	HR Support January 2024
19/01/2024	Wealden Embroidery & Print	BACS Pymnt	247.20	New Uniform RN/JM/MH
31/01/2024	Calabash Mint Ltd	BACS Pymnt	170.00	5x Toilet Roll Dispensers
16/01/2024	Sage UK	SAGE UK	208.20	Sage Payroll January 2024
12/01/2024	Siemens	SIEMENS	198.00	Office Phones 12/01 - 11/02/24
05/01/2024	David Edwards	BACS Pymnt	192.00	ECM Kitchenette Replace Sockts
31/01/2024	Rokill Pest Control Services	BACS Pymnt	191.10	Pest Control 30/01-29/04/24
05/01/2024	Redland EMBT Group Limited	BACS Pymnt	185.26	Various Cleaning Products
05/01/2024	David Edwards	BACS Pymnt	162.00	MH Boiler Tap Fitting
31/01/2024	Barker Plumbing	BACS Pymnt	160.00	Hot Water Repairs
05/01/2024	David Edwards	BACS Pymnt	153.60	ECM Boiler Replacement Timer
19/01/2024	Monitor Cleaning Services Ltd	BACS Pymnt	145.33	EC Open/Close/Clean WC Xmas
05/01/2024	David Edwards	BACS Pymnt	144.00	ECM 2nd Floor Lights Upgrade
31/01/2024	Society of Local Council Clerk Enterprises	BACS Pymnt	144.00	Carbon Environment Training SM
31/01/2024	Amazon Business	BACS Pymnt	140.00	Karcher Steam Cleaner
05/01/2024	Biffa Waste Services Ltd	BACS Pymnt	138.86	OCH Wheelie Bin 30/12-24/01/24
31/01/2024	Biffa Waste Services Ltd	BACS Pymnt	138.86	OCH Wheelie Bin 27/01-23/02/24
19/01/2024	James Hallam Council Guard	BACS Pymnt	133.50	Chq. Mead Revaluation
05/01/2024	i2 Comply	BACS Pymnt	129.00	6x Height/1x Fire Training
19/01/2024	David Edwards	BACS Pymnt	122.40	OCH Light Repairs
19/01/2024	Richard Gray Window Cleaning	BACS Pymnt	120.00	EC Window Cleaning Jan 24
31/01/2024	Viking	BACS Pymnt	102.55	ECM New Cigarette Bin
19/01/2024	David Edwards	BACS Pymnt	102.00	EC LED Spotlights
19/01/2024	British Gas	BRITISHGAS	90.66	MNC Electric December 2023
19/01/2024	Amazon Business	BACS Pymnt	81.62	SSB Crockery
31/01/2024	Wightman & Parrish Ltd	BACS Pymnt	81.32	Cleaning Supplies

31/01/2024	Wealden Embroidery & Print	BACS Pymnt	75.60	2x Work Trousers LH
05/01/2024	David Edwards	BACS Pymnt	72.00	ECM Car Park Lights Repair
05/01/2024	Hey Presto	BACS Pymnt	70.00	2 Hrs Website Support
31/01/2024	Mid Sussex Timber Co Ltd	BACS Pymnt	68.84	SSB Door Timber
02/01/2024	EE Ltd	EE LTD	63.00	Cemetery Broadband January 2024
31/01/2024	EE Ltd	EE LTD	63.00	Cemetery Broadband February 2024
31/01/2024	Redland EMBT Group Limited	BACS Pymnt	60.24	SSB 2x Towel Dispensers
05/01/2024	Ballpoint Office Supplies	BACS Pymnt	58.55	Batteries & A4 Paper
31/01/2024	PHS Group PLC	BACS Pymnt	58.50	OCH Waste Collection Feb 24
05/01/2024	Aldridge & Trillwood Ltd	BACS Pymnt	55.80	SSB Paint & Materials
26/01/2024	Peninsula	PENINSULA	55.54	EAP Support January 2024
05/01/2024	Biffa Waste Services Ltd	BACS Pymnt	55.44	Biffa Waste Collection
05/01/2024	BGL Communications	BACS Pymnt	55.00	Visit EG Updates January 2024
15/01/2024	Nat West	NAT WEST	54.25	Bankline Charges December 2023
31/01/2024	Amazon Business	BACS Pymnt	49.17	Coffee Sachets & Batteries
05/01/2024	Jewson	BACS Pymnt	47.95	EC Driveway Repairs
31/01/2024	Amazon Business	BACS Pymnt	45.98	SSB 2x Teapots
17/01/2024	Elavon	ELAVON	44.65	Monthly PDQ Fees
31/01/2024	Horace Fuller Ltd	BACS Pymnt	43.00	Hedge Cutter Repair
19/01/2024	Amazon Business	BACS Pymnt	41.98	2x 750g Coffee
05/01/2024	Screwfix Direct Ltd	BACS Pymnt	39.99	SSB First Aid Kit
31/01/2024	Hydraulic Plant Services	BACS Pymnt	39.70	Beacon Light for Dumper Truck
15/01/2024	Radius	RADIUS	37.80	Monthly Vehicle Tracking
19/01/2024	Aldridge & Trillwood Ltd	BACS Pymnt	36.47	SSB Decorating Materials
31/01/2024	Amazon Business	BACS Pymnt	35.67	SSB Cutlery
19/01/2024	Kent County Council	BACS Pymnt	35.09	Copier Charges to 25/10/23
31/01/2024	Nat West	NAT WEST	33.91	Nat West Charges December 2023
31/01/2024	Hey Presto	BACS Pymnt	30.00	Visit EG.com Domain Renewal
05/01/2024	Business Stream	BUS STREAM	29.56	EC Water to 17.12.23
19/01/2024	Amazon Business	BACS Pymnt	28.99	5x A4 Snap Frames
05/01/2024	Aldridge & Trillwood Ltd	BACS Pymnt	28.79	SSB 10L Paint
19/01/2024	Aldridge & Trillwood Ltd	BACS Pymnt	28.79	SSB Decorating Materials
19/01/2024	Screwfix Direct Ltd	BACS Pymnt	26.14	SSB Door Handle/Locks
19/01/2024	British Gas	BRITISHGAS	26.08	High St. Powerbox Dec' 2023
12/01/2024	Sacred Heart Hardware	NOMINAL	21.98	2x Snow Shovels
31/01/2024	Mid Sussex Timber Co Ltd	BACS Pymnt	19.52	SSB Timber & Glue
31/01/2024	Hydraulic Plant Services	BACS Pymnt	17.78	New Fan Belt for Dumper
31/01/2024	Mid Sussex Timber Co Ltd	BACS Pymnt	15.29	Bond It Adhesive
30/01/2024	J Watson	NOMINAL	10.45	Paint & Brushes
31/01/2024	Mid Sussex Timber Co Ltd	BACS Pymnt	10.07	Wood Glue
31/01/2024	Amazon Business	BACS Pymnt	10.00	5kg Sugar
19/01/2024	Amazon Business	BACS Pymnt	6.99	High St. Lanterns
19/01/2024	Amazon Business	BACS Pymnt	5.78	SSB Toilet Sign
19/01/2024	Amazon Business	BACS Pymnt	4.99	SSB Inclusive Toilet Sign

**Total Payments** 128,365.86

04/01/2024	John Lewis	NWCC	2,734.20	NWCC - Henry Smith Gift Cards *
04/01/2024	Royal Mail	NWCC	75.00	NWCC - 100 x 2nd class stamps
04/01/2024	Quickclocks Ltd	NWCC	53.81	NWCC - 500x Clocking In Cards
04/01/2024	NALC	NWCC	39.22	NWCC - Funding Strategies (JH)
04/01/2024	Lebara	NWCC	24.90	NWCC - Monthly SIM Cards
04/01/2024	MIB.org	NWCC	10.00	NWCC - Motor Insurance Database Request
04/01/2024	Poundland	NWCC	4.00	NWCC - Xmas LED Lights

\* £2734.20 repaid to EGTC from Henry Smith

2,941.13

**EAST GRINSTEAD TOWN COUNCIL PAYMENTS - February 2024**

**Payments Listing - February 2024**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Payment Ref</b>	<b>Amount Paid (£)</b>	<b>Transaction Detail</b>
16/02/2024	Net Salaries	NET SAL	42,989.97	Net Salaries February 2024
29/02/2024	The Festive Lighting Co	BACS Pymnt	27,578.33	EG Christmas Lights 2023/24
15/02/2024	Sutcliffe Play	BACS Pymnt	21,530.17	EC Playpark Repairs
09/02/2024	Oakhurst Builders	BACS Pymnt	16,320.00	S106 - SSB Modernisation Works
19/02/2024	WSCC	LGPS	14,198.93	LGPS Contributions January '24
19/02/2024	HMRC	HMRC	13,296.91	HMRC PAYE January 2024
09/02/2024	Oakhurst Builders	BACS Pymnt	9,360.00	SSB Screed, Fuseboard & Sockets
20/02/2024	PWLB	PWLB	5,916.96	PWLB Repayment
16/02/2024	Chequer Mead	GRANT	5,833.33	Chq Mead Grant - February 2024
15/02/2024	British Gas	BRITISHGAS	2,833.50	EC Gas to 30.01.24
22/02/2024	SSE	SSE	2,608.10	EC Electricity January 2024
15/02/2024	SSE	SSE	2,147.80	EC Electric December 2023
15/02/2024	British Gas	BRITISHGAS	1,709.52	OCH Gas January 2024
05/02/2024	NWCC	NWCC	1,683.39	NWCC - see analysis below
29/02/2024	Citizens Advice	GRANT	1,500.00	CAB Grant 2023/2024
09/02/2024	Mad Ideas Ltd	BACS Pymnt	1,496.00	Production of 'The Line'
29/02/2024	Focus	FOCUS	1,307.47	B'band & Rental March '24
12/02/2024	The Metal Store	NOMINAL	960.00	EC 4x Steel Window Grids
23/02/2024	Satswana Limited	BACS Pymnt	960.00	DPO Service 21/11/23-20/11/24
14/02/2024	Octopus	OCTOPUS	747.56	OCH Electric January 2024
06/02/2024	GigLoo Ltd	NOMINAL	743.82	3x 2024 ECL Portaloo deposits
23/02/2024	South East Fire Protection Ltd	BACS Pymnt	736.61	EC/MH/OCH Fire Alarm Maintenance
29/02/2024	Country Side Art	BACS Pymnt	657.98	250x Tourism Tea Towels
29/02/2024	Holly Tree Surgeons Ltd	BACS Pymnt	630.00	Treeworks Lingfield Road
09/02/2024	Oakhurst Builders	BACS Pymnt	585.60	SSB Install Hand Dryers/Lights
23/02/2024	Actively Safe	NOMINAL	540.00	Half Term Teen Self Defence
29/02/2024	Jetting Services Direct Ltd	BACS Pymnt	540.00	King St. Toilets De-Scaling
23/02/2024	Mid Sussex District Council	BACS Pymnt	438.05	MSDC Dog Bin Recharge
16/02/2024	G Hearn	G HEARN	400.00	Cemetery Services February '24
29/02/2024	J Watson	BACS Pymnt	390.00	39 Hrs Labour Feb 24
29/02/2024	SSE	SSE	384.20	King St Electric 15/09 - 31/12
08/02/2024	Peninsula	PENINSULA	319.93	H&S Support February 2024
23/02/2024	Jetting Services Direct Ltd	BACS Pymnt	300.00	King St Toilets Repair
23/02/2024	Oakhurst Builders	BACS Pymnt	294.00	ECM & OCH Repairs
01/02/2024	Nisbets	NISBETS	293.98	Chair Trolley
09/02/2024	Clive Widgery Agricultural	BACS Pymnt	293.69	Kubota Fuel Leak Repair
29/02/2024	MSDC	NOMINAL	288.25	MSDC DEA Feb 2024
23/02/2024	Barker	BACS Pymnt	270.00	EC Urn and MNC Safety Cert
14/02/2024	Peninsula	PENINSULA	249.54	HR Support February 2024
09/02/2024	Main Street Signs Ltd	BACS Pymnt	244.44	3x Street Signs
13/02/2024	Bridge Contract Solutions Ltd	NOMINAL	225.29	SSB - Measured Blinds
09/02/2024	The Sign Co	BACS Pymnt	216.00	GU73 HVA Graphics
23/02/2024	The Sign Co	BACS Pymnt	213.00	2024 Event Listing Leaflets
16/02/2024	Sage UK	SAGE UK	208.20	Sage Payroll February 2024
12/02/2024	Siemens	SIEMENS	198.00	Office Phones 12/02 - 11/03/24
23/02/2024	Main Street Signs Ltd	BACS Pymnt	197.52	2x Street Sign for Leppard Walk
09/02/2024	Aldridge & Trillwood Ltd	BACS Pymnt	183.61	SSB 10L Paint
09/02/2024	Hey Presto	BACS Pymnt	175.00	5 Hrs Website Support
29/02/2024	Biffa Waste Services Ltd	BACS Pymnt	173.58	OCH Wheelie Bin 24/02-29/03/24
23/02/2024	Jetting Services Direct Ltd	BACS Pymnt	150.00	King St Toilets CCTV Inspection
08/02/2024	Sally Bradley	NOMINAL	149.00	Plot Re-purchase 819 5C
23/02/2024	Mid Sussex Timber Co Ltd	BACS Pymnt	135.34	OCH Fence Repair
23/02/2024	JS Locksmiths	BACS Pymnt	132.05	King St & EC Keys
09/02/2024	Aldridge & Trillwood Ltd	BACS Pymnt	123.66	SSB Painting Materials
09/02/2024	Jewson	BACS Pymnt	120.30	Dumper Druck Hire for Training
29/02/2024	Richard Gray Window Cleaning	BACS Pymnt	120.00	EC Window Cleaning Feb 24
07/02/2024	UK Fuel	UK FUEL	118.41	Fuel Charges January 2024
23/02/2024	Screwfix Direct Ltd	BACS Pymnt	110.99	ECM Doorguard
09/02/2024	Amazon Business	BACS Pymnt	110.00	ECM Truvox Vacuum Cleaners
09/02/2024	Store 4 Biz	BACS Pymnt	102.24	IT Disposal & Shredding
19/02/2024	British Gas	BRITISHGAS	94.99	MNC Electric January 2024
23/02/2024	Screwfix Direct Ltd	BACS Pymnt	89.99	Workshop Door Canopy
12/02/2024	A Merricks	NOMINAL	85.00	Eye Test & Glasses Policy AM
23/02/2024	Graffiti Removal Ltd	BACS Pymnt	83.70	Graffiti Removal Wipes
23/02/2024	Amazon Business	BACS Pymnt	82.91	EC Car Park 4x Key Fobs
23/02/2024	Monitor Cleaning Services Ltd	BACS Pymnt	80.40	Open/Close/Clean Toilets Jan 24
22/02/2024	S Jackson	NOMINAL	74.00	Eye Test Policy (S Jackson)
05/02/2024	Elavon	ELAVON	69.13	Elavon Monthly PDQ Charges
29/02/2024	SSE	SSE	60.86	Public Clock Electric Dec 2023
09/02/2024	PHS Group Plc	BACS Pymnt	58.50	OCH Waste Collection March 24
23/02/2024	Ballpoint Office Supplies	BACS Pymnt	57.00	2x Printer Ink
26/02/2024	Peninsula	PENINSULA	55.54	EAP Support February 2024
15/02/2024	Nat West	NAT WEST	50.92	Bankline Charges January 2024
09/02/2024	Orchard Nursery	BACS Pymnt	49.99	Memorial Shrub - Dixon
29/02/2024	Nat West	NAT WEST	49.15	Nat West Charges January 2024

09/02/2024	JS Locksmiths	BACS Pymnt	45.92	SSB 2x Lock & Keys
09/02/2024	Aldridge & Trillwood Ltd	BACS Pymnt	45.01	SSB 2.5L White Gloss Paint
09/02/2024	Aldridge & Trillwood Ltd	BACS Pymnt	45.01	SSB 2.5L White Gloss Paint
09/02/2024	Amazon Business	BACS Pymnt	39.78	Biscuits for Hirers
09/02/2024	Aldridge & Trillwood Ltd	BACS Pymnt	38.17	SSB Primer Undercoat
14/02/2024	Radius	RADIUS	37.80	Monthly Vehicle Tracking
29/02/2024	J Watson	BACS Pymnt	35.00	3.5 Hrs Labour Feb 24
23/02/2024	Jewson	BACS Pymnt	29.59	MNC 3x Postcrete
23/02/2024	Screwfix Direct Ltd	BACS Pymnt	28.99	Reception Door Lock
09/02/2024	Aldridge & Trillwood Ltd	BACS Pymnt	28.79	SSB 10L White Paint
29/02/2024	M Hayward	NOMINAL	27.74	Vehicle Horn part
23/02/2024	Mid Sussex Timber Co Ltd	BACS Pymnt	26.27	High St Flowerbed MDF Display
12/02/2024	L Pineau	NOMINAL	25.00	Eye Test Policy (LP)
19/02/2024	British Gas	BRITISHGAS	24.19	High St Powerbox Jan '24
23/02/2024	Jewson	BACS Pymnt	23.40	SSB Plasterboard
29/02/2024	Hydraulic Plant Services	BACS Pymnt	21.12	GU72 0VM Trailer Connector
23/02/2024	Amazon Business	BACS Pymnt	20.98	A4 Office Paper
23/02/2024	Jewson	BACS Pymnt	19.73	MNC 2x Postcrete
09/02/2024	Mid Sussex Timber Co Ltd	BACS Pymnt	19.68	Playpark Bench Fixings
29/02/2024	Screwfix Direct Ltd	BACS Pymnt	19.49	SSB Door Kick Plate
29/02/2024	Amazon Business	BACS Pymnt	18.99	SSB Wall Clock
23/02/2024	Screwfix Direct Ltd	BACS Pymnt	13.96	Workshop Guttering
23/02/2024	Hydraulic Plant Services	BACS Pymnt	13.51	Dumper Electrical Connector
29/02/2024	JS Locksmiths	BACS Pymnt	12.75	ECM 1x Back Door Key
23/02/2024	JS Locksmiths	BACS Pymnt	11.55	King St Toilets 3x Keys
09/02/2024	Screwfix Direct Ltd	BACS Pymnt	9.58	SSB Door Hinges
09/02/2024	Amazon Business	BACS Pymnt	7.98	SSB 2x Fire Exit Signs
09/02/2024	Mid Sussex Timber Co Ltd	BACS Pymnt	7.26	Wood for High Street Beds
09/02/2024	Amazon Business	BACS Pymnt	6.98	Keyboard Wrist Rest CW
09/02/2024	Amazon Business	BACS Pymnt	6.58	SSB 2x Fire Exit Signs
29/02/2024	Screwfix Direct Ltd	BACS Pymnt	6.49	SSB Replacement Ciston
09/02/2024	Amazon Business	BACS Pymnt	5.75	5x Blu Tack
29/02/2024	Screwfix Direct Ltd	BACS Pymnt	4.99	Thermal Gloves JP
29/02/2024	Amazon Business	BACS Pymnt	4.24	50x Black Pens

**Total Payments** 188,514.57

05/02/2024	First Rescue	NWCC	564.00	NWCC - SSB Defib Box
05/02/2024	DVLA	NWCC	322.50	NWCC - WR72 HPU Road Tax
05/02/2024	DVLA	NWCC	202.50	NWCC - LV63 OPJ Road Tax
05/02/2024	AAT	NWCC	197.00	NWCC - FMAAT Professional Fees
05/02/2024	Rontec Brooklands	NWCC	148.12	NWCC - Fuel Charges January 2024
05/02/2024	The De Fib Store	NWCC	133.66	NWCC - 2x De Fib Pads
05/02/2024	Sainsburys	NWCC	56.27	NWCC - Mayors Parlour Refreshments
05/02/2024	Sainsburys	NWCC	34.44	NWCC - Mayors Carols Refreshments
05/02/2024	Lebara	NWCC	24.90	NWCC - Monthly SIM Cards

1,683.39



Date:03/01/2024

**East Grinstead Town Council**

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Time: 10:05

**Bank Reconciliation Statement as at 31/12/2023  
for Cashbook 1 - Current/Reserve Account**

User: DC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat West Current Account	31/12/2023		13,748.11
			<hr/> 13,748.11
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			13,748.11
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			13,748.11
		<b>Balance per Cash Book is :-</b>	<b>13,748.11</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 31/12/2023  
for Cashbook 6 - Natwest Direct Reserve

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Direct Reserve	31/12/2023		617,099.11
			<u>617,099.11</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			617,099.11
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			617,099.11
		Balance per Cash Book is :-	617,099.11
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 31/01/2024  
for Cashbook 1 - Current/Reserve Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat West Current Account	31/01/2024		17,335.69
			<u>17,335.69</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
31/01/2024 BACS Pymnt BACS P/L Pymnt Page 3603		6,628.04	
			<u>6,628.04</u>
			10,707.65
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			10,707.65
		Balance per Cash Book is :-	10,707.65
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 31/01/2024  
for Cashbook 6 - Natwest Direct Reserve

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Direct Reserve	31/01/2024		527,858.84
			<u>527,858.84</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			527,858.84
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			527,858.84
		Balance per Cash Book is :-	527,858.84
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 29/02/2024  
for Cashbook 1 - Current/Reserve Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat West Current Account	29/02/2024		9,989.64
			<u>9,989.64</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			9,989.64
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			9,989.64
		Balance per Cash Book is :-	9,989.64
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 29/02/2024  
for Cashbook 6 - Natwest Direct Reserve

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Direct Reserve	29/02/2024		424,923.73
			<u>424,923.73</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			424,923.73
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			424,923.73
		Balance per Cash Book is :-	424,923.73
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

04/03/2024

East Grinstead Town Council

Page 1

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Detailed Income &amp; Expenditure by Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>100 Democratic Representation</b>							
4001 Salaries and Wages	3,772	39,446	44,209	4,763		4,763	89.2%
4002 Emps. NI & Superann.	1,139	13,349	13,271	(78)		(78)	100.6%
4012 Members Training	0	1,165	2,000	835		835	58.3%
4013 Mayors Allowance	0	1,153	2,019	866		866	57.1%
4014 Civic and Ceremonial	91	772	1,600	828		828	48.2%
4049 Member Expenses	0	12,746	19,041	6,295		6,295	66.9%
4050 Election Costs	0	0	4,500	4,500		4,500	0.0%
4600 Support Service Allocation-In	1,750	14,396	14,806	410		410	97.2%
Democratic Representation :- Indirect Expenditure	6,751	83,027	101,446	18,419	0	18,419	81.8%
Net Expenditure	(6,751)	(83,027)	(101,446)	(18,419)			
<b>200 Corporate Management</b>							
1190 Bank/Investment Income	2,723	31,358	14,500	(16,858)			216.3%
1201 Miscellaneous Income	8	5,530	750	(4,780)			737.3%
Corporate Management :- Income	2,731	36,888	15,250	(21,638)			241.9%
4001 Salaries and Wages	4,345	45,513	51,084	5,571		5,571	89.1%
4002 Emps. NI & Superann.	1,313	15,381	15,289	(92)		(92)	100.6%
4131 Legal Expenses	0	3,563	1,000	(2,563)		(2,563)	356.3%
4133 Internal Audit Fee	0	254	550	296		296	46.1%
4134 External Audit Fee	0	0	2,100	2,100		2,100	0.0%
4135 Treasury and Bank Charges	170	1,886	2,200	314		314	85.7%
4138 PWLB Capital Repayments	3,920	7,757	8,000	243		243	97.0%
4139 PWLB Interest Repayments	1,996	4,077	4,200	123		123	97.1%
4600 Support Service Allocation-In	1,750	14,148	14,427	279		279	98.1%
Corporate Management :- Indirect Expenditure	13,495	92,579	98,850	6,271	0	6,271	93.7%
Net Income over Expenditure	(10,764)	(55,691)	(83,600)	(27,909)			
<b>300 East Court Estate</b>							
1000 East Court Income	6,373	82,171	75,000	(7,171)			109.6%
1001 Meridian Hall Income	5,652	67,835	80,000	12,165			84.8%
1002 Old Court House Income	4,294	46,929	53,000	6,071			88.5%
1006 Sunnyside Income	213	213	18,000	17,788			1.2%
1106 S106 Income	13,600	13,600	0	(13,600)			0.0%
East Court Estate :- Income	30,132	210,748	226,000	15,252			93.3%
4001 Salaries and Wages	19,975	225,723	242,854	17,131		17,131	92.9%
4002 Emps. NI & Superann.	5,958	72,871	68,531	(4,340)		(4,340)	106.3%
4008 Staff Training	0	1,237	3,500	2,263		2,263	35.3%

Continued over page

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4021 Uniform Business Rate	0	21,832	28,000	6,168		6,168	78.0%
4022 Gas	7,071	14,542	10,500	(4,042)		(4,042)	138.5%
4023 Electricity	4,664	26,317	35,000	8,683		8,683	75.2%
4024 Water and Sewerage	0	4,204	7,400	3,196		3,196	56.8%
4030 Cleaning Materials	0	2,348	3,200	852		852	73.4%
4031 Waste Collection	193	5,506	5,335	(171)		(171)	103.2%
4041 Telephone	50	550	600	50		50	91.7%
4061 Equipment Purchases	422	6,232	7,300	1,068		1,068	85.4%
4063 Building Service Contracts	801	12,170	12,000	(170)		(170)	101.4%
4064 Buildings Repairs & Maint.	24,539	61,157	55,000	(6,157)		(6,157)	111.2%
4066 Protective Clothing	4	1,456	1,000	(456)		(456)	145.6%
4075 Grounds Maintenance	390	13,838	14,000	162		162	98.8%
4076 East Court Play Area	17,942	25,730	4,000	(21,730)		(21,730)	643.2%
4152 Promotions & Advertisements	0	3,119	3,000	(119)		(119)	104.0%
4201 Miscellaneous Expenses	0	1,442	1,800	358		358	80.1%
4600 Support Service Allocation-In	4,000	76,071	85,962	9,891		9,891	88.5%
East Court Estate :- Indirect Expenditure	86,008	576,346	588,982	12,636	0	12,636	97.9%
Net Income over Expenditure	(55,876)	(365,599)	(362,982)	2,617			
<u>400 Community Support</u>							
1080 Community Support Income	0	20,125	18,000	(2,125)			111.8%
1106 S106 Income	2,644	2,644	0	(2,644)			0.0%
Community Support :- Income	2,644	22,769	18,000	(4,769)			126.5%
4001 Salaries and Wages	908	9,648	10,736	1,088		1,088	89.9%
4002 Emps. NI & Superann.	275	3,260	3,229	(31)		(31)	101.0%
4091 Christmas Lights Grant	22,982	22,982	24,000	1,018		1,018	95.8%
4092 EG Twinning Grant	0	0	500	500		500	0.0%
4093 High Street Traders Events	0	233	250	18		18	93.0%
4094 CAB Grant	1,500	1,500	1,500	0		0	100.0%
4095 Age Concern Grant	0	0	1,000	1,000		1,000	0.0%
4096 EG Christmas Promotions	0	498	600	103		103	82.9%
4097 CVS Rent Grant	0	744	2,800	2,056		2,056	26.6%
4098 Community Grants-Other	0	2,900	3,000	100		100	96.7%
4099 Defibrillators Batteries Fund	0	0	500	500		500	0.0%
4100 East Grinstead in Bloom	0	0	500	500		500	0.0%
4101 Youth Sports Grants	0	2,300	3,500	1,200		1,200	65.7%
4103 Youth Services Advisor	540	1,123	1,000	(123)		(123)	112.3%
4104 Employment Support Initiatives	0	0	400	400		400	0.0%
4105 Town Events	0	1,996	825	(1,171)		(1,171)	241.9%



	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4107 Campaign Initiatives	0	2,248	1,000	(1,248)		(1,248)	224.8%
4109 EG Community Bonfire	0	900	900	0		0	100.0%
4116 Summer programme	0	24,106	10,000	(14,106)		(14,106)	241.1%
4117 ATC Grant	0	200	200	0		0	100.0%
4118 Speedwatch Equipment	0	2,644	500	(2,144)		(2,144)	528.8%
4119 Dementia Friendly East Grinste	0	135	250	115		115	54.0%
4123 EG Museum Grant	0	0	3,500	3,500		3,500	0.0%
4127 Veterans Day	0	571	550	(21)		(21)	103.9%
4128 Remembrance Day	0	224	1,000	776		776	22.4%
4129 Disability Access	0	0	500	500		500	0.0%
4137 Bluebell Heritage Project	0	0	1,000	1,000		1,000	0.0%
4600 Support Service Allocation-In	1,200	11,512	12,602	1,090		1,090	91.3%
Community Support :- Indirect Expenditure	<u>27,405</u>	<u>89,722</u>	<u>86,342</u>	<u>(3,380)</u>	<u>0</u>	<u>(3,380)</u>	<u>103.9%</u>
Net Income over Expenditure	<u>(24,760)</u>	<u>(66,952)</u>	<u>(68,342)</u>	<u>(1,390)</u>			
<u>500 Planning</u>							
4001 Salaries and Wages	1,380	14,495	16,230	1,735		1,735	89.3%
4002 Emps. NI & Superann.	420	4,940	4,917	(23)		(23)	100.5%
4130 Planning Consultancy	0	0	3,000	3,000		3,000	0.0%
4136 Neighbourhood Plan	0	395	0	(395)		(395)	0.0%
4600 Support Service Allocation-In	450	4,387	4,127	(260)		(260)	106.3%
Planning :- Indirect Expenditure	<u>2,250</u>	<u>24,217</u>	<u>28,274</u>	<u>4,057</u>	<u>0</u>	<u>4,057</u>	<u>85.7%</u>
Net Expenditure	<u>(2,250)</u>	<u>(24,217)</u>	<u>(28,274)</u>	<u>(4,057)</u>			
<u>600 Economic Development &amp; Tourism</u>							
1012 Tourism Sales	23	1,047	1,000	(47)			104.7%
1070 MSDC Initiative Grants	0	13,635	13,635	0			100.0%
Economic Development & Tourism :- Income	<u>23</u>	<u>14,682</u>	<u>14,635</u>	<u>(47)</u>			<u>100.3%</u>
4001 Salaries and Wages	5,824	64,059	68,743	4,684		4,684	93.2%
4002 Emps. NI & Superann.	1,608	19,763	18,920	(843)		(843)	104.5%
4041 Telephone	20	220	360	140		140	61.1%
4110 Economic Development Init.	0	0	1,800	1,800		1,800	0.0%
4111 Tourism Initiatives	757	4,167	3,000	(1,167)		(1,167)	138.9%
4115 Business Support Initiatives	0	0	400	400		400	0.0%
4122 Mid Sussex Marathon	0	0	500	500		500	0.0%
4124 Sustainability and Enhancement	0	0	5,000	5,000		5,000	0.0%
4600 Support Service Allocation-In	1,103	16,120	16,871	751		751	95.5%
Economic Development & Tourism :- Indirect Expenditure	<u>9,312</u>	<u>104,328</u>	<u>115,594</u>	<u>11,266</u>	<u>0</u>	<u>11,266</u>	<u>90.3%</u>
Net Income over Expenditure	<u>(9,290)</u>	<u>(89,646)</u>	<u>(100,959)</u>	<u>(11,313)</u>			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>700 Cemetery Services</u>							
1004 Mount Noddy Lodge Rent	850	9,350	10,200	850			91.7%
1020 Cemetery Fees & Charges	401	29,106	43,000	13,894			67.7%
1106 S106 Income	12,084	12,084	0	(12,084)			0.0%
<b>Cemetery Services :- Income</b>	<b>13,335</b>	<b>50,540</b>	<b>53,200</b>	<b>2,660</b>			<b>95.0%</b>
4001 Salaries and Wages	3,993	43,985	47,516	3,531	3,531	92.6%	
4002 Emps. NI & Superann.	1,137	13,992	13,421	(571)	(571)	104.3%	
4023 Electricity	90	938	650	(288)	(288)	144.3%	
4024 Water and Sewerage	0	321	560	239	239	57.3%	
4031 Waste Collection	0	1,810	2,850	1,041	1,041	63.5%	
4061 Equipment Purchases	0	518	3,000	2,482	2,482	17.3%	
4064 Buildings Repairs & Maint.	0	8,398	8,000	(398)	(398)	105.0%	
4075 Grounds Maintenance	41	1,837	3,500	1,663	1,663	52.5%	
4080 Planting-Roundabouts/Baskets	0	0	500	500	500	0.0%	
4086 Fuel-Mowers/Tractors/Digger	110	1,210	1,320	110	110	91.7%	
4201 Miscellaneous Expenses	400	4,495	5,400	905	905	83.2%	
4600 Support Service Allocation-In	1,150	14,078	14,818	740	740	95.0%	
<b>Cemetery Services :- Indirect Expenditure</b>	<b>6,921</b>	<b>91,581</b>	<b>101,535</b>	<b>9,954</b>	<b>0</b>	<b>9,954</b>	<b>90.2%</b>
<b>Net Income over Expenditure</b>	<b>6,414</b>	<b>(41,042)</b>	<b>(48,335)</b>	<b>(7,293)</b>			
<u>999 Civic Pride</u>							
1025 Allotment Rents	0	1,360	1,324	(36)			102.7%
1026 Market income	175	3,637	2,250	(1,387)			161.7%
1027 Traders Hanging Baskets	0	2,480	3,500	1,020			70.9%
1050 Roundabout Sponsorship	258	4,744	6,500	1,756			73.0%
1051 Flowerbed sponsorship	175	3,078	3,000	(78)			102.6%
1070 MSDC Initiative Grants	0	12,526	10,000	(2,526)			125.3%
1072 WSCC Grant - Graffiti/ Other	2,000	3,700	1,700	(2,000)			217.6%
1106 S106 Income	2,750	2,750	0	(2,750)			0.0%
1201 Miscellaneous Income	263	11,438	650	(10,788)			1759.6%
<b>Civic Pride :- Income</b>	<b>5,621</b>	<b>45,713</b>	<b>28,924</b>	<b>(16,789)</b>			<b>158.0%</b>
4001 Salaries and Wages	7,072	77,787	82,541	4,754	4,754	94.2%	
4002 Emps. NI & Superann.	1,972	24,210	22,845	(1,365)	(1,365)	106.0%	
4041 Telephone	30	330	360	30	30	91.7%	
4061 Equipment Purchases	100	2,294	2,500	206	206	91.8%	
4085 Vehicle Tax/Insurance/Maint.	970	7,990	11,200	3,210	3,210	71.3%	
4171 Town Clocks	58	3,483	500	(2,983)	(2,983)	696.7%	
4172 War Memorials	0	4,724	5,000	276	276	94.5%	
4173 Public Seats	0	2,604	1,500	(1,104)	(1,104)	173.6%	

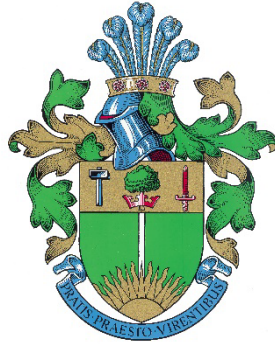
	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4174 Litter Bins	365	1,934	2,000	66		66	96.7%
4176 Bus Shelters	0	0	200	200		200	0.0%
4177 Notice Boards	0	1,060	200	(860)		(860)	529.8%
4178 Turners Hill Rec Ground	0	0	1,000	1,000		1,000	0.0%
4180 Street Lighting	0	4,152	17,000	12,848		12,848	24.4%
4181 CCTV Maintenance	0	5,572	4,500	(1,072)		(1,072)	123.8%
4182 Graffiti Removal	70	159	500	341		341	31.9%
4183 Public Works	1,491	17,799	30,000	12,201		12,201	59.3%
4184 Street Scene Planting	105	20,399	16,000	(4,399)		(4,399)	127.5%
4185 Public Toilets	1,191	6,590	11,460	4,870		4,870	57.5%
4186 Winter Maintenance	0	650	3,000	2,350		2,350	21.7%
4201 Miscellaneous Expenses	0	14	250	236		236	5.7%
4600 Support Service Allocation-In	3,200	37,134	36,324	(810)		(810)	102.2%
Civic Pride :- Indirect Expenditure	16,623	218,886	248,880	29,994	0	29,994	87.9%
Net Income over Expenditure	(11,003)	(173,172)	(219,956)	(46,784)			
<u>1000 Charities</u>							
4120 Chequer Mead Grant	5,833	64,167	70,000	5,833		5,833	91.7%
Charities :- Indirect Expenditure	5,833	64,167	70,000	5,833	0	5,833	91.7%
Net Expenditure	(5,833)	(64,167)	(70,000)	(5,833)			
<u>1100 Central Admin &amp; Support</u>							
4001 Salaries and Wages	7,264	77,191	84,211	7,020		7,020	91.7%
4002 Emps. NI & Superann.	2,137	25,326	24,589	(737)		(737)	103.0%
4008 Staff Training	0	4,703	4,057	(646)		(646)	115.9%
4009 Travelling	169	1,611	1,500	(111)		(111)	107.4%
4041 Telephone	528	6,650	6,450	(200)		(200)	103.1%
4042 Insurance	0	30,525	34,000	3,475		3,475	89.8%
4043 Printing and Stationery	119	2,931	5,000	2,069		2,069	58.6%
4044 Books and Journals	0	0	180	180		180	0.0%
4045 Postage	0	155	250	96		96	61.8%
4046 Subs to Local Authority Assns.	0	3,732	5,000	1,268		1,268	74.6%
4047 Subscriptions	197	1,800	1,500	(300)		(300)	120.0%
4061 Equipment Purchases	0	1,120	2,000	880		880	56.0%
4132 HR Consultancy	525	5,755	6,300	545		545	91.3%
4151 Civic News	1,485	5,555	4,800	(755)		(755)	115.7%
4152 Promotions & Advertisements	0	0	800	800		800	0.0%
4155 Webmaster/Website Costs	175	1,735	1,800	65		65	96.4%
4156 IT Hardware/Software	910	14,817	15,000	183		183	98.8%

## Detailed Income &amp; Expenditure by Budget Heading 29/02/2024

Month No: 11

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4201 Miscellaneous Expenses	1,094	4,241	2,500	(1,741)		(1,741)	169.6%
4601 Support Service Allocation-Out	(14,603)	(187,845)	(199,937)	(12,092)		(12,092)	94.0%
Central Admin & Support :- Indirect Expenditure	(0)	0	0	(0)	0	(0)	
Net Expenditure	0	(0)	0	0			
<u>1200 Capital Fund</u>							
4209 Capital - EC Play Area	0	12,193	7,000	(5,193)		(5,193)	174.2%
4212 East Court Capital Budget	0	6,812	0	(6,812)		(6,812)	0.0%
4214 Capital - Public WC	0	0	3,000	3,000		3,000	0.0%
4222 Cemetery Fund	0	16,293	10,000	(6,293)		(6,293)	162.9%
4226 Capital - Vehicle Replacement	0	22,070	0	(22,070)		(22,070)	0.0%
4227 Capital - St Barnabus	0	190,000	0	(190,000)		(190,000)	0.0%
Capital Fund :- Indirect Expenditure	0	247,368	20,000	(227,368)	0	(227,368)	1236.8%
Net Expenditure	0	(247,368)	(20,000)	227,368			
<u>1300 Precept</u>							
1176 Precept	91,991	1,011,903	1,103,894	91,991			91.7%
Precept :- Income	91,991	1,011,903	1,103,894	91,991			91.7%
Net Income	91,991	1,011,903	1,103,894	91,991			
Grand Totals:- Income	146,476	1,393,243	1,459,903	66,660			95.4%
Expenditure	174,598	1,592,220	1,459,903	(132,317)	0	(132,317)	109.1%
Net Income over Expenditure	(28,122)	(198,977)	0	198,977			
Movement to/(from) Gen Reserve	(28,122)	(198,977)					



**ASSET DISPOSAL POLICY**

In accordance with the NALC recommended guidelines the RFO maintains a Fixed Asset Register which records details of the Council's Assets. The register details the purchase price of the asset along with the date of purchase and the supplier. Assets are not revalued year on year and must remain on the register at cost price.

From time to time the Council may decide that it no longer requires an asset and it is therefore essential that any asset disposal takes place in a transparent and accountable manner.

Any asset which could be reasonably expected to have a current valuation of over £10,000 will require disposal approval by Full Council.

Any asset which could be reasonably expected to have a current valuation of between £500 and £10,000 will require disposal approval by the Finance & General Purposes committee.

Any asset which could be reasonably expected to have a current valuation of less than £500 will require disposal approval from both the Town Clerk and the RFO. The F&GP committee will still be advised of any disposal which meets this criteria.

Assets may be considered for disposal if one or more of the following criteria are met:

- The asset is not in current use and there is no reasonable expectation of its use in the foreseeable future.
- The asset is not easily stored in existing storage at minimal cost.
- There is a requirement for maintenance / refurbishment which would incur significant costs in excess of the current budget provision
- The likely market value of the asset outweighs its current value to EGTC and to the community of East Grinstead.
- The asset is beyond economical repair

The disposal of an asset should be planned and conducted in order to maximise value for money and minimise opportunities for exploitation by individuals, groups or organisations.

Once an asset has been confirmed as meeting one or more of the above criteria an estimate of its value should be obtained. An estimate can be obtained by one or more of the following methods :

- Research (internet, trade publications etc)
- Knowledge and previous experience
- By obtaining a quotation

Once a valuation for an asset deemed surplus to requirements has been obtained, if the valuation is greater than £5,000 the asset should be advertised on the Council's website and on any other appropriate website used for the purpose of buying & selling assets.

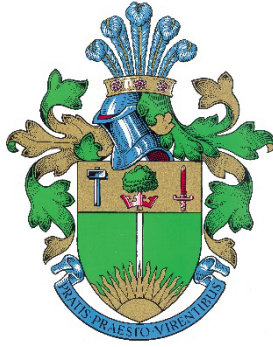
If the item has a valuation of £5,000 or less it should be advertised on the Council's website. Any requests to purchase the item should then be made by means of a sealed bid which

should be opened by at least two of the following officers : The Town Clerk, The Deputy Town Clerk, The Responsible Finance Officer.

The Responsible Finance Officer shall keep a record which will detail any bids received.

Adoption date:

Reviewed:



# BULLYING AND HARASSMENT POLICY

## Contents

1. Introduction.....	1
2. Procedures.....	1
3. Sanctions .....	2
4. Incidents involving Councillors.....	2



# 1. Introduction

- 1.1 East Grinstead Town Council considers bullying and harassment unacceptable, and will take all necessary steps to eliminate such behaviour. The council has a legal duty to ensure that staff members are not exposed to any unnecessary risks associated with this behaviour.
- 1.2 Following changes to the Sex Discrimination Act in April 2008, the council is duty bound to protect its employees from sexual harassment from customers and members of the public. Employees will be entitled to claim damages if the council fails to take reasonable steps to protect them after being made aware of any incidents.
- 1.3 The council has a duty of care towards all staff and liability under common law arising out of the Employment Rights Act 1996 and the Health and Safety at Work Act 1974.

# 2. Procedures

- 2.1 Staff members may experience bullying and harassment by members of the public. This behaviour can be either:

Verbal

- Via the telephone
- Face to face with the member(s) of the public
- Written correspondence
- Via email or cyberstalking

or physical

- Assaults or violence, or the threat of assault or violence towards the staff member
- Damage to the staff members property
- Inappropriate sexual behaviour

- 2.2 In the first instance, all incidents must be reported to the staff member's line manager. In the case of the most senior employee, all incidents must be reported to the chairman of the Council. A comprehensive note of the incident must be made. Details should include:

- date
- time
- type of incident
- details of incident

- if known, the name and address of the member of the public involved, and the names and addresses of any witnesses to the incident
- 2.3 If the incident relates to correspondence received, either written or electronic, the correspondence should be retained as evidence and no response should be made.
- 2.4 If the incident relates to a telephone call which is recorded, or where a message has been left on an answering service, the message should be retained as evidence and no response should be made.
- 2.5 Upon receipt of a reported incident, the line manager or the Leader of the Council must determine if the incident is severe enough to report to the police. In the case of physical assaults or violence, all incidents will be reported to the police.

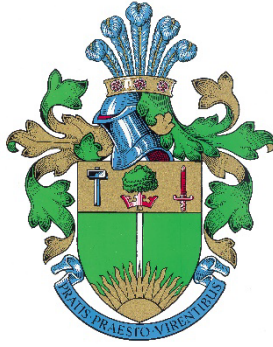
### **3. Sanctions**

- 3.1 If the line manager or Leader of the Council considers an incident serious enough to report to the police, the council will take advice from the police with regard to any appropriate sanction.
- 3.2 If the line manager or Leader of the Council does not consider an incident serious enough to report to the police, they may decide to attempt to resolve the problem directly with the member of the public, with the aim to receive an apology and guarantee of no future repeat of the behaviour which gave rise to the incident.
- 3.3 If it is proposed that a member of the public has bullied a staff member, the council reserves the right to impose sanctions against that member of the public, including:
- Blocking the member of the public's email address and accepting no further emails
  - Reporting emails to the member of the public's Internet Service Provider (ISP)
  - Banning the member of the public from the Council offices or other Council owned buildings

### **4. Incidents involving Councillors**

- 4.1 East Grinstead Town Council considers bullying and harassment of staff members by councillors equally unacceptable. Procedures for dealing with incidents of this nature are set out under the Member Code of Conduct.

Adoption date: **May 2018**  
Reviewed: **March 2024**



# COMMUNICATIONS & PUBLICITY POLICY

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3. Principles of communication .....	1
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5. Requests for interview .....	2
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8. General guidance for councillors and officers .....	3

## **1. Introduction**

- 1.1 This policy is advised by the Code of Recommended Practice on Local Authority Publicity, as issued by the Department for Communities and Local Government (DCLG). The code is statutory guidance and therefore councils must have regard to it and follow its provisions.
- 1.2 Failure to follow the council's Media and Communications Policy could lead to a breach of the statutory code and the risk of adverse publicity, which could damage the council's reputation. It is important that all councillor and officers understand the implications of this code which this policy explains within a local context.
- 1.3 This policy should be read in conjunction with the Members' Code of Conduct.

## **2. Approach to publicity**

- 2.1 The council welcomes enquiries from the press and media, and recognises that a good relationship with the press helps communicate effectively with residents.
- 2.2 Equally, the council recognises that taking a proactive approach to communication ensures information is made available to residents in a timely manner, and is accessible via as many media sources as possible including emerging social media platforms.

## **3. Principles of communication**

- 3.1 The Code of Recommended Practice on Local Authority Publicity identifies key principles regarding publicity, and the council will ensure any publicity:
  - Is lawful
  - Is cost effective
  - Is objective
  - Is even-handed
  - Is appropriate
  - Has regard to equality and diversity
  - Is issued with care during periods of heightened sensitivity

## **4. Official council press releases**

- 4.1 The council recognises that the use of press releases is a key technique for publicising council activities, decisions and achievements.

- 4.2 An official council press release is made on behalf of the council as a whole. They will usually be drafted by the Clerk or Deputy Clerk but in certain circumstances, it may be appropriate for a councillor (normally the Chairman, Deputy Chairman of a committee) to draft the press release, but the Clerk (or other nominated officer) will be responsible for checking and subsequently issuing any official council press release.
- 4.3 All press releases will accurately reflect the corporate view of the council, contain relevant facts and may include an approved quotation from an appropriate councillor. Releases will not promote the views of specific political groups, publicise the activities of individual councillors, identify a councillor's political party or persuade the general public to hold a particular view.
- 4.4 Press releases will be issued to local newspapers and copies will be made available on the council's website. An edited version may be available via the council's social media platforms, with a link to the full story available.

## **5. Requests for interview**

- 5.1 Any request for an interview with a councillor or officer should be referred to the Clerk (or other nominated officer) in the first instance. The Clerk, in liaison with the Chairman, will determine the most appropriate councillor or officer to be put forward for interview.
- 5.2 Where a councillor is authorised to speak on behalf of the council, it is their responsibility to ensure they are clear on the corporate position of the council, and that their responses to questions accurately reflect this.
- 5.3 Where an officer is authorised to speak on behalf of the council, they must never give their opinion on specific council policy and must remember their role is to provide expertise and factual knowledge in support of the council's agreed policies.
- 5.4 If a councillor has not been specifically authorised by the council to speak to the media on a particular issue, a councillor who is asked for a comment should make it clear that it is a personal view and ask that it be clearly reported as such.

## **6. Publicity during elections**

- 6.1 There are specific rules governing publicity when an election has been announced. In the period between the notice of an election and the election itself (purdah), all proactive publicity about candidates is halted.
- 6.2 During the purdah period, all council publicity shall be managed by the Clerk (or other nominated officer), and any quotes provided in support of press releases will be given by authorised officers.

## 7. Social media

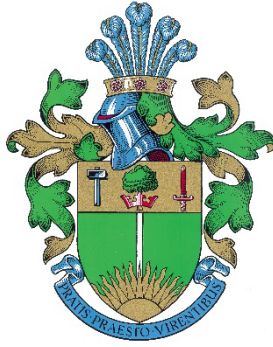
- 7.1 The council recognises that for some residents, accessing information via social media platforms is their preferred method. While there are too many social media sites to include all of them, the council will endeavour to use those which are most widely used, and regularly review the type and number of social media sites used.
- 7.2 Social media sites will be used to support other communications issued by the council, and will help provide a consistent message across all media formats. To help achieve this, all social media releases will be approved by the Clerk (or other nominated officer).
- 7.3 Where officers use social media in a professional capacity to represent the council, the council's corporate identity will be used and not that of any individual officer.
- 7.4 Officers using social media in this way must respect copyright, data protection, freedom of information and other laws, and be aware of the risks of action for defamation. Officers must not use insulting or offensive language, or engage in any conduct that would not be acceptable in the workplace or elsewhere.

## 8. General guidance for councillors and officers

- 8.1 Councillors and officers must ensure they do not disclose information that is of a confidential nature. This includes any discussion with the press or other media on any matter which has been discussed under confidential items on council or committee agendas or at any other private briefing.
- 8.2 Councillors and officers should act with integrity at all times when representing or acting on behalf of the council.
- 8.3 Councillors should not use the prefix 'Councillor' when writing to the press as an individual. This implies you are stating council policy, which is not necessarily consistent with your personal opinion.
- 8.4 Any councillor failing to follow the guidelines set out in this policy may find themselves in breach of the Members' Code of Conduct and subject to a complaint to the Monitoring Officer.
- 8.5 Any officer failing to follow the guidance set out in this policy could face disciplinary action.

Adoption date: **21.03.2024**

Reviewed:



# EQUAL OPPORTUNITIES POLICY

## Contents

1. Introduction.....	1
2. Purpose.....	1
3. Scope.....	1
4. Our Commitment .....	1

# 1. Introduction

- 1.1 East Grinstead Town Council is committed to eliminating discrimination and encouraging diversity amongst its employees. The aim is that all employees will be truly representative of all sections of society and each employee feels respected and able to give of their best.
- 1.2 The Council refers to the Race Relations (Amendment) Act 2000, Town Policy Statement adopted 20.06.2002.

# 2. Purpose

- 2.1 To that end the purpose of this policy is to provide equality and fairness for all in the Council's employment and not to discriminate on grounds of gender, gender reassignment, marital status (including civil partnerships), race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age.
- 2.2 East Grinstead Town Council opposes all forms of unlawful and unfair discrimination.

# 3. Scope

- 3.1 All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Council.

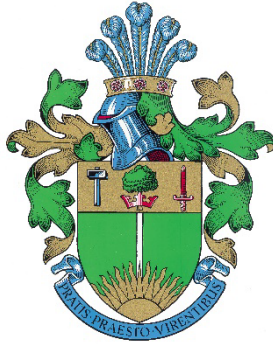
# 4. Our Commitment

- 4.1 East Grinstead Council will through its policies and training make the Commitment:
- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
  - Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
  - Training, development and progression opportunities are available to all staff.
  - Equality in the workplace is good management practice and makes sound business sense.
  - We will review all our employment practices and procedures to ensure fairness.
  - Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
  - This policy is fully supported by the Council.
- 4.2 The policy will be monitored and reviewed periodically.



- 4.3 Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- 4.4 The commitment to equal opportunities in the workplace is good management practice and makes sound business sense.
- 4.5 Breaches of our equal opportunities policy will be regarded as serious misconduct and could lead to disciplinary proceedings. Employees are entitled to complain about discrimination or harassment or victimisation through the Council's grievance procedure.

Adoption date: **21.03.2024 (new policy)**  
Reviewed:



# FREEDOM OF INFORMATION AND ENVIRONMENTAL INFORMATION REGULATION REQUESTS

## Contents

1. Background .....	1
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# 1. Background

- 1.1 Under the Freedom of Information Act, individuals have the right to access information held by East Grinstead Town Council. The Council must also advise and assist the individual in making their request.
- 1.2 The Freedom of Information Act 2000 (the Act) gives a general right of access to all types of recorded information held by public authorities. It sets out exemptions from that right and places a number of obligations on public authorities.
- 1.3 Anyone wishing to exercise the right, has to make a written request to the Council. If such a request is made the Council is under obligation to inform the person whether or not the requested information exists and to supply access to the information unless it is subject to an exemption.
- 1.4 Section 39 of the Freedom of Information Act exempts environmental information from being dealt with under the Freedom of Information Act and provides that it should be dealt with under the Environmental Information Regulations (the Regulations), which also came into force on 1<sup>st</sup> January 2005.
- 1.5 Environmental information is defined in the Regulations as information falling into one of the six categories below:
  1. The state of the elements of the environment, such as air and atmosphere, water, soil, land, landscape and natural sites including wetlands, coastal and marine areas, biological diversity and its components, including genetically modified organisms and the interaction among these elements.
  2. Factors, such as substances, energy, noise, radiation or waste, including radioactive waste, emissions, discharges and other releases into the environment, affecting or likely to affect the elements of the environment referred to in 1.
  3. Measures (including administrative measures), such as policies, legislation, plans, programmes, environmental agreements, and activities affecting or likely to affect the state of the elements and factors mentioned above, and as well as measures or activities designed to protect those elements.
  4. Reports on the implementation of environmental legislation.
  5. Cost-benefit and other economic analyses and assumptions used within the framework of the measures and activities referred to above.
  6. The state of human health and safety, including the contamination of the food chain, where relevant, conditions of human life, cultural sites and built structures in as much as they are or may be affected by the state of the elements of the environment or, through those elements by any of the factors or measures referred to above.

## 2. Procedure

- 2.1 The Act requires that all requests must be made in writing (by letter or email) whereas the Regulations also allow requests for environmental information to be made verbally. Requests must clearly indicate what information is being required and state the name of the applicant and contact details for correspondence. Applicants do not have to state the purpose of their request.
- 2.2 Any individual making an enquiry under the Act should be advised that all requests for information must:
- Be made in writing, including email.
  - Include a name and address for the response to be sent to.
  - State clearly the information required.
- 2.3 Any individual making an enquiry, written or verbal, under the Regulations should be advised that all requests for information must:
- Include a name and address for the response to be sent to.
  - State clearly the information required.
- (The individual should also be asked if they would put their request in writing to reduce the possibility of any misunderstanding of the information required.)
- 2.4 On receipt of a request for information under the Act and the Regulations, an acknowledgement should be sent out within three working days advising whether the information is subject to the Act or the Regulations or not and how the Council will be responding to the request.
- 2.5 Where the information is subject to the Act or the Regulations, it should be dealt with accordingly and a response given to the enquirer within 20 working days. The Act or the Regulations allow the Council to extend this deadline if further clarification of the request is needed but the Council must advise the individual accordingly.
- 2.6 Where the information is not subject to the Act or the Regulations, it should be dealt with in line with the procedure as set out below.
- 2.7 Most requests for information will be free of charge. However, the Council reserves the right to charge the enquirer for photocopies or postage.
- 2.8 The individual may request that the information be given to them in a particular form and the Council may take into account the cost of providing the information in this form before complying with the request.

- 2.9 If the Council believes that it will cost more than £450 to find the information and prepare it for release, then the request can be refused. However, in all such cases the Council will ask the enquirer to narrow down the request by being more specific. The Act and the Regulations do not place restrictions on how the individual may use the information but does not transfer copyright in any information sent to the enquirer. The Council should advise the enquirer in writing if any of the information is copyrighted.
- 2.10 Under Section 36 of the Freedom of Information Act 2000, the Clerk will be the only “Qualified Person” when making decisions about the disclosure of information that is believed to prejudice the conduct of public affairs. In the absence of the Clerk, this will be performed by the Deputy Clerk.
- 2.11 If the Council refuses a request or withholds some of the information that has been requested, the enquirer will be advised of the reasons for the refusal. (See Section 3.0 Exemptions.)
- 2.12 Under Section 16 of the Act and Section 9 of the Regulations, the Council has a duty to provide advice and assistance to applicants. The Council will provide advice and assistance so far as it would be reasonable to expect it to do so to anybody who proposes to make or have made an Information Request.
- 2.13 Where the cost of compliance in providing the information to a number of related requests, whether from the same or different individuals, exceeds the “appropriate limit” the Council will not be obliged to comply with the request. However, the Council may, on a discretionary basis, be prepared to offer assistance as to what could be disclosed in a more cost-effective manner. It will be a matter for the Council to determine whether the various requests are related and form part of an organised campaign.
- 2.14 If the Council receives a request for information that it does not hold but is aware that another public authority holds this information, the Council will provide assistance to the applicant and transfer their request to the public authority known to hold the requested information. If the Council holds any part of the information that has been requested by the applicant, it will treat that part of the request as an official Information Request and process it accordingly.

### **3. Exemptions**

- 3.1 In certain instances, the Council will withhold information if it considers an information disclosure would be subject to one or more of the exemptions included in the Act and the Regulations, e.g.
- Regulation 12(3) Personal Information
  - Regulation 12(4) – exemptions based on the type of information:
    - Regulation 12(4)(a) – the Council does not hold the information
    - Regulation 12(4)(b) – the request for information is manifestly unreasonable

- Regulation 12(4)(c) – the request is too general
  - Regulation 12(4)(d) – the request relates to information which is unfinished or in the course of being completed
  - Regulation 12(4)(e) – the request involves the disclosure of internal communications.
  - Regulation 12(5) – exceptions based on the content of the information requested
    - Regulation 12(5)(a) – international relations, defence, national security and public safety.
    - Regulation 12(5)(b) – the course of justice, the ability of a person to obtain a fair trial or the ability of a public authority to conduct an inquiry of a criminal or disciplinary nature.
    - Regulation 12(5)(c) – Intellectual property rights.
    - Regulation 12(5)(e) – the confidentiality of commercial or industrial information where such confidentiality is provided by law to protect a legitimate economic interest.
    - Regulation 12(5)(f) – the interests of the supplier of the information
    - Regulation 12(5)(g) – Protection of the environment
  - Regulation 12(6) and (7) – Neither confirm nor deny
  - Regulation 12(9) – Emissions
- 3.2 The Council will always explain its reasons for applying an exemption to the applicant within 20 days.
- 3.3 The Council will not classify information as exempt unless there are reasons for doing so. Where documents contain exempt information, the remaining information contained within the requested document will be available under the Act and the Regulations.
- 3.4 Qualified exemptions will only be applied if the Council believes it is not in the public interest to disclose the information having considered the Public Interest Test.

## **4. Public Interest Test**

- 4.1 The Public Interest Test will apply to all qualified exemptions under the Act and the Regulations. The Test requires that information should be withheld under an exemption if, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

## 5. Appeals

- 5.1 If the Council refuses a request for information, the individual has the right to appeal the decision and should, in the first instance, request an internal review of the decision in writing within 5 working days of notification of the refusal.
- 5.2 The Council does have the right to refuse to review the decision.
- 5.3 The review should be conducted by a panel of three Councillors who will be appointed by the Chairman of the Council or the Chairman of the Finance and General Purposes Committee who will also chair the review. The individual should be advised of the outcome of the review within 15 working days.
- 5.4 If the individual is unhappy with the outcome of the review, or the Council has refused to undertake a review, the individual has the right to appeal directly to the independent Information Commissioner. The Commissioner has the power to investigate the way the Council handled the request and the response given by the Council. If the Commissioner agrees that the Council has wrongly withheld information, the Council can be ordered to disclose it.

The Information Commissioner can be contacted as follows:

Information Commissioner's Office Helpline:

0303 123 1113 or 01625 54 57 45

**Fax:**

01625 524510

By post:

The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow,

## **FREEDOM OF INFORMATION REQUEST FORM**

**For all requests under the Freedom of Information Act 2000, please complete all sections of this form and return it to:** The Clerk, East Grinstead Town Council, East Court, College Lane, East Grinstead, RH19 3LT

### **SECTION 1: YOUR DETAILS**

Name:	XX
Address:	XX
Postcode	XX
Telephone	XX
Email	XX

### **SECTION 2: YOUR REQUEST**

Is your request under the Freedom of Information Act 2000 (please tick as appropriate)

- INFORMATION held by East Grinstead Town Council (complete SECTIONS 3 and 5)  
or
- APPEAL/INTERNAL REVIEW following a decision by the Council not to provide information requested (complete SECTIONS 4 and 5).

### **SECTION 3: INFORMATION REQUESTED**

Please clearly state the information you are requesting from East Grinstead Town Council. (please attach additional sheets as necessary)

On receipt of this form, the Council will advise you within 3 working days whether the information is subject to the Freedom of Information Act or not and how the Council will be responding to the request.

Where the request is subject to the Act, it will be dealt with accordingly and a response given to you within 20 working days. The Act allows the Council to extend this deadline if further clarification of the request is needed providing that the Council advises you in writing accordingly.

Most requests for information will be free of charge. However, the Council reserves the right to charge you for photocopies and/or postage. If the Council believes it will cost more than £450 to find the information and prepare it for release, then the request can be refused. However, in all such cases the Council will write to you and ask you to narrow your request by being more specific.



#### **SECTION 4: APPEAL/INTERNAL REVIEW**

If the Council refuses your request for information, you have the right to appeal the decision by requesting an internal review of the decision in writing or by completing this form.

The Council has the right to refuse to review the decision.

The review will be conducted by a panel of three Councillors, which will be led by the Chairman of the Council or the Chairman of the Finance and General Purposes Committee.

If you are unhappy with the outcome of the review or the Council has refused to undertake the review, you have the right to appeal directly to the Information Commissioner, who has the power to investigate the way the Council handled your request and the response given by the Council. If the Commissioner agrees that the Council has wrongly withheld information, the Council can be ordered to disclose it.

The Information Commissioner can be contacted as follows:

**Information Commissioner's Office Helpline:**

0303 123 1113 or 01625 54 57 45

**Fax:**

01625 524510

**By post:**

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

**By email:** If your enquiry is about a new or existing notification under the Data Protection Act, please email [notification@ico.gsi.gov.uk](mailto:notification@ico.gsi.gov.uk).being more specific.

#### **SECTION 5**

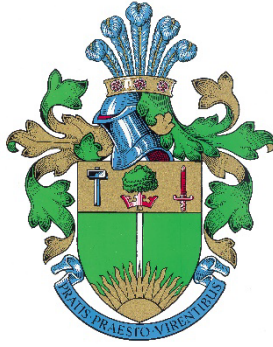
**Please ensure that you sign and date this form before returning to the address overleaf.**

Signed:

Date:

Print name:

Adoption date: **21.03.2024**  
Reviewed:



# **FREEDOM OF INFORMATION PUBLICATION SCHEME**

## **FREEDOM OF INFORMATION ACT 2000**

The Freedom of Information Act requires every public authority to adopt and maintain a publication scheme, which has been approved by the Information Commissioner, and to publish information in accordance with the scheme.

At the Town Council's meeting on [ ] members approved the new scheme to apply from [ ]. This is in accordance with the template of information that the Information Commissioner expects a local council to hold and make available within each class. The table shows how the specific information can be obtained and if there is a cost involved.

## Information available from East Grinstead Town Council under the Model Publication Scheme

Information to be published	How the information can be obtained?	Cost
<b>Class1 – Who we are and what we do</b> Organisational information, structures, locations and contacts Current information only.		
Who's who on the Council and its committees	Website Hard copies	Free 10p per sheet
Contact details for Town Clerk and Council members	Website Hard copies	Free 10p per sheet
Location of main Council office and accessibility details	Website Hard copies	Free 10p per sheet
Staffing structure	Website Hard copies	Free 10p per sheet
<b>Class 2 – What we spend and how we spend it</b> Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year		
Annual return form and report by auditor	Website Hard copies	Free 10p per sheet
Finalised budget	Website Hard copies	Free 10p per sheet
Precept	Website Hard copies	Free 10p per sheet

<b>Information to be published</b>	<b>How the information can be obtained?</b>	<b>Cost</b>
Borrowing Approval letter (When applicable)	Hard copies By inspection	10p per sheet Free
Financial Regulations	Website Hard copies	Free 10p per sheet
Grants given and received	Website Hard copies	Free 10p per sheet
List of current contracts awarded and value of contract	Website Hard copies	Free 10p per sheet
Members' (Chairman's) allowance and expenses (See Annual Report)	Website Hard copies	Free 10p per sheet
<b>Class 3 – What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections and reviews where applicable)	-	-
Neighbourhood Plan (Current year)	Website Hard copies	Free 10p per sheet
Annual Report (Current and previous year)	Website Hard copies	Free 10p per sheet
Local charters drawn up in accordance with DCLG guidelines (Where applicable)	Website Hard copies	Free 10p per sheet
<b>Class 4 – How we make decisions</b> Decision making processes and records of decisions	-	-
Timetable of meetings (Council, committee and town meetings) (Current and previous year)	Website Hard copies	Free 10p per sheet
Agendas of Council, committee and town meetings (Current and previous year)	Website Hard copies	Free 10p per sheet

Information to be published	How the information can be obtained?	Cost
Minutes of Council, committee and town meetings (Excluding information that is properly regarded as private to the meeting) (Current and previous year)	Website Hard copies	Free 10p per sheet
Reports presented to Council meetings (Excluding information that is properly regarded as private to the meeting) (Current and previous year)	Website Hard copies	Free 10p per sheet
Responses to consultation papers (Current and previous year)	Hard copies By inspection	10p per sheet Free
Responses to planning applications (See minutes of Council, committee and town meetings above) (Current and previous year)	Website Hard copies	Free 10p per sheet
Bye-laws (Where applicable)	Hard copies By inspection	10p per sheet Free
<b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	-	-
Policies and procedures for the conduct of Council business:  Procedural Standing Orders  Financial Regulations  Committee terms of reference  Code of Conduct  Policy statements	Website Hard copies Some information may only be available by inspection	Free 10p per sheet Free

Information to be published	How the information can be obtained?	Cost
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services</p> <p>Equality and diversity policy Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p> <p>Records management policies (records retention, destruction and archive) Data protection and information security policies</p> <p>Schedule of charges (for the publication of information)</p>	<p>Website</p> <p>Hard copies</p> <p>Some information may only be available by inspection</p>	<p>Free</p> <p>10p per sheet</p> <p>Free</p>
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	<p>Website</p> <p>Hard copies</p> <p>Some information may only be available by inspection</p>	<p>Free</p> <p>10p per sheet</p> <p>Free</p>
<p>Any publicly available register or list</p>	<p>Hard copies</p> <p>By inspection</p>	<p>10p per sheet</p> <p>Free</p>



Information to be published	How the information can be obtained?	Cost
Assets register  Register of members' interests Register of gifts and hospitality	Website Hard copies Some information may only be available by inspection	Free 10p per sheet Free
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only:  Burial grounds and Community centres and town halls Parks, playing fields and recreational facilities Seating, litter bins, clocks, memorials and lighting Bus shelters Public conveniences Agency agreements	Website Hard copies Some information may only be available by inspection	Free 10p per sheet Free
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copies By inspection	10p per sheet Free

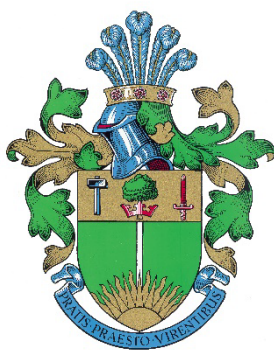
## SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black and white)	Standard charge
	Photocopying @ 15p per sheet (colour)	Standard charge
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class post.

**Contact details:**  
**The Town Clerk**  
**Council Offices**  
**East Court**  
**College Lane**  
**East Grinstead**  
**RH19 3LT**

**Telephone:** 01342-323636  
**Email** [towncouncil@eastgrinstead.gov.uk](mailto:towncouncil@eastgrinstead.gov.uk)

Adoption date:  
Reviewed: **21.03.2024**



# INTERNAL PRIVACY NOTICE

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# 1. Your personal data – what is it?

- 1.1 “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?

- 2.1 Other data controllers the council works with:

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

- 2.2 We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

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

- 2.4 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;
- 2.5 The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

### **3. How we use sensitive personal data**

3.1 We may process sensitive personal data including, as appropriate:

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

3.2 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.

3.3 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.

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

### **4. Do we need your consent to process your sensitive personal data?**

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

## **5. The council will comply with data protection law. This says that the personal data we hold about you must be:**

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.

5.1 Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure. We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, 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.

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

6.1 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

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

## **7. Sharing your personal data**

7.1 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.

## **8. How long do we keep your personal data?**

- 8.1 We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 7 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

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

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

- 9.2 When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights. The right to access personal data we hold on you.

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

- 9.3 The right to correct and update the personal data we hold on you

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

- 9.4 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).

- 9.5 The right to object to processing of your personal data or to restrict it to certain purposes only

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let



you know if we are able to comply or if we have a legal obligation to continue to process your data.

#### 9.6 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.

#### 9.7 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 [Data protection contact form](#) or email.

#### 9.8 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.

## 10. Transfer of data abroad

10.1 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].

## 11. Further processing

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

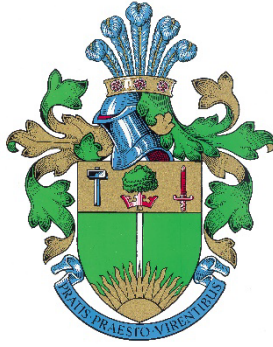
## 12. Changes to this notice

12.1 We keep this Privacy Notice under regular review and we will place any updates on this web site [www.eastgrinstead.gov.uk](http://www.eastgrinstead.gov.uk). This Notice was last updated in [March 2024].

## 13. Contact details

13.1 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: East Grinstead Town Council, East Court, College Lane, East Grinstead RH19 3LT, Town Clerk, [clerk@eastgrinstead.gov.uk](mailto:clerk@eastgrinstead.gov.uk)

Adoption date: **21.03.2024**  
Reviewed:



# LONE WORKING POLICY

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# 1. Introduction

- 1.1 Lone working refers to situations where staff in the course of their duties work alone at their place of work or in their own home. They will be physically isolated from colleagues, and without access to immediate assistance.
- 1.2 This policy is designed to alert staff to the risks presented by lone working and to identify the responsibilities each person has in this situation.

# 2. Policy

- 2.1 The Council will, as far as is reasonably practicable, ensure that:
  - 2.1.1 Employees required to work alone are protected from risks to their health, safety and welfare.
  - 2.1.2 Any risks are identified in discussion with the Line Manager and any actions required to mitigate high risks are taken before lone working is undertaken.
  - 2.1.3 Employees take responsibility for their own safety and understand that they must remove themselves immediately from any such situation. Such action and concerns must be reported immediately to the line manager.

# 3. Legal Responsibilities

- 3.1 Section 2(1) of the Health & Safety at Work Act 1974 places a duty on every employer to ensure, so far as is reasonably practicable, the health, safety and welfare of employees. In addition, the Management of Health & Safety at Work Regulations 1999 places a duty on the employer to consider all reasonably foreseeable hazards and to take the appropriate action to reduce the possible risk of injury to the lowest level that is practicable to achieve.

# 4. Who Is At Risk

- 4.1 All employees who, as part of their contracted duties, are required to work alone and without direct supervision. This policy does not set out to identify all the situations where employees may be at risk from working alone but concentrates on describing the arrangements that must be in place to eliminate or manage the associated risks. Lone working itself is not necessarily high risk but the activity that is performed may well be. It is important that these individuals are made aware of the outcome of the risk assessment and informed of all necessary control measures.

## **5. Assessing the risk**

- 5.1 Line managers are responsible for identifying and assessing the risks of lone working both in terms of the likelihood of causing harm and also the severity of the injury. Consideration will be given to whether the activity is one that can be safely accomplished by one person or whether the presence of another member of staff would be advisable. If a risk cannot be eliminated completely, action must be taken to reduce the risk to the lowest level practicably achievable.
- 5.2 Lone working should be minimised or avoided where possible.
- 5.3 The Lone Working Risk Assessment will identify the hazards to which the person may be exposed. The hazards are likely to be the same for a particular activity whether lone working or not. The assessment of the risks to which a lone worker may be exposed must take into account normal and foreseeable scenarios.
- 5.4 Consideration must be given to an individual's ability to carry out their activities safely on their own. Some individuals may be at greater risk than others for example, new and expectant mothers and young persons or those who are new to a role. It may be necessary to make reasonable enquiries to ensure that lone workers are medically fit to undertake the work alone.

## **6. Roles & responsibilities**

- 6.1 The Line Manager should:
- Identify all staff who are lone workers, based on recognised definitions.
  - Ensure safe systems of work to ensure the safety and wellbeing of all staff.
  - Make individuals aware of the lone working risk assessment and undertake regular reviews of hazards and associated risks. Specific Lone Working Risk Assessments may be required in circumstances where any potential risks are increased.
  - Agree terms of contact during periods of lone working and put in place a team protocol in the event of an emergency.
  - Provide lone workers with sufficient information, induction training, and supervision before entering a lone working situation.
  - Ensure First Aid boxes are checked regularly and any used items replaced as required.
  - Ensure that anyone lone working in the EGTC building always have access to a functioning mobile phone.
  - Ensure that anyone lone working in the EGTC building have access to the CCTV system.
  - Ensure adequate security is in place and that key holders are strictly controlled and recorded.

- Ensure that staff members have received appropriate training including First Aid, Fire Training and Manual Handling and identify any specific training required.

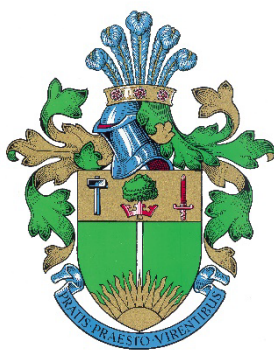
## 6.2 The Employee should:

- Take reasonable care to look after their own safety and health.
- Familiarise themselves with the Lone Working Policy and Lone Working Risk Assessment and refer to specific risk assessments where required.
- Be aware of the arrangements on how to respond in the event of fire or other emergency.
- Provide emergency contact details to HR and the appropriate line manager.
- Ensure any medical condition which may be relevant is fully disclosed to the appropriate line manager.
- Maintain contact with Line Manager as agreed and ensure the appropriate manager is aware of any change to the working arrangements or leave the work place during working hours.
- Use equipment properly, in accordance with any relevant safety instructions and training they have been given.
- Not work at height, lift heavy objects or use hazardous substances.
- Carry out appropriate security measures as required to reduce risk.
- Undertake safety training as required.
- Have access to phone at all times.
- - Report all accidents, injuries, near-misses and other dangerous occurrences.
- - Not allow access to unknown callers.
- - Not carry out duties under the influence of alcohol or drugs.
- - Staff working in their own homes should also refer to the Home Working Policy and Home Working Risk Assessment.

## 7. Monitoring & review

- 7.1 Arrangements which are implemented to ensure the safety of lone workers are subject to a monitoring regime which is commensurate with the risk, by the line manager. Risk assessments are to be reviewed if any significant changes take place, following an accident/incident or following any concerns being raised. Any review should make sure existing control measures are adequate and check if any additional controls are needed.

Adoption date: **2023**  
Reviewed: **March 2024**



# RETENTION AND DISPOSAL POLICY

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# 1. Introduction

- 1.1 The guidelines set out in this document supports the Council's Data Protection Policy and assists us in compliance with the Freedom of Information Act 2000, the General Data Protection Regulation & The Data Protection Act 2018 and other associated legislation.
- 1.2 It is important that the Council has in place arrangements for the retention and disposal of documents necessary for the adequate management of services in undertaking its responsibilities. This policy sets out the minimum requirements for the retention of documents and sets out the requirements for the disposal of documents. However, it is important to note that this is a live document and will be updated on a regular basis.
- 1.3 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 a vital to support the work that the Council do and the services that it provides to its residents. This document will help us 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, including the Freedom of Information Act 2000, the General Data Protection Regulation, the Data Protection Act 2018 and the Environmental Information Regulations 2004;
  - 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 Strategy, '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. Standards

## **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 Council Offices, and access to these documents will only be by authorised personnel;
  - Disclosure information will be retained in a locked cabinet within the Council offices;
  - 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 Council Office.

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

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

## **6. Roles and Responsibilities**

- 6.1 The Clerk has overall responsibility for the policy.
- 6.2 The Clerk is responsible for the maintenance and operation of this policy including ad-hoc checks to ensure compliance.
- 6.3 Other delegated staff are responsible for ensuring their records are kept and destroyed in line with this policy.
- 6.4 The Clerk responsible for ensuring that the guidelines set out in this policy are adhered to and to ensure that any documents disposed of are done so in accordance with their 'sensitivity' (i.e. whether they are normal waste or 'Confidential Waste')

## **7. Confidential Waste**

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

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

7.3 Examples of what constitutes confidential waste;

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

7.4 Examples of what does not constitute confidential waste;

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

## **8. Disposal of Documentation**

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

## **9. Retention**

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

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

9.3 Disclosure information appertaining to Disclosure and Barring Checks must be kept securely in a locked cabinet. Only those entitled to see it in the course of their duties should have access. The security and confidentiality of all Disclosure information is closely registered under the Police Act 1997.

- 9.4 Disclosure information must not be retained for a period of more than six months and must be destroyed in a secure manner using the shredder in the town council 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 Senior Assistant.

## **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 Senior Assistant and the direct Manager the employee must be given a reason why this information is being shared.

## APPENDIX

### 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 Town Clerk or the Deputy Clerk for clarification.

#### Finance:

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
Purchase Orders	6 years
Cheque Payment Listings (Invoices received)	6 years
Payment Vouchers Capital and Revenue (copy invoices)	6 years
BACS listings	6 years
Goods received notes, advice notes and delivery notes	1 year
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	5 years
Ledger / Trial Balance	10 years
Year-end ledger tabulations – ledger details and cost updates	5 years
Published Budget Books	Indefinitely Medium Term
Financial Plan	Indefinitely
Budget Estimates – Detailed Working Papers and summaries	1 years
Bank Statement (Disk Space) 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 -
Prime evidence that money has been banked	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	5 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 (Blank)	6 years from completion of contract
Final accounts of contracts executed under seal (Blank)	12 years from completion of contract
All Other reconciliations	3 years

## Personnel

Unsuccessful application forms	6 months
Unsuccessful reference requests	1 year
Successful applications forms and CVs (Blank)	For duration of employment + 2 years
References received (Blank)	For duration of employment + 2 years
Statutory sick records, pay, calculations, certificates etc. (Blank)	For duration of employment + 2 years
Annual leave records (Blank)	For duration of employment + 2 years
Unpaid leave/special leave (Blank)	For duration of employment +2 years
Annual appraisal/assessment records (Blank)	Current year and previous 2 years
Time Control Records	2 years
Criminal Records Bureau Checks	6 months
Personnel files and training records (Blank)	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 (Blank)	Destroy immediately after investigation or appeal
Statutory Maternity/Paternity records, calculations, certificates etc. (Blank)	3 years after the tax year in which the maternity period ended
Wages/salary records, overtime, bonuses, expenses etc.	6 years

## Corporate

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
Policies and procedures	Until updated or reviewed
Asset Management records	Indefinitely
Asset management reports	Indefinitely
Internal audit records	3 years
Internal audit fraud investigation (Blank)	7 years from date of final outcome of investigation
Risk register	Indefinitely
Risk management reports	Indefinitely
Performance reports	Indefinitely
Equalities data	Indefinitely
Questionnaire data	Indefinitely
Details regarding burials	Indefinitely
Fuel usage records	3 years
Pre-tender qualification document Summary list of expression of interest received Company Contacts A summary of any financial or technical evaluation supplied with the expressions of interest Initial application	1 year - - -
Successful tender documentation Life of contract	6 years
Unsuccessful tender documentation	Until final payment is made
Deeds of land and property	Indefinitely
Land and property rental agreements (Blank)	6 years after expiry of the agreement
Property evaluation lists	Indefinitely
Lease agreements, variation and valuation queries (Blank)	6 years after the expiry of the agreement
Documentation referring to externally funded projects (Blank)	6 years
Booking diaries	2 years
Electronic booking information Is held in the system indefinitely due to the need to gather statistical information	Indefinitely -
Premises License applications	Indefinitely

## Health & Safety

Health and Safety Accident books (Blank)	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

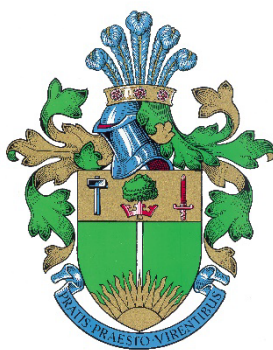
### Additional Items

Approved Minutes	Indefinite
Draft/Rough notes taken at meeting	Until draft minutes are produced
Correspondence received from members of the public	Until resolution
CCTV	3 weeks (maximum)
Complaints	Until resolution + 1 year
Leaflets/promotions	Until replaced/discontinued and after one has been lodged with Parish Library

Adoption date: **21 March 2024**

Reviewed:





# SAFEGUARDING CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS

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## **1. Policy Statement & Definitions**

- 1.1 Everyone has a duty to safeguard children, young people and vulnerable adults. This policy promotes good practice in safeguarding for those using Town Council facilities and attending Town Council events.
- 1.2 Children and young people are defined as anyone under the age of 18. Vulnerable adults are defined as anyone over 18 who is:
- Unable to care for themselves
  - Unable to protect themselves from significant harm or exploitation
  - Or may be in need of community care services
- 1.3 This policy applies to anyone working for or on behalf of the Town Council whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work.
- 1.4 It also applies to any individual hiring, leasing, or using the Town Council facilities for the purpose of delivering any service to children, young people or vulnerable adults.
- 1.5 Vulnerable adults are defined as anyone over 18 who is:
- Unable to care for themselves.
  - Unable to protect themselves from significant harm or exploitation.
  - Or may be in need of community care services.

## **2. Promoting a Safe Environment**

- 2.1 In order to promote a safe environment for children, young people and vulnerable adults, the Town Council will:
- Provide safe facilities and do regular safety assessments.
  - Ensure that employees, Councillors and leaders of activities in the Town or in/on Town facilities, are aware of the safeguarding expectations.
  - Members of staff and volunteers who have regular unsupervised contact with children, young people or vulnerable adults during the course of their duties MUST undergo appropriate Disclosure and Barring Service (“DBS”) checks BEFORE commencement of such duties.

## **3. Expectations of Behaviour**

- 3.1 All users of Town Council facilities, organisers of events and volunteers should:
- Ensure that communications, behaviour and interaction is appropriate and professional.

- treat each other with respect and show consideration for other groups using the Town Council facilities.
- Refrain from any behaviour that involves racism, sexism, homophobia, and bullying and in addition, report any instances of such behaviour to the Chair of the Town Council, Town Clerk or parents/carers, as appropriate.

## **4. Hiring of Facilities**

4.1 The Town Council will require the hirer to:

- Have public liability insurance.
- Have a suitable safeguarding policy and/or agree to work to the Town Council's policy and relevant guidance.
- Ensure leaders make their members aware of the Town Council Policy and ensure that it is followed whilst using Town facilities.
- Ensure leaders have valid enhanced DBS checks as appropriate and know where the first aid boxes are and how to summon help from the Emergency Services.
- Do risk assessments for individual activities.

## **5. Safe Working Practice**

5.1 All users of council facilities must follow the policy and procedures at all times. For example they should:

- Never leave children, young people or vulnerable adults unattended with adults who have not been subject to a Disclosure and Barring Service (DBS) check.
- Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others of their whereabouts and intended action.
- Where possible, have male and female leaders working with a mixed group.
- Ensure registers are complete and attendees are marked in and signed out (under 8's must be collected by a parent/carer).
- Ensure that photos or videos of individuals are not taken without written permission from their parents/carers.
- Ensure they have access to a first aid kit and telephone and know fire procedures.
- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

## 6. Allegations Against Staff & Volunteers

- 6.1 The Town Council should follow the procedures for managing allegations against staff/volunteers as detailed on the WSCC website. No attempt should be made to investigate or take action before consultation with West Sussex County Council Local Authority Designated Officer (LADO). See contact details below.

Phone 01403 229900 (Monday to Friday between 9am and 5pm)

Email [LADO@westsussex.gov.uk](mailto:LADO@westsussex.gov.uk)

In the event of an emergency at weekends or bank holidays call 033 022 26664. If you believe a child is in immediate danger, please call the police on 999.

## 7. Whistleblowing

- 7.1 All Town Councillors, staff and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the LADO or Safeguarding Team as to how to handle such allegations.
- 7.2 The Town Council must not make a judgement on whether the allegations have merit for further investigation, this decision must be for the LADO team.

## 8. Causes for Concern

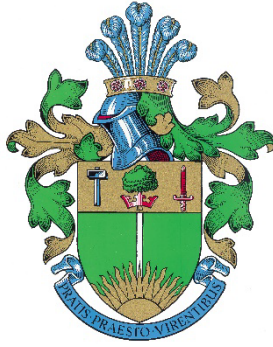
- 8.1 Staff and volunteers should be concerned by any action or inaction, which significantly harms the physical and/or emotional development of a child. Abuse falls into four main categories and can include child sexual exploitation and female genital mutilation, referred to as FGM. The categories are as follows:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse
4. Neglect
5. Financial Abuse/Manipulation

- 8.2 The Town Council are committed to ensuring the safety of all users of our services and facilities and take our responsibilities seriously. We regularly work with other agencies and West Sussex County Council to ensure compliance with changing laws and guidelines in relation to safeguarding.
- 8.3 The Town Council confirm this safeguarding policy will be updated as and when such legislative/best practice changes take place.

Adoption date: **21 March 2024**

Reviewed:



# UNREASONABLY PERSISTENT OR VEXATIOUS COMPLAINTS/COMMUNICATIONS POLICY

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# 1. Introduction

- 1.1 East Grinstead Town Council does not tolerate bullying, harassment, or intimidation, in any form, of any of their employees or Councillors. This applies to such behaviour from members of the public and Town Council employees/Councillors alike. A small percentage of people may correspond with, or complain to, East Grinstead Town Council in a way that could reasonably be described as obsessive, harassing, bullying, intimidating or abusive.
- 1.2 The word vexatious means 'causing or tending to cause annoyance, frustration, or worry'.

# 2. Harassment

- 2.1 Under the Protection from Harassment Act 1977 S1(1) A person must not pursue a course of conduct—
- a) which amounts to harassment of another, and
  - b) which he knows or ought to know amounts to harassment of the other.
- 2.2 Such action can be:
- Physical Conduct.
  - Verbal Conduct (direct or indirect).
  - Non-Verbal Conduct (direct or indirect).

# 3. Bullying

- 3.1 The Council defines bullying as a pattern of offensive, intimidating, malicious, insulting, humiliating behaviour intended to undermine an individual or group, gradually and as a consequence eroding their confidence and capability possibly with the intention to force them to resign and this will not be tolerated.
- 3.2 Such behaviour may also be designed to annoy and/or to create extreme workload for a small town council.
- 3.3 Such behaviour might also be designed to cause extreme distress.
- 3.4 Such behaviour might also be repetitious.
- 3.5 Such behaviour from a minority of individuals can take up a disproportionate amount of limited council resources and can affect the Town Council's ability to do its work and provide a service to the community and can result in unacceptable stress for the Council's Employees and Councillors.

## **4. Defining Vexatious or Unreasonably Persistent Communication**

4.1 Vexatious or persistent complaints and correspondence can be characterised in the following ways:

- Behaviour which is obsessive, persistent, harassing, prolific, repetitious and/or
- Behaviour which is designed to cause extreme distress, bully, humiliate and intimidate specific individuals and the Corporate Body and/or
- Frequent correspondence timed to cause the council maximum disruption and workload and/or
- Behaviour which displays an insistence on pursuing unmeritorious issues, trivial points and/or unrealistic outcomes beyond all reason and/or
- Displays an insistence upon pursuing complaints or issues in an unreasonable and abusive manner and/or
- Repeated and/or frequent and/or simultaneous requests for information, whether or not those requests are made under access to information legislation, and/or
- Behaviour where ex-members are contacted to try to undermine councillors and/or
- Behaviour which has the effect of hindering the council's ability to go about its democratic business due to the extreme workload generated.
- Behaviour where the aim is character assassination no matter if this is done directly or indirectly such as the use of social media or leaflet / flyer distribution.
- Behaviour characterised by a refusal to accept that issues raised are not within the power of the Council to investigate, change or influence.

## **5. Use of this Policy**

5.1 In the first instance the Town Clerk will consult with the Leader of the Council. With agreement of the afore referenced, the complainant will be contacted in writing (also providing a copy of this policy), to explain why the behaviour is a concern and ask them to change their behaviour.

5.2 If the behaviours persist and the Town Clerk or Councillors identify behaviour that they think exhibits these characteristics, and which they believe may be vexatious or unreasonably persistent, they should refer it to full council under closed session.

- In exceptional circumstances (for example significant time until the next available meeting), the policy can be triggered by e-mail consultation with a minimum of five Councillors including the Leader and Deputy Leader of the Council.

5.3 If the council agrees with the assessment, it should prepare a brief statement of why it considers the complaint or correspondence to be vexatious, including its effect upon the Town Clerk, Councillors, staff and/or the Town. This should be accompanied by a report for the Council showing the workload effects and resource impact, and, if resources allow information about the related correspondence via email, telephone and letter, including information about whom the correspondence was addressed to, who it was copied to, and a brief description of each piece of correspondence.

5.4 Sanctions can include:

- Banning the complainant from making contact by telephone except through a third party e.g. solicitor/councillor/friend acting on their behalf
- Banning the complainant from sending emails to individual and/or all council officers and insisting they only correspond by letter
- Banning the complainant from accessing any Council premises except by appointment
- Requiring contact to take place with one named member of staff only
- Restricting telephone calls to specified days / times / duration
- Requiring any personal contact to take place in the presence of an appropriate witness
- Letting the complainant know that the council will not reply to or acknowledge any further contact from them on the same matter if no substantive new issue is raised.
- Informing the complainant that any further correspondence and complaints deemed to be vexatious, the Town Clerk/Council will write to the correspondent advising them that their complaint and/or correspondence has been determined to be vexatious and giving the reason for that decision.

5.5 Setting of any sanctions will be tailored to deal with the individual circumstances of the complainant. Where the behaviour is so extreme or it threatens the immediate safety and welfare of staff, the council will consider other options, for example reporting the matter to the police or taking legal action. In such cases, the council may not give the complainant warning of that action.

## **6. Handing correspondence and complaints deemed to be vexatious**

6.1 The Town Clerk/Council will write to the correspondent advising them that their complain and/or correspondence has been determined to be vexatious and giving the reason for that decision.



## **7. Residents of the Town**

7.1 If the complainant is a local resident of East Grinstead, the notification letter should state which sanction the council has imposed. They should be advised that the decision will be reviewed in six months from the date of the letter advising them that their complaint/correspondence is vexatious. The District and County Councillors will be informed that a constituent has been designated as an unreasonably persistent or vexatious complainant.

7.2 Review of Sanction:

At the following full Council meeting after the correspondent has been advised that their complaint and/or correspondence is vexatious, that decision should be reviewed. The council should consider whether there has been any improvement in the vexatious behaviour over that time. The Town Clerk should write to the correspondent advising them of the outcome of the review. If the behaviour has improved, future correspondence can be treated in the normal way. If there has not been a significant improvement, the correspondence will continue to be treated as vexatious and will be reviewed annually.

## **8. Non-Residents of the Parish**

8.1 If the complainant(s) does not reside within the Town boundaries, they will be advised that all future correspondence will be ignored and left unread. There is no route of appeal against the decision that a complaint or correspondence is vexatious.

## **9. Persistent communication on the same matter from multiple complainants.**

9.1 If the persistent communication on one matter is from three or more complainants, rather than from one complainant, the Town Clerk identifying the behaviour will draft a standard response to all further communications on that matter. As no sanctions are being imposed, this action can be triggered without approval at a full council meeting.

## **10. Review**

10.1 This document was approved for use at the meeting of the Town Council on [     ] 2024 and it shall be reviewed periodically.

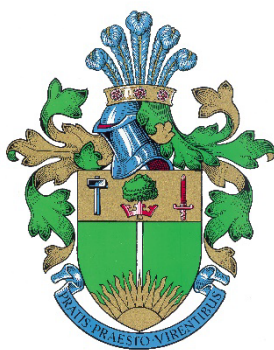
Signed:

Position:

Dated:

Adoption date:

Reviewed:



# Use of Computers, Email, Social Media and Internet Policy

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# 1. Scope

- 1.1 The council recognises that email and internet are important information and communication systems which are used during the course of council business. This policy provides guidelines and procedures to protect users and the council.
- 1.2 This Policy applies to all permanent, temporary and volunteer EGTC employees and Members of the Council who have access to the internet and email facilities via council computers. Guidance under “e-mail” includes all councillors in their correspondence with staff members and/or other councillors.
- 1.3 It covers the access and disclosure of electronic material created, sent, received or stored either via the Internet or the internal computer network by employees. Electronic material includes emails or any material that can be downloaded via the Internet or sent across EGTC computer network.

# 2. Purpose

- 2.1 The Policy details the Town Councils guidelines relating to appropriate computer, email and internet usage. Employees are encouraged to use email and the Internet at work as a fast and reliable method of communication. However, employees and Members of the Council need to be careful not to expose both themselves and the Town Council to certain risks and offences that the misuse of these facilities can cause. It must also be noted that once an email or social media message has been sent it is almost impossible to retrieve or cancel the message and therefore it is critical that you check your message for validity and content and if you have any concerns do not send it but get it checked by your departmental manager or Town Clerk.

# 3. Policy Guidelines

- 3.1 All computers, electronic mail and all information received from, stored in or transmitted by EGTC networks are the property of EGTC and as such should be used for job related purposes only. Employees should not use these systems for personal purposes, except in emergencies.
- 3.2 Computers, networks and emails are the property of EGTC as are all copies of messages created, sent received or stored on these systems. Messages are not the private property of the sender in most cases.
- 3.3 It is prohibited for the use of EGTC computers, email systems and internet access for any improper purpose. Some specific examples of prohibited uses include but not limited to:
  - transmitting, retrieving, downloading or storing messages, material, cartoon or images that are offensive, inflammatory, derogatory, racist, sexual in content or which are otherwise inappropriate in a business environment or can be construed as harassment or disparaging of others;
  - downloading, receiving or publishing obscene material, containing images depicting sexual activity or bodily parts in a lewd or pornographic manner;

- transmitting, retrieving, downloading or storing material relating to ethnic origin, race, colour, gender, disability, age, marital status, religious belief or sexual orientation or other status legally protected;
  - sending or receiving confidential or copyright material without prior authorisation;
  - making threatening or harassing statements to another employee or outside third party;
  - soliciting personal business opportunities or advertising for commercial venture, religious or political causes, outside organisations or non-job-related solicitations;
  - Gambling or playing electronic games.
- 3.4 EGTC's website is the sole property of the Town Council and any unauthorised interference with, or copying of and variation of such website is not only gross misconduct but may also generate an action for damages.

## **4. Use of Email**

- 4.1 The email facility is provided for business purposes only. Users must limit personal usage to an absolute minimum and abide by the above guidelines concerning the content of emails. Excessive personal usage or abuse of the guidelines concerning the content of emails may lead to disciplinary action.
- 4.2 Where the Town Council has reasonable grounds to suspect misuse of email in either scale of use, content or nature of messages, it reserves the right to monitor the destination, source and content of email to and from a particular address.
- 4.3 The Town Council also reserves the right to access an employee's email account in her/his unexpected or prolonged absence (e.g. due to sickness) in order to allow it to continue to undertake the employee's normal role. In normal circumstances the employee concerned will be contacted before this is done, in order to provide him/her with prior knowledge. In exceptional circumstances this may also apply to a Councillors' email account to respond to a member of the public, FOI or IT technical inquiry should the Councillor be unable to attend to the matter. In summary:
- 4.3.1 Use of email is encouraged as it provides an efficient system of communication.
- 4.3.2 Email should be regarded as written paper documents for the purposes of production, use, retention and disclosure and can be called upon under the Freedom of Information Act 2000. Personal information should be kept in accordance with the principles established in the Data Protection Act 1998.
- 4.3.3 The council reserves the right to open any email file stored on the council's computer system.
- 4.3.4 The following guidelines for email use should be observed by all staff members and councillors:
- use appropriate language to avoid unintentional misunderstandings

- respect the confidentiality of information contained within emails, even if encountered inadvertently
- check with the sender if there is any doubt regarding the authenticity of a message
- do not open any attachment unless certain of the authenticity of the sender
- only copy emails to others where appropriate and necessary
- emails which create obligations or give instructions on behalf of the council must be sent by officers only, not councillors
- emails must comply with common codes of courtesy, decency and privacy

## **5. Reporting and sanctions:**

- 5.1 If a councillor receives an email from a staff member which they believe is contrary to the guidance provided in this policy, it should be reported to the Clerk who will consider use of the council's formal disciplinary procedure, or refer the matter to the Council Chair depending on the severity of the event.
- 5.2 If a staff member receives an email from another staff member which they believe is contrary to the guidance provided in this policy, it should be reported to the Clerk who will consider use of the council's formal disciplinary procedure, or refer the matter to the Council Chair depending on the severity of the event.
- 5.3 If a staff member receives an email from a councillor which they believe is contrary to the guidance provided in this policy, the staff member is entitled to consider use of the council's grievance policy and/or report the issue through the procedures outlined in the Member's Code of Conduct

## **6. Use of the Internet**

- 6.1 Employees should not use the Internet for personal purposes as this puts an unnecessary strain upon the Town Council's computer network. It is recognised that there are a few occasions where it is sensible for an employee to use the Internet for personal reasons such as a private transaction, rather than having to spend considerably more time out of the office e.g. an urgent bank transaction. These must be the exception rather than the norm.
- 6.2 Employees may not subscribe to any news list or groups or commit themselves to receiving information from any group or body without first informing their Head of Department. Employees are requested not to view sites which require the downloading of software from the Internet even where this would be free of charge without the prior approval of their Head of Department. Employees must not attempt to download or retrieve illegal, pornographic, liable, sexist, racist, offensive or unlawful material.

- 6.3 Where the Town Council has reasonable grounds to suspect misuse of the Internet, it reserves the right to conduct an audit of Internet usage. Attempts to access such material will constitute a disciplinary offence and will be subject to disciplinary action which may result in dismissal. In summary;
- 6.3.1 Staff members are encouraged to use the internet responsibly as part of their official and professional activities.
- 6.3.2 Information obtained via the internet and published in the name of the council must be relevant and professional. A disclaimer must be stated where personal views are expressed.
- 6.3.3 The use of the internet to access and/or distribute any kind of offensive material will not be tolerated and staff may be subject to disciplinary action.
- 6.3.4 The equipment, services and technology used to access the internet are the property of the council. The council reserves the right to monitor internet traffic and monitor and access data that is composed, sent or received through its online connections.
- 6.3.5 Unacceptable use of the internet by staff members includes, but is not limited to:
- sending or posting discriminatory, harassing or threatening messages or images
  - using computers to perpetrate any form of fraud, and/or software, film or music piracy
  - obtaining, using or disclosing another staff member's password without authorisation
  - sharing confidential material or proprietary information outside of the council
  - hacking into unauthorised websites
  - sending or posting information that is defamatory to the council, its services, councillors and/or members of the public
  - introducing malicious software onto council computers and/or jeopardising the security of the council's electronic communication systems
  - sending or posting chain letters, solicitations or advertisements not related to council business or activities
  - passing off personal views as those representing the council
  - accessing inappropriate internet sites, web pages or chat rooms
- 6.4 If a staff member is unsure about what constitutes acceptable internet usage, then he/she should ask his/her line manager for further guidance and clarification

## 7. Social networking and video sharing websites

7.1 When logging on to and using social networking and video sharing websites and blogs at any time, including personal use on non-Company computers outside the workplace, employees and Councillors must not:

- conduct themselves in a way that is detrimental to the Town Council or brings the Town Council into disrepute
- use their council e-mail address when registering on such sites or provide any link to the Town Council's website
- allow their interaction on these websites or blogs to damage working relationships between the Council members, employees and clients of the Town Council and general public.
- include personal information or data about the Town Council's employees, contractors, suppliers, customers or clients without their express consent (it may still be a liability even if employees, contractors, suppliers, customers or clients are not expressly named in the websites or blogs as long as the Town Council reasonably believes they are identifiable) - this could constitute a breach of the Data Protection Act 1998 which is a criminal offence
- make any derogatory, offensive, discriminatory or defamatory comments about the Town Council, Members of the Council, its employees, contractors, suppliers, customers or clients (a liability may still arise even if the Town Council, its members or employees, contractors, suppliers, customers or clients are not expressly named in the websites or blogs as long as the Town Council reasonably believes they are identifiable)
- make any comments about the Town Council's employees that could constitute unlawful discrimination, harassment or bullying contrary to the Equality Act 2010 - you can be personally liable for your actions under the legislation
- disclose any trade or Government secrets or confidential or sensitive information belonging to the Town Council, its employees, contractors and suppliers
- breach copyright or any other proprietary interest belonging to the Town Council

7.2 Users of social media should remember at all times that social networking websites are a public forum, even if they have set their account settings at a restricted access or "friends only" level, and therefore they should not assume that their entries on any website will remain private.

7.3 Users must also be security conscious when using social networking websites and should take appropriate steps to protect themselves from identity theft, for example by restricting the amount of personal information they give out, such as date and place of birth, schools attended, family names and favourite football team. This information may form the basis of security questions and/or passwords on other websites, such as online banking.

- 7.4 If employees are asked to contribute to an official blog or newsfeed connected to the Town Council, then special rules apply and the employee will be briefed in detail about what to write.
- 7.5 Employees who are discovered contravening these rules, whether inside or outside the workplace, may face serious disciplinary action under the Town Council's disciplinary procedure. Depending on the seriousness of the offence, it may amount to gross misconduct and could result in the employee's summary dismissal.
- 7.6 Council Members who are discovered contravening these rules, will be asked to explain their actions to a small group comprising the Chairman of the Council, the Chairman of Finance and General Purposes Committee and the Clerk. Their conduct if felt to be in breach of the code of conduct which cannot be remedied locally, may be referred as a complaint to the Standards Committee at Mid Sussex District Council.

## **8. Data Integrity and Security**

- 8.1 Only software purchased by the council shall be installed on the council's computer system. Software licences shall be retained.
- 8.2 Viruses can be transferred by downloading documents from the Internet or from e-mail attachments. In order to minimise the risk associated with use of data from external sources. The main network does have updated anti-virus software for our protection but all staff must still be vigilant when opening attachments or downloading files.
- 8.3 It is the responsibility of all employees to back up their data stored locally on their PC (C:/Drive) on a regular basis. Most information should be stored on the shared server and this will be backed up on a regular basis and stored off site.
- 8.4 Passwords to access PC's and laptops on the network must be kept strictly confidential and if for any reason it becomes necessary to temporarily allow another employee access to a password it should be changed immediately once the necessity has gone.
- 8.5 It is best practice to change your password every 60 days and must be at least 7 characters long. Passwords should include numeric characters as well as alphabetical. Passwords should not be any of the following:
- Names of family, pets, friends, co-workers etc;;
  - Anything containing password;
  - Birthdays and other personal information such as addresses and phone numbers;
  - Word or number patterns like aaabbb, qwerty, zyxwvuts, 123321, etc.
- 8.6 These are all extremely insecure passwords.



- 8.7 Please contact the Deputy Clerk if you want to change your password or believe your password may have been compromised.

## **9. E-mail and Internet monitoring**

- 9.1 The Town Council reserves the right to monitor Councillor and employees' internal and external e-mails generated through the Council Server and use of the Council's Internet, both during routine audits of the computer system and in specific cases where a problem relating to excessive or unauthorised use is suspected. The purposes for such monitoring are to:

- promote productivity and efficiency
- ensure the security of the system and its effective operation
- ensure there is no unauthorised use of the Town Council's time, e.g. that an employee has not been using e-mail to send or receive an excessive number of personal communications
- ensure the smooth running of the business if the employee is absent for any reason and communications need to be checked
- ensure that all employees are treated with respect and dignity at work, by discovering and eliminating any material that is capable of amounting to unlawful harassment
- ensure that inappropriate websites are not being accessed by employees
- ensure there is no breach of commercial confidentiality

- 9.2 Communications of a sensitive or confidential nature should not be sent by e-mail because it is not guaranteed to be private.

- 9.3 When monitoring e-mails, the Town Council will, except in exceptional circumstances, confine itself to looking at the address and heading of the e-mails. However, where circumstances warrant it, the Town Council may open e-mails and access the content. In this case, the Town Council will avoid, if possible, opening e-mails clearly marked as private or personal.

- 9.4 The Town Council reserves the right to restrict, deny or remove e-mail or Internet access to or from any employee.

- 9.5 The computers, networks, software and Internet connections at work are all owned by the Town Council and as such, may be subject to search or inspection, random or specific, at any time to investigate and enforce the Use of Computer, Email and Internet Policy as it applies to usage by all permanent and temporary employees utilising Town Council owned computers and Internet connections.

- 9.6 East Grinstead Town Council reserves the right, subject to not contravening current legislation, to access and retrieve emails sent and received by employees in order to monitor whether the use of the email system is legitimate, to find lost emails, to retrieve those lost due to computer failure, to assist in any investigations or to comply with any legal obligations.

## **10. Reading and storing e-mails**

- 10.1 You must check your mailbox regularly during normal working hours. It is your responsibility to read and action any e-mail you receive.
- 10.2 The e-mail system is not to be used as a storage area. Unwanted messages and dealt with emails should be deleted completely at an appropriate timescale (in line with the Council retention policy). Important information or files should be saved into your private or communal data areas or into e-mail folders.
- 10.3 If you are going to be out of the office for a day or longer and as such you will be unable to check your e-mail, you should switch on your “out of office assistant” message. E-mail received in your absence will not normally be read by other members of staff unless you have specifically requested a colleague to undertake this task. However, e-mail may need to be checked by Head of Departments for business-related reasons when the employee is absent for any reason. It may therefore be unavoidable that some personal e-mails might be read in these circumstances.
- 10.4 The East Grinstead Town Council email system is the official email address provided by the Council for each Councillor to have a dedicated address for all council business. Agenda, minutes and other official correspondence will be issued via this medium. Councillors must exercise security vigilance and good housekeeping as detailed in this policy. Councillors should be made aware that the account (or any account which is used for council work is subject to the Freedom of Information Act requirement and they will be required to surrender saved emails should a request be made. For this reason Councillors are required to only use their @eastgrinstead.gov.uk email for council business, which can be accessed via the master administrator as all EGTC accounts, as detailed above.

## **11. Email viruses and spam**

- 11.1 All incoming and outgoing external e-mails are checked for computer viruses and, if a virus is found, the message will be blocked. E-mails may also be checked for other criteria, for example, having an attached image file or containing offensive or inappropriate material or including a “banned” word or from a “banned” user under the criteria in the Town Council’s spam software which indicates the message is spam.
- 11.2 If you receive an e-mail or data file that is in a format or comes from a source that you do not recognise, do not open the item but contact the Head of Finance immediately. Any executable (.exe) files received by e-mail must be referred to the Head of Finance for clearance before any other action is taken.
- 11.3 If you receive any unsolicited e-mails or spam that manages to bypass the Town Council’s spam software, you must not respond in any way. Please forward the e-mail to the Deputy Town Clerk and he / she will add the sender to the list of banned users. Some spam e-mails may offer the option to opt out of receiving them. Be aware that this is sometimes used as a way by unscrupulous spammers of validating a live e-mail address.

## **12. Temporary and Volunteer workers**

- 12.1 From time to time, the Town Council may need to use temporary or volunteer staff in order to cover busy periods or annual leave. Should any temporary or volunteer worker need to use a computer with access to e-mail and the Internet as part of their job role, the Head of department responsible for their day-to-day supervision will be required to bring this policy and its contents to their attention.

## **13. Social Media**

- 13.1 The Clerk and Deputy Clerk will have control of any social media sites set up for the Council as a corporate body. It is recommended that in the case of Facebook and similar sites, Councillors wishing to keep their personal life and official capacities separate should create separate accounts.
- 13.2 Officers from the Clerk's Office and Community & Tourism team and East Court Weddings team will have access to update various Social Media pages of the Town Council.
- 13.3 Town Council employees have access to the EGTC Twitter and Facebook accounts to broadcast and communicate events, road closures and other public services messages. It is important that these messages come from EGTC and not any one individual as this will confuse the readers and may also downgrade the validity of the message sender. Equally incoming messages may be addressed to an individual but MUST be answered by EGTC and not directly by the individual.

### **Benefits And Risks**

- 13.4 potential benefits of using social media include:
- Ability to connect with harder-to-reach groups;
  - Real-time updates on emerging situations (i.e. as they happen);
  - Heightened level of interactivity;
  - Low cost in comparison with traditional forms of media;
  - Enhanced transparency;
  - Building a sense of belonging in a neighbourhood;
  - Increased resident satisfaction levels;
  - Help to reduce social problems like vandalism or racism.
- 13.5 Risks identified with using of social media include:
- Virus or other malware (malicious software) infection from infected sites;

- Disclosure of confidential information;
- Damage to the reputation of the Council;
- Social engineering attacks or “phishing”. (This is the act of manipulating people into disclosing confidential material or carrying out certain actions. Social engineering is often conducted by individuals fraudulently claiming to be a business or client);
- Bullying or witch-hunting;
- Civil or criminal action relating to breaches of legislation;
- Breach of safeguarding through the use of images or personal details leading to the exploitation of vulnerable individuals.

## **14. Users’ Responsibilities**

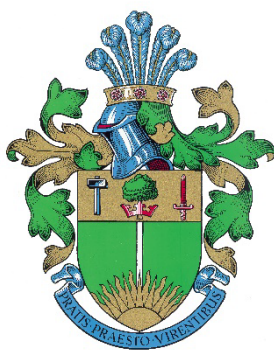
- 14.1 Staff and Councillors using social media should make use of stringent privacy settings if they do not wish them to be accessed by the press and public.
- 14.2 In any biography where the Councillor is identified as a Councillor, the account should state that the views are those of the Councillor in question and may not represent the views of the Council. Use of the Council’s logo on a personal account or website is not permitted.
- 14.3 The Council’s logo should not be used on sites or applications which are unrelated to or not representative of the Council’s official position. Where community groups have received permission from the Full Council for the use of the logo on a website this is permitted.
- 14.4 Where possible, a Councillor should make clear who they are in the profile of any account and whether they are an authorised representative of the Council, unless there are exceptional circumstances, such as a potential threat to personal security. In such instances, the Clerk must be advised.
- 14.5 Staff and Councillors are personally responsible for the content which they publish on any form of social media. Publishing, or allowing to be published (in the form of a comment), an untrue statement about a person which is damaging to their reputation may amount to libel. Councillors should not discuss employees without the employee’s prior written consent.
- 14.6 Staff and Councillors must treat others with respect, avoid personal attacks and not make disrespectful, rude or offensive comments.
- 14.7 Staff and Councillors must comply with equality laws contained within the Equality Act 2010, associated legislation and the Council’s Equality Policy. They must not publish anything that might be considered sexist, racist, ageist, homophobic or anti-faith.

## **15. Contravention of this policy**

- 15.1 Failure to comply with any of the requirements of this policy by an employee or volunteer is a disciplinary offence and may result in disciplinary action being taken under the Town Council's disciplinary procedure.
- 15.2 A Councillor found to be in breach of this policy may have their access to the @eastgrinstead.gov.uk email address removed

Adoption date: **18/11/2014**  
Updated:: **01/05/2018**  
Reviewed: **07/03/2024**

**The Computer, Email, Internet, and Social Media Policy will be reviewed periodically, as appropriate, to assess its effectiveness and make any appropriate changes.**



# CONFIDENTIAL REPORTING (WHISTLEBLOWING) POLICY

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# 1. Introduction

- 1.1 East Grinstead Town Council is committed to the highest standards of openness and expects employees to come forward and voice concerns where applicable.
- 1.2 This policy covers major concerns that fall outside the scope of other policies and procedures. It applies to concerns relating to other staff members and/or councillors.
- 1.3 Concerns relating to councillors may be better dealt with under the provisions of the Member Code of Conduct.
- 1.4 All concerns raised will be treated in the strictest confidence and the identity of the staff member will not be revealed without prior agreement. Staff members will not be penalised, disciplined or shown other unfavourable treatment for raising a legitimate non-malicious concern under this policy.
- 1.5 This policy is informed by the Public Interest Disclosure Act 1998 and the Employment Rights Act 1996 which provide specific rights for employees who disclose information about alleged wrongdoings in certain specific circumstances.

## 2. Purpose of policy

- 2.1 This policy aims to:
- encourage staff members to feel confident to make a disclosure of concerns
  - provide appropriate avenues for these concerns to be raised by staff members
  - reassure staff members that they will be protected from being penalised or suffering detriment for making a disclosure

## 3. Concerns covered by this policy

- 3.1 This policy covers any serious concerns about any aspect of service provision or the conduct of officers or members of the council or others acting on behalf of the council.
- 3.2 Concerns that fall within this policy include, but are not limited to;
- where a criminal offence has been committed, is being committed or is likely to be committed
  - where a person has failed , is failing or is likely to fail to comply with any legal obligations
  - health and safety risks, including risks to the public
  - where misleading or incorrect information is knowingly provided to the council as part of its decision making process

- 3.3 It is important that this confidential reporting policy is not used by staff members to raise concerns over their employment conditions, as the grievance policy is intended to address these issues. This policy is also not to be used by staff members as a mechanism for challenging decisions, practices and policies with which staff members disagree.

## **4. How to raise a concern**

- 4.1 The council has a number of policies which may be a better mechanism for raising concerns, dependant on the nature of the concern. Before raising a concern under this policy, staff members should refer to:
- Grievance Policy
  - Member Code of Conduct
  - Complaints Procedure
- 4.2 If this is the most suitable mechanism for reporting, concerns should be raised, either orally or in writing, to the line manager. The most senior employee should raise any concern with the council chairman or vice-chairman if the concern relates to the chairman.
- 4.3 The concern should detail as much background information and history as possible, including dates, times and the nature of the concern. While the staff member is not expected to prove beyond doubt the allegation, they are expected to be able to demonstrate that the disclosure is being made in good faith and with no malicious intent.

## **5. How the council will respond**

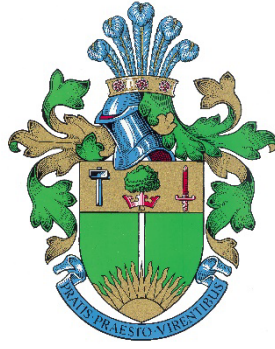
- 5.1 The council will investigate any concern raised under this policy. The nature of any investigation will be determined at the discretion of the individual to whom the concern was reported, and may include referral to an alternate source such as an auditor. A decision may be made to use one of the alternate council policies to follow through the investigation.
- 5.2 The identity of the staff member raising the concern will be kept confidential throughout, unless agreed by the staff member.
- 5.3 The individual will be informed of how the council intends to pursue the concern, or if the council has decided the concern is unfounded.
- 5.4 Should it become necessary during any investigation to meet with the staff member raising the concern, every effort will be made to arrange this at a time and location to protect the identity of the staff member.
- 5.5 The council will take steps to minimise any difficulties which a staff member may experience as a result of raising, or being suspected of raising a concern, and if a staff member is required to give evidence at any criminal or disciplinary hearing the council will offer support.



## **6. Malicious allegations**

- 6.1 The council is committed to the highest standards of openness and expects employees to come forward and voice concerns where applicable.
- 6.2 However, the council will not tolerate deliberately misleading, malicious or substantially untrue allegations made by any staff member under the guidance of this policy.
- 6.3 any staff member found to have made a deliberately misleading, malicious or substantially untrue allegation will be subject to the council's disciplinary policy.

Adoption date: **May 2018**  
Reviewed: **March 2024**



## **PENSIONS DISCRETIONARY POLICY**

Mandatory discretions By virtue of regulation 60 of the LGPS Regulations 2013 and paragraph 2(2) of schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014 Scheme employers must prepare and publish a written policy in relation to five specific mandatory discretions.

## **1. Mandatory discretion - whether to grant extra annual pension?**

- 1.1 Whether, at full cost to the Scheme employer, to grant extra annual pension of up to £7,579 (figure at 1 April 2023) to an active member or within 6 months of leaving to a member whose employment was terminated on the grounds of redundancy or business efficiency [regulation 31 of the LGPS Regulations 2013].
- 1.2 **The East Grinstead Town Council will consider making a payment on a case by case basis. A payment would be based on the member additional pension actuarially equivalent to the value of any lump sum termination payment (in excess of the redundancy payment) the Scheme employer would otherwise have awarded under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006. The maximum annual award will be determined up to the limit of attracting tax liability**

## **2. Mandatory discretion - whether to share the cost of purchasing additional pension (SCAPC)?**

- 2.1 Whether, where an active member wishes to purchase extra annual pension of up to £7,579 (figure at 1 April 2023 ) by making additional pension contributions (APCs), to voluntarily contribute towards the cost of purchasing that extra pension via a shared cost additional pension contribution (SCAPC) [regulations 16(2)(e) and 16(4)(d) of the LGPS Regulations 2013].
- 2.2 **The East Grinstead Town Council will not consider making this payment. Staff members who wish to increase their pension will be required to meet this payment in full.**

## **3. Mandatory discretion - whether to permit flexible retirement?**

- 3.1 Whether to permit flexible retirement for staff aged 55 or over who, with the agreement of the Scheme employer, reduce their working hours or grade [regulation 30(6) of the LGPS Regulations 2013] and, if so,
- 3.2 as part of the agreement to permit flexible retirement: - whether, in addition to the benefits the member has accrued prior to 1 April 2008 (which the member must draw), to permit the member to choose to draw ▪ all, part or none of the pension benefits they accrued after 31 March 2008 and before 1 April 2014, and / or ▪ all, part or none of the pension benefits they accrued after 31 March 2014 [regulations 11(2) and 11(3) of the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014], and –

3.3 whether to waive, in whole or in part, any actuarial reduction which would otherwise be applied to the benefits taken on flexible retirement before Normal Pension Age (NPA)<sup>7</sup> [regulation 3(5) of the LGPS (Transitional Provisions,

3.4 **East Grinstead Town Council will permit the member to draw all or part of their pension providing this does not add strain of fund to the employer. Where Strain of fund will occur the Council will consider on a case by case basis.**

#### **4. Mandatory discretion - whether to 'switch on' the 85 year rule (always excludes flexible retirement) upon the voluntary early payment of deferred benefits?**

4.1 Whether, as the 85 year rule does not (other than on flexible retirement) automatically fully apply to members who would otherwise be subject to it and who choose to voluntarily draw their benefits on or after age 55 and before age 60, to switch the 85 year rule back on in full for such members [paragraph 1(1)(c) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014].

4.2 This would allow a staff member who qualifies under the 85 year rule (age plus years of service = >85). To leave the Councils employ and claim their benefits without reduction for claiming prior to pensionable age. If the council does not apply this and the member has already met the 85 year rule, the member's benefits may be reduced in accordance with actuarial guidance issued by the Secretary of State, dependant on any protection that part or all of their benefits may have (subject to being a member of the scheme on 20<sup>th</sup> September 2006).

4.3 If the member has not already met the 85 year rule, the member's benefits are to be reduced in accordance with actuarial guidance issued by the Secretary of State (with the reduction on that part of the member's benefits subject to the 85 year rule being calculated by reference to the period between the date the benefits are drawn and age 60, or the date of attaining the 85 year rule, whichever is the later),

4.4 If the Scheme employer does agree to switch back on the 85 year rule in full, the Scheme employer will have to meet the cost of any strain on fund resulting from the payment of benefits before age 60 i.e. where the member has already met the 85 year rule, or would meet it before age 60 [paragraph 2(3) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014].

4.5 Switching the 85 year rule back on in full might be a mechanism Scheme employers would wish to consider to encourage members to retire early to, for example, help achieve a balanced age profile within the workforce or to avoid possible redundancies later (which have attendant greater costs).

4.6 **East Grinstead Town Council will switch on the 85 year rule in full. It is noted that this is unlikely to apply to many staff members and therefore carries a lesser risk for strain of fund, but remains a discretion that the Council may wish to exercise.**

#### **5. Mandatory discretion - whether to waive upon the voluntary early payment of benefits, any actuarial reduction on compassionate grounds or otherwise for active members**

**voluntarily retiring on or after age 55 and before Normal Pension Age, who elect under regulation 30(5) of the LGPS Regulations 2013 to immediately draw benefits and for deferred members and suspended tier 3 ill health pensioners who elect under regulation 30(5) of the LGPS Regulations 2013 to draw benefits (other than on ill health grounds) on or after age 55 and before Normal Pension Age, and who:**

- 5.1 Group 4 members - Were not members of the LGPS before 1 October 2006,
- 5.2 Whether to: - waive on compassionate grounds , any actuarial reduction that would otherwise be applied to benefits, if any, built up before 1 April 2014 [regulations 3(1) and (5) of the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014 and regulations 30(5) or 30A(5) of the LGPS (Benefits, Membership and Contributions) Regulations 2007], and / or - waive, in whole or in part (on any grounds), any actuarial reduction that would otherwise be applied to benefits built up after 31 March 2014 [regulation 30(8) of the LGPS Regulations 2013].
- 5.3 Group 1 members -Were members of the LGPS before 1 October 2006 and who reached age 60 before 1 April 2016 (i.e. those members falling within paragraph 3(1) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014),
- 5.4 Whether to: - waive on compassionate grounds<sup>21</sup> , any actuarial reduction<sup>22</sup> that would otherwise be applied to benefits built up before 1 April 2016 [paragraph 2(1) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014], and / or - waive, in whole or in part (on any grounds), any actuarial reduction<sup>23</sup> that would otherwise be applied to benefits built up after 31 March 2016<sup>24</sup> [regulation 30(8) of the LGPS Regulations 2013].
- 5.5 Group 3 members Were members of the LGPS before 1 October 2006 and who will reach age 60 after 31 March 2020 (or who would reach age 60 between 1 April 2016 and 31 March 2020 inclusive, but who would not meet their Critical Retirement Age (CRA) before 1 April 2020 - in this instance CRA is the earlier of the date upon which the member would meet the 85 year rule or age 65) (i.e. those members falling within paragraph 3(2) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014),
- 5.6 whether to: - waive on compassionate grounds<sup>25</sup> , any actuarial reduction<sup>26</sup> that would otherwise be applied to benefits built up before 1 April 2014 [paragraph 2(1) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014 re the membership before 1 April 2008 and regulations 3(1) and (5) of, and paragraph 2(1) of Schedule 2 to, the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014 and regulation 30(5) or 30A(5) of the LGPS (Benefits, Membership and Contributions) Regulations 2007 re the membership between 1 April 2008 and 31 March 2014], and / or - waive, in whole or in part (on any grounds), any actuarial reduction<sup>27</sup> that would otherwise be applied to benefits built up after 31 March 2014<sup>28</sup> [regulation 30(8) of the LGPS Regulations 2013].

- 5.7 Group 2 members - were members of the LGPS before 1 October 2006 and who will reach age 60 between 1 April 2016 and 31 March 2020 inclusive and who will also reach their Critical Retirement Age (CRA) (in this instance CRA is the earlier of the date upon which the member would meet the 85 year rule or age 65) before 1 April 2020 (i.e. those members falling within paragraphs 3(2) and 9 of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014),
- 5.8 whether to: - waive on compassionate grounds , any actuarial reduction<sup>30</sup> that would otherwise be applied to benefits built up before 1 April 2020 [paragraph 2(1) of Schedule 2 to the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014], and / or - waive, in whole or in part (on any grounds), any actuarial reduction<sup>31</sup> that would otherwise be applied to benefits built up after 31 March 2020<sup>32</sup> [regulation 30(8) of the LGPS Regulations 2013].
- 5.9 This discretion allows the Council to waive the reduction of benefits if taken early on the grounds of ill health or compassionate grounds.
- 5.10 **The East Grinstead Council will consider these on a case by case basis, it will be an extraordinary circumstance where this discretion will waive the actuarial reduction for someone aged under 60 years.**

## **6. Non-mandatory discretions**

- 6.1 There is no requirement to have a written policy in respect of non-mandatory discretions. However, there are eight where it is recommended for Scheme employers to have a written policy in order that both members and the Pension Fund administering authority can be clear on the Scheme employer's policy on these matters.
- 6.2 Non-mandatory discretion - whether to, how much and in what circumstances to contribute to a shared-cost Additional Voluntary Contribution (SCAVC) arrangement?
- 6.3 Whether, how much, and in what circumstances to contribute to a SCAVC arrangement [regulation 17 of the LGPS Regulations 2013 and regulation 15(2A) of the LGPS (Transitional Provisions, Savings and Amendment] Regulations 2014].
- 6.4 **This will not be applicable to East Grinstead Town Council as all AVC will be met in full by the scheme members.**
- 6.5 Non-mandatory discretion – whether to extend the time limit for a member to elect to purchase additional pension by way of a shared cost additional pension contribution (SCAPC) upon return from a period of absence?
- 6.6 Whether to extend the 30 day deadline for member to elect for a SCAPC upon return from a period of absence from work with permission with no pensionable pay (otherwise than because of illness or injury, relevant child-related leave or reserve forces service leave) [regulation 16(16) of the LGPS Regulations 2013].
- 6.7 **The East Grinstead Town Council will allow an extension of 30 days**

**7. Non-mandatory discretion - whether to extend the 12 month time limit for a member to elect to transfer pension rights from another registered pension scheme into the Scheme?**

7.1 Whether, with the agreement of the Pension Fund administering authority, to permit a member to elect to transfer pension rights from another registered pension scheme into the LGPS, if they had not made such an election to do so within 12 months of first joining the LGPS in that employment [regulation 100(6) of the LGPS Regulations 2013].

7.2 **There may be circumstance where East Grinstead Town Council would allow this EG:**

- **where the member asked for transfer investigations to be commenced within 12 months of joining the LGPS but a quotation of what the transfer value will purchase in the LGPS has not been provided to the member within 11 months of joining the LGPS.**
- **where the available evidence indicates the member made an election within 12 months of joining the LGPS, but the election was not received by the Pension Fund administering authority;**
- **where the available evidence indicates the member had not been informed of the 12 month time limit.**

7.3 **The time limit for such situations would be 1 month from the date of the discovery.**

7.4 Non-mandatory discretions – whether to extend the 12 month time limit for a member to elect not to aggregate Post 31 March 2014 (or combinations of Pre April 2014 & Post March 2014) deferred benefits?

7.5 Whether to extend the 12 month time limit within which a member who has a deferred LGPS benefit in England or Wales following the cessation of employment (or cessation of a concurrent employment) after 31 March 2014 may elect not to have their deferred benefits aggregated with their new LGPS employment (or ongoing concurrent LGPS employment) if the member has not made an election to retain separate benefits within 12 months of commencing membership of the LGPS in that new employment (or within 12 months of ceasing the concurrent membership) [regulations 22(7) and (8) of the LGPS Regulations 2013].

7.6 **East Grinstead Town Council will consider this on a case by case basis on application to the Council**

**8. Non-mandatory discretions – whether to extend the 12 month time limit for a member to elect to aggregate Pre 1 April 2014 deferred benefits?**

8.1 Whether to extend the 12 month time limit within which a member (who has not elected to be treated as a member who, in the same employment, was contributing to the Scheme on both 31 March 2014 and 1 April 2014) who has a deferred LGPS benefit in England or Wales following the cessation of employment before 1 April 2014, to elect to aggregate their deferred benefits with their new LGPS employment that commenced on or after 14 May 2018, to purchase earned pension [regulation 10(6) of the LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014 as amended by regulation 27 of the LGPS (Amendment) Regulations 2018].

8.2 **East Grinstead Town Council will consider this on a case by case basis**

**9. Non-mandatory discretions – how an employee’s contribution band will be initially determined and thereafter reviewed?**

9.1 How the pension contribution band to which an employee is to be allocated on joining the Scheme, and at each subsequent April, will be determined and the circumstances in which the Scheme employer will, in addition to the review each April, review the pension contribution band to which an employee has been allocated following a material change which affects the member’s pensionable pay in the course of a Scheme year (1 April to 31 March) [regulations 9 and 10 of the LGPS Regulations 2013].

9.2 **East Grinstead Town Council will not offer a discretion here, the appropriate band will be applied, subject to material change in pensionable salaries each year.**

**10. Non-mandatory discretions – whether to include a regular lump sum payment when calculating assumed pensionable pay (APP)?**

10.1 Whether, when calculating assumed pensionable pay when a member is:

- on reduced contractual pay or no pay on due to sickness or injury, or
- absent during ordinary maternity, paternity or adoption leave, or paid shared parental leave, or during paid additional maternity or adoption leave, or
- absent on reserve forces service leave, or
- retires with a Tier 1 or Tier 2 ill health pension, or
- dies in service



10.2 to include in the calculation the amount of any 'regular lump sum payment' received by the member in the 12 months preceding the date the absence began or the ill health retirement or death occurred. A 'regular lump sum payment' is a payment for which the member's Scheme employer determines there is a reasonable expectation that such a payment would be paid on a regular basis [regulations 21(4)(a)(iv), 21(4)(b)(iv) and 21(5) of the LGPS Regulations 2013].

10.3 **East Grinstead Town Council will consider this discretion on a case by case basis**

## **11. Non-mandatory discretions – whether, subject to qualification, to substitute a higher level of pensionable pay when calculating assumed pensionable pay (APP)?**

11.1 When a member is: - on reduced contractual pay or no pay due to sickness or injury, or

- absent during ordinary maternity, paternity or adoption leave, or paid shared parental leave, or during paid additional maternity or adoption leave, or
- absent on reserve forces service leave, or
- retires with a Tier 1 or Tier 2 ill health pension, or
- dies in service

11.2 If, in the Scheme employer's opinion, the pensionable pay received in relation to an employment (adjusted to reflect any lump sum payments) in the 3 months (or 12 weeks if not paid monthly) preceding the commencement of Assumed Pensionable Pay (APP), is materially lower than the level of pensionable pay the member would have normally received, decide whether to substitute a higher level of pensionable pay when calculating APP, having had regard to the level of pensionable pay received by the member in the previous 12 months [regulations 21(5A) and 21(5B) of the LGPS Regulations 2013].

11.3 **East Grinstead Town Council would consider this on a case by case basis**

Where the discretion is adopted on a case by case basis, the Clerk will report the matter (upon application) to Finance and General Purposes Committee for consideration with a financial impact report as well as the circumstances of the case. The member or former member of staff will not be named on any public documentation in accordance with GDPR.

Adoption date: **21.03.2024**  
Reviewed: **Review Date March 2028, or before subject to any legislative changes**