



To all Members of **WITHYHAM PARISH COUNCIL**

You are summoned to attend a meeting of **WITHYHAM PARISH COUNCIL** to be held at **THE OLD STATION**, Station Road, Groombridge on **Monday 10th November 2025** at **7pm** when it is proposed to transact the following business:

Kelly Gaynor, Clerk – 5th November 2025

There is a 10-minute opportunity for members of the public to address the Council. Members of the public may attend meetings via Zoom (access details at the end of this agenda) or in person.

1. **ENQUIRE WHETHER ANYONE PRESENT INTENDS TO FILM, PHOTOGRAPH AND/OR RECORD THE MEETING**
2. **APOLOGIES**
3. **DECLARATIONS OF INTEREST**
4. **MINUTES**
 - 4.1. To resolve that the minutes of the Council Meeting held on Monday 13th October 2025 be taken as read, confirmed as a correct record and signed by the Chairman.
 - 4.2. Matters outstanding from minutes (not listed as separate agenda items)
5. **COMMITTEE MINUTES**

To receive the following draft minutes of committees and to note recommendations contained therein and as far as requisite, the action taken by them:

 - 5.1 Planning Committee Minutes 13.10.25
 - 5.2 Staff Committee Minutes 27.10.25
6. **REPORTS FROM DISTRICT and COUNTY COUNCILLORS** - note reports received in advance of the meeting
7. **WARD REPORTS**
 - (a) Groombridge Ward (Groombridge) to include speedwatch
 - (b) Groombridge Ward (Withyham/Blackham)
 - (c) Marden's Hill Ward
8. **GROOMBRIDGE MAY FAIR 2026**
 - 8.1 request to use Groombridge Recreation Ground for May Fair 04/05/2026
9. **FIRE ALARM TEST REPORT**
 - 9.1 To agree recommendations
10. **ADOPT THE FOLLOWING POLICIES**
 - 10.1 Menopause policy
 - 10.2 Internet, Email and Social Media Policy
 - 10.3 Data Protection Policy
 - 10.4 Document and Retention Policy

11. FINANCE

- 11.1 Note the report showing payments made to date against budgets
- 11.2 Authorise the payment of November invoices/note regular payments
- 11.3 Consider any quotes

12. STAFFING MATTERS

- 12.1 Note the Pending List

13. CLERK'S REPORT

14. REPORTS FROM MEETINGS AND TRAINING ATTENDED BY COUNCILLORS

15. MATTERS OF URGENT IMPORTANCE FOR NOTING OR INCLUSION ON A FUTURE AGENDA:

- 16. DATE OF NEXT MEETING** - note that the proposed date of the next Council meeting is Monday 8th December 2025 at 7pm, to be held at The Parish Office unless otherwise notified by the agenda.

Zoom details:

<https://us06web.zoom.us/j/84420891648?pwd=XcTqsXnNMdijoA4nmlBEHnpsbHk3hz.1>

Meeting ID: 844 2089 1648

Passcode: 323705

4.2 Council November 2025

Matters Outstanding and Updates from Last Minutes

Actions outstanding from minutes prior to October 2025

Minute no.	Who	Item	Deadline by which to complete	Update
Pg.3100	Finance Committee	Consider Members Allowances at updated levels, travel and subsistence rates and costs for child/dependants' care in 2026/27 budget setting	Autumn	Information due by November
Pg 3202	Cllr Anderson	Monitor GCC/recreation ground vehicle gate and let Council know if more could be done	July	
2971	Clerk/RFO	WPC will not fund an extra 4 urban verge grass cuts in 2026	Autumn	Will notify ESCC when they email re the matter in Autumn 2025
Pg 3246	Cllr Anderson	Share details of Ward Scheme to Cricket Club and advise that the repair of the fence is their responsibility under their lease	October	
Pg 3246	Cllr Parekh-Jones	Update council on progress of the Ridge Association when available		Record as completed To be noted under Ward Reports by Cllr Parekh-Jones when available
3044	Clerks	Conduct a consultation on fencing the playground in Groombridge in the spring	Spring	

Actions from October Minutes

Minute no	Who	Item	Deadline by which to complete	Update
Pg 3287	Clerks	To request an update from Cllr Hulbert regarding the £10,000 grant uptake	November	Cllr Hulbert to attend meeting 10/11/25
3064	Clerks	To advise CEAG flower bed redesign agreed	November	Completed
3065	Clerks	To advise CEAG funding request approved	November	Completed
Pg 3287	Clerks	To discuss with CEAG TPOs being part of their remit	November	Completed -- referred to CEAG for discussion at next
3066	Clerks	To advise RFO Parish Plan budget priorities agreed	November	Completed
Pg 3288	Clerks	To advise RFO further information sought for WPCIC subsidy request	November	Completed
Pg 3288	Clerks	To provide a link on GDPR training for all Councillors	November	Completed
3067	Finance Committee	RFO to contact mSporti	November	Completed, subsequent email advised GRG had has not been used by MSport since August 2025
Pg 3288	Clerks	To thank the volunteer Highway Coordinator	November	Completed
3068	Clerks	Adopt the Community Engagement Statement Policy		Completed
3069	Clerks	Adopt the Petitions Policy		Completed
3070	Clerks	Adopt the Reserves Policy		Completed
3071	Clerks	Adopt the Prepaid Card Policy		Completed
3072	Clerks	Adopt the Capital Expenditure Guidance Policy		Completed
Pg 3290	Clerks	New recording of Pending List	November	Completed
Pg 3290	Councillors	To think of potential Co-Opt Candidates	November	Completed -- Note Co-option vacancy has been confirmed
Pg 3290	Clerks	To add consultation of flight paths to future agenda when available		
Pg 3290	Clerks	To consider Unsung Helpers event next year	Spring	

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- 003073 **RESOLVED to pay the October invoices listed above totalling £17,288.77+ VAT; to pay by BACS or sign the cheques accordingly.**
17.3 Consider any quotes - None

18. STAFFING MATTERS

18.1 Note the Pend List

The pend list was noted. Councillors were advised that workloads are still high and would be reported differently next month

19. CLERK'S REPORT

- The Clerk noted that a Councillor vacancy still existed and currently awaiting WDC advice on next steps. Co-Option is anticipated
- Councillors were asked to provide photos of community events that they have attended

20. REPORTS FROM MEETINGS AND TRAINING ATTENDED BY COUNCILLORS

Cllr Gaukroger had attended the Ashdown Forest Liaison Meeting – minutes circulated ahead of meeting. Key points were noted as upcoming car park repairs, Winnie the Pooh centenary and air quality monitoring

Cllr Gaukroger had attended the CAGNE meeting and noted they intend a possible judicial review of Gatwick Expansion. A consultation is expected next year regarding flight paths

Cllrs Gaukroger and Cllr Lawne had attended Finance Training – which had been found useful

Cllr Lawne advised WDALC meeting had been postponed

The Parish Office staff had an introduction meeting with Speldhurst Parish Council Clerks to forge stronger relations

Cllrs Anderson and Parek-Jones would shortly be attending chairing meetings training

Other Councillors were encouraged to attend training.

21. MATTERS OF URGENT IMPORTANCE FOR NOTING OR INCLUSION ON FUTURE AGENDA:-

- Add consultation of flight paths to future agenda when available
- Consider Unsung Helpers event next year

22. DATE OF NEXT MEETING - Monday 10th November 2025 at Groombridge Old Station at 7pm unless otherwise notified by the agenda

The meeting ended at 8.03pm.

Date: 09/10/2025

Withyham Parish Council

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Time: 10:30

Cashbook 1

User: DS

Current Bank A/c (HSBC)

Payments made between 24/09/2025 and 13/10/2025

		Nominal Ledger Analysis						
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Details
24/09/2025	Playdale Playgrounds Ltd	BACS113	1,158.30		193.05	4220 201	965.25	60% deposit roundabout
24/09/2025	Octopus Energy	DDOCTO0925	79.45			4502 101	79.45	Old Station energy Aug25
13/10/2025	Omni Waste Management	BACS114	39.49		6.42	4500 101	32.07	Waste collections Aug
13/10/2025	Mustatner Services Ltd	BACS115	105.00		17.50	4503 101	88.00	Annual regional test
13/10/2025	Volunteer	BACS116	9.45			4421 401	9.45	Mileage (HC) Sep
13/10/2025	Air Ambulance Kent Surrey & S	BACS117	500.00			4101 102	500.00	Grant towards service
13/10/2025	Groombridge Village Hall	BACS118	55.86			4084 101	55.86	Hall Hire C Cafe Sep
13/10/2025	CSS Ltd	BACS119	198.00		33.00	4503 101	165.00	Service Old Station alarm
13/10/2025	Walden District Council	BACS120	990.00		165.00	4211 201	300.00	Litter Bins Qtr2
13/10/2025	STREETLIGHTS.CO.UK	BACS121	1,816.00		303.00	4452 402	1,515.00	Dog Bins Qtr2
13/10/2025	N Walden Community Transport	BACS122	124.25			4401 401	124.25	FWLB replacement playground
13/10/2025	UK Debt Management Office	BACS123	2,831.28			4219 201	2,831.28	Phone & Stand
13/10/2025	SME IT Solutions	BACS124	566.19		94.36	4013 101	346.48	IT support
13/10/2025	SME IT Solutions	BACS124	251.85		42.00	4018 101	18.82	website
13/10/2025	EJP Fire Protection Ltd	BACS125	190.80		31.80	4503 101	209.99	Server switch
13/10/2025	East Sussex Association of Loc	BACS126	90.00		15.00	4007 101	159.00	Annual fire safety service
13/10/2025	Viking Direct	BACS127	286.40		47.73	4084 101	75.00	New Clerk training
13/10/2025	Employee	BACS128	36.01			4510 101	5.70	coffee
13/10/2025	Employee	BACS129	6.40			4015 101	65.08	Catering office
13/10/2025	Various	BACS130	5,489.82			4003 101	165.90	stationery & IT items
13/10/2025	Employee	BACS128	36.01			4407 401	25.01	Mileage PMP
13/10/2025	Employee	BACS129	6.40			4510 101	8.40	Parish Office mtr
13/10/2025	Various	BACS130	5,489.82			4003 101	379.17	Salary Oct
13/10/2025	Various	BACS130	5,489.82			4003 101	69.34	Ofice Sep
13/10/2025	Various	BACS130	5,489.82			4000 101	5,041.31	Salaries Oct &
13/10/2025	Various	BACS130	5,489.82			4007 101	20.00	Chairing mty training x2 clrs
13/10/2025	Prepaid card	CB1PPCOct	67.20			203	67.20	CB1 to PPCard Oct
13/10/2025	British Gas	GDBG1025	131.83			5101 500	131.83	Ph Hse/PO Elec Aug-sep (incl)
13/10/2025	Everflow	DDOFOX1025	33.89			4502 101	33.89	Old Station water bill
13/10/2025	NEST Pensions	DONEST1025	858.81			4001 101	858.81	Pension contributions
Subtotal Carried Forward:			15,665.02	0.00	866.95		14,898.06	

Date: 09/10/2025

Withyham Parish Council

Page 2

Time: 10:30

Cashbook 1

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Current Bank A/c (HSBC)

Payments made between 24/09/2025 and 13/10/2025

		Nominal Ledger Analysis						
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Details
13/10/2025	Octopus	DDOCTO1025	90.42			4502 101	90.42	Old Station energy Sep
13/10/2025	The Premier Trust N A Houghton	SONH1025	886.86			4012 101	886.86	Office rent Oct
13/10/2025	The Premier Trust T J Newman	SOTN1025	886.87			4012 101	886.87	Office rent Oct
Total Payments:			17,268.77	0.00	866.95		16,321.81	

10. NOTE BUILDING UPDATE

The Public Works Loan (PWL) application for the purchase of The Old Station had been approved and was noted. Council wished to record thanks to the RFO for all the hard work in preparation of this application.

11. NOTE WPCIC quarterly report

11.1 Review and agree requested subsidy for April 2026 to March 2027 - Council received the report and noted the subsidy request will go to the Finance Committee in November. In addition to the report, figures would be requested to support the subsidy request. *

12. COUNCILLOR RESPONSIBILITIES UNDER GDPR

12.1 Guidance –An updated had been provided due to changes under Assertion 10 within the AGAR and it was noted that Cllrs were advised to make themselves familiar with the content and reference when needed

12.2 Recommended training – Assistant Clerk to provide a link on GDPR training and all Cllrs were requested to undertake the training

13. GRG USAGE

13.1 Agree recommendation from Finance Committee regarding arrangement with mSPORTi – A paper was provided with recommendations following discussions at Finance Committee. The recommendation was approved and the Clerk to the Finance Committee asked to contact mSPORTi

003067 **RESOLVED** to agree recommendation from Finance Committee regarding arrangement with mSPORTi

14. TO NOTE JOINT LETTER WITH SPELDHURST PARISH COUNCIL (SPC) IN SUPPORT OF THE PIG

The Pig thanked the Parish Councils for the joint letter and that communications are ongoing

15. TO NOTE THE HIGHWAYS REPORT

Council also wished to thank the volunteer Highway Coordinator (HC) for the commitment and hard work in this area, bringing this to the attention of Highways and following up on actions. Thanks were also given to the Assistant Clerk in supporting the HC

16. TO ADOPT THE FOLLOWING POLICIES

16.1 Community Engagement Statement policy

003068 **RESOLVED** to adopt Community Engagement Statement policy

16.2 Petitions policy

003069 **RESOLVED** to adopt Petitions policy

16.3 Reserves Policy

003070 **RESOLVED** to adopt Reserves policy

16.4 Prepaid Card Policy

003071 **RESOLVED** to adopt Prepaid Card Policy

16.5 Capital Expenditure Guidance

003072 **RESOLVED** to adopt Capital Expenditure Guidance policy

17. FINANCE

17.1 Note the report showing payments made to date against budgets – Noted

17.2 Authorise the payment of September invoices/note regular payments – Noted

3071	Clerks	Adopt the Prepaid Card Policy	
3072	Clerks	Adopt the Capital Expenditure Guidance Policy	
Pg 3290	Clerks	New recording of Pending List	November
Pg 3290	Councillors	To think of potential Co-Opt Candidates	November
Pg 3290	Councillors	To provide photos of community attended events	
Pg 3290	Clerks	To add consultation of flight paths to future agenda when available	
Pg 3290	Clerks	To consider Unsung Helpers event next year	Spring

5. COMMITTEE MINUTES

Receive the following draft minutes of committees and to note recommendations contained therein and as far as requisite, the action taken by them.

5.1 CEAG Committee Minutes 7.7.25 - Noted

5.2 Planning Committee Minutes 8.9.25 - Noted

5.3 Planning Committee Minutes 29.9.25 - Noted

5.4 Finance Committee Minutes 29.9.25 - Noted

6. REPORTS FROM DISTRICT and COUNTY COUNCILLORS

Cllr Georgia Taylor provided a report which was circulated ahead of the meeting, which was noted

The Clerk was requested to obtain an update from Cllr Hulbert regarding the £10,000 grant uptake

7. WARD REPORTS

(a) Groombridge Ward (Groombridge) Cllr Lawne noted insufficient notice given or no warning at all in some cases of a recent water cut off

(b & b1) Groombridge Ward (Withyham/Blackham) Cllr Skinner voted Chair and Cllr Bowers voted Vice Chair

(c) Marden's Hill Ward – nothing to report

8. CLIMATE & ECOLOGY ACTION GROUP

8.1 Biodiversity/ Wild Verge update - noted the verge had recently been mowed and further report would be brought to the January meeting

8.2 Allow CEAG approval to re-design flower bed at The Old Station – Agreed

003064 **RESOLVED** to allow CEAG to redesign flower bed at The Old Station

8.3 Approve requested funding from CEAG Budget - Approved

003065 **RESOLVED** to approve funding from CEAG Budget

The Clerk was asked to discuss with CEAG TPOs being a part of their remit

9. PARISH PLAN REVIEW AND AGREE PRIORITIES TO INFORM 2026/27 BUDGET SETTING (COUNCILLOR INPUT REQUESTED –

Cllrs had reviewed the Parish Plan priorities and agreed it was a well produced document which required no further amendment

003066 **RESOLVED** to agree the Parish Plan priorities to inform 2026/27 budget

Pg 3202	Cllr Anderson	Monitor GCC/recreation ground vehicle gate and let Council know if more could be done	July	
2971	Clerk/RFO	WPC will not fund an extra 4 urban verge grass cuts in 2026	Autumn	Will notify ESCC when they email re the matter in Autumn 2025
Pg 3246	Cllr Anderson	Share details of Ward Scheme to Cricket Club and advise that the repair of the fence is their responsibility under their lease	October	
Pg 3246	Cllr Parekh-Jones	Update council on progress of the Ridge Association when available		
3044	Clerks	Conduct a consultation on fencing the playground in Groombridge in the spring	Spring	

Actions from these Minutes

Minute no	Who	Item	Deadline by which to complete
Pg 3287	Clerks	To request an update from Cllr Hulbert regarding the £10,000 grant uptake	November
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Pg 3288	Clerks	To advise RFO further information sought for WPCIC subsidy request	November
Pg 3288	Clerks	To provide a link on GDPR training for all Councillors	November
3067	Finance Committee	RFO to contact mSporti	November
Pg 3288	Clerks	To thank the volunteer Highway Coordinator	November
3068	Clerks	Adopt the Community Engagement Statement Policy	
3069	Clerks	Adopt the Petitions Policy	
3070	Clerks	Adopt the Reserves Policy	

4.2. Matters outstanding from minutes (not listed as separate agenda items)**Actions reported to this meeting as completed**

Minute no.	Who	Item	Deadline by which to complete	Update
2997	Clerks	Should legal advice permit the installation of a fence at Groombridge Play area, the Parish Council conduct its own consultation process	Spring	Completed
Pg 3185	Clerks	Defer Withyham/Blackham Ward Chair until Cllrs Bowers and Skinner return to meetings	July	Completed
Pg 3246	Clerks	Share details of the Ward Scheme to grant applicants and on social media	October	Completed
Pg 3246	Clerks	Add CEAG and Wild Verge update to the next Council meeting agenda	October Council	Completed
Pg 3246	PMP	Trim bushes by Dog bin in Blackham	October	Completed
Pg 3247	Clerks	Add boundary of Blackham bus shelter to pend list	October	Completed
Pg 3247	Clerks	Share contact details for East Sussex Highways reporting	October	Completed
3045	Clerks	Accept the quote from Playdale for the accessible roundabout	October	Completed
3047	HC/ Ass Clerk	To provide a written statement on fatal crash for agreement by Clerk/Chairman. To then be sent to solicitor.	October	Completed
3048	Clerks	Adopt the Vexatious Complaints Policy		Completed

Actions from previous Minutes not yet completed

Minute no.	Who	Item	Deadline by which to complete	Update
Pg.3100	Finance Committee	Consider Members Allowances at updated levels, travel and subsistence rates and costs for child/dependants' care in 2026/27 budget setting	Autumn	Information due by November

Minutes of the **WITHYHAM PARISH COUNCIL MEETING** held at **THE OLD STATION, GROOMBRIDGE** on **13th October 2025** at 7pm

PRESENT Cllrs, Emma Bowers, Alan Gaukroger, Robert Gordon-James, Diana Kelly (Chair), Penny Lawne, Jill Pardey, Sue Skinner, , Linsey Winter

In attendance: Kelly Gaynor – Clerk (Minutes)
Natalie Brett – Assistant Clerk (observe)

Members of the public are encouraged to attend meetings and there is a 10-minute opportunity for members of the public to address the Council. There were no members of the public in attendance.

1. ENQUIRE WHETHER ANYONE PRESENT INTENDS TO FILM, PHOTOGRAPH AND/OR RECORD THE MEETING – none.

2. APOLOGIES – Cllr Nick Anderson– Illness
Cllr Judi Tuke - Family Commitments
Cllr Deviani Parekh-Jones - Family Commitments
Cllr Beth Rhodes – Work Commitments
County Cllr Georgia Taylor
District Cllr Jessika Hulbert

3. DECLARATIONS OF INTEREST – Cllr Lawne advised a family relation with WPCIC, however the Clerk advised that this was neither pecuniary or prejudicial and therefore did not need to be declared

4. MINUTES
4.1. Resolve that the minutes of the Council Meeting held on 8th September 2025 be taken as read, confirmed as a correct record and signed by the Chairman

003063 RESOLVED that the minutes of the meeting held on 8th September 2025 were approved.

8

Clerk

From: Friends of Groombridge Primary School ·
Sent: 19 October 2025 21:10
To: Clerk
Subject: Groombridge May Fair 2026: Request Use of Groombridge Recreation Ground May 4th 2026
Categories: Priority!!!,

Hello,

We are starting to plan for the Groombridge May Fair in 2026 (there is a new planning committee in place with taking a step backwards).

Could we please request the use of Groombridge Recreation ground for the event on the 4th May 2026, in line with previous years requests? I will be completing the TEN Application in the coming weeks.

Please let me know if you require any further detail

Regards,

FGPS Treasurer

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Withyham Parish Council

Report By	For Committee	Date	Agenda Item
N Brett	Full Council	10.11.25	9
Confidential	Not Confidential	Exempt	Not Exempt

Fire Drill Report and Recommendations

In Finance Budget	In Staffing Budget	Applicable to Parish Plan
YES / ~~NO~~	~~YES~~ / NO	YES / ~~NO~~

Recommendations

Council are asked to approve spending on the following and agree a reduction in the size of the meeting room tables.

Reduce the size of the tables in the meeting room to increase speed of evacuation, flow and improve safety with greater space to the exits.

Improve lighting outside the fire exit to the rear which was not sufficient during a dark evening

Provide torches for easy access by each fire exit, to improve lighting for evacuees.

Improve visibility of fire assembly point at night with reflective sign

Add reflectors to kerbing outside parish office to avoid trips and falls.

Total estimated cost £450

Reasons for recommendations

The following recommendations based on the fire drill that was conducted at the October Council meeting.

Full details below

Background

A fire drill was conducted just prior to the start of the Council meeting in October. There were 8 Councillor, and 2 members of staff present for the test. The two staff members and the chair of the Council were aware the drill was to be held. The others were not aware.

The drill was recorded via the zoom meeting platform for analysis by the Assistant Clerk.

The full evacuation of the building to the fire assembly point took 6 minutes

The following observations were made:

The space round the meeting room table is not sufficient for an unobstructed escape. Coats, chairs and bags were noted as being in the way, preventing Councillors from evacuating unhindered. There is also a concern that the chairs for the public would create a blockage.

It was reported that the lighting outside the rear of the Parish Office was not sufficient to safely see when evacuating.

Torches being made available at the exit points would have been helpful.

A reflective sign would have supported the identification of the meeting point.

The curbing island outside the Parish Office was identified as a trip hazard and improving its viability would be recommended.

Both fire exits were used demonstrating good signage of evacuation points and the closest points being used.

Personal belonging were left behind as would be expected in a real evacuation.

Councillors and staff evacuated in an orderly fashion and demonstrated an understanding of the importance of the drill.

Financial considerations

What is the cost of the proposal?

Approx £450

What is the budget?

Budget line: 4503 Within remaining budget
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WITHYHAM PARISH COUNCIL

Menopause Policy

Responsibility: Staffing Committee/Full Council
Review Cycle: 3 yearly, or earlier in the event of legislative changes

Date of Adoption/Renewal	Date for review
October 2025	October 2028

Introduction

Withyham Parish Council is committed to providing a safe, inclusive, and supportive working environment for all employees. The Council recognises that menopause and perimenopause are significant life stages that may affect women and others who menstruate, and is dedicated to ensuring that these individuals receive the appropriate support in the workplace.

Menopause is a natural part of life, not an illness. However, its impact can be considerable and is often compounded by a lack of understanding and stigma. By fostering open dialogue and providing effective workplace support, the Council seeks to reduce stigma and help affected individuals thrive at work.

Research shows that a significant proportion of those experiencing menopausal symptoms feel uncomfortable discussing the issue at work.

This policy aims to:

- Raise awareness of menopause and perimenopause
- Promote an inclusive and supportive culture
- Provide guidance for both employees and managers
- Encourage conversations and ensure access to appropriate support and workplace adjustments

Equality and Inclusion Commitment

The Council recognises menopause as both an occupational health and equality issue. We are committed to ensuring that no one experiences disadvantage, discrimination, or stigma related to the menopause or perimenopause. This commitment extends to all staff, including women, trans, and non-binary employees. The Council aims to create a workplace culture that promotes dignity, inclusion, and respect for everyone.

Scope

This policy applies to all employees, regardless of gender identity, and recognises that menopause can also affect non-binary people and trans men. It supports those directly affected and promotes awareness among colleagues and managers.

Definitions

- **Menopause:** A natural biological process that occurs when menstruation stops for 12 consecutive months, typically between ages 45 and 55.
 - **Perimenopause:** The transition period before menopause, when individuals may experience changes and symptoms.
 - **Post-menopause:** The stage after menopause has occurred.
-

Symptoms

Symptoms vary and may be physical, emotional, or psychological. Common symptoms include:

- Hot flushes
- Night sweats
- Sleep disturbances
- Brain fog and memory lapses
- Anxiety and panic attacks
- Loss of confidence
- Mood changes
- Irregular or heavy periods
- Fatigue

Approximately 75% of those experiencing menopause will have symptoms, and around 25% will have severe symptoms that impact their work.

Legal Framework

Relevant legislation includes:

- The Equality Act 2010 – protection from discrimination based on sex, age, or disability. In some cases, menopausal symptoms may meet the definition of a disability.
 - The Health and Safety at Work Act 1974 – obligation to ensure employees' health, safety, and welfare at work.
 - The Employment Rights Act 1996 – covers health-related absence and fair treatment.
-

Responsibilities

Line Managers

- Foster a supportive, open, and confidential environment.
- Undertake risk assessments to identify and remove workplace stressors.
- Facilitate reasonable adjustments.
- Promote awareness and understanding among all team members.
- Handle discussions sensitively, maintaining confidentiality at all times.

- Ensure no employee is treated less favourably because of menopause-related issues.

Employees

- Raise concerns where support is needed.
- Engage in open conversations with their manager or a trusted colleague.

Council Leadership

- Ensure policy awareness and consistent implementation.
 - Review and update this policy in line with legislation and best practice.
 - Seek feedback from employees to ensure the policy remains effective and inclusive.
-

Reasonable Adjustments and Support Options

Workplace adjustments may include:

- Flexible start/finish times
- Increased access to breaks
- Option for homeworking or hybrid arrangements
- Temperature and ventilation control (e.g., desk fan, open windows)
- Access to chilled drinking water
- Easy access to washroom facilities
- Option to adapt uniforms or workwear
- Quiet working spaces and noise-cancelling headphones
- Changes to duties (e.g., rescheduling public speaking or high-visibility tasks)

Additional Support Options

In line with good practice, the following may also be considered:

- Provision of a private space for rest or to make personal calls
 - Temporary adjustments to travel or public-facing duties
 - Flexibility to attend medical or wellbeing appointments related to menopause
 - Occupational Health referral to explore individual support needs
-

Conversations and Confidentiality

Employees are encouraged to speak with their line manager. If this is not possible (for example, if the manager is male and the employee prefers a female contact), alternative support contacts include:

- A designated female councillor or member of the Staffing Committee
- An external HR representative

All conversations will be treated confidentially. Notes should be taken with consent and stored securely. Follow-up meetings should be arranged to review adjustments and support effectiveness.

Promoting Health and Wellbeing

Employees are encouraged to take steps to maintain good health. Resources and training will be offered when available.

Awareness and Training

To promote understanding, Withyham Parish Council will:

- Promote a culture of openness and understanding.
 - Share guidance and signpost resources.
 - Offer training when available.
-

Linked Policies

This policy supports and aligns with:

- Health and Safety Policy
 - Equality, Diversity, and Inclusion Policy
 - Sickness Absence Policy
 - Flexible Working Policy
-

Further Support and Information

- NHS Menopause Overview: <https://www.nhs.uk/conditions/menopause/>
 - NICE Guidelines on Menopause: <https://www.nice.org.uk/guidance/ng23>
 - Menopause Matters: <https://www.menopausematters.co.uk/>
 - The Daisy Network: <https://www.daisynetwork.org.uk/>
 - Royal College of Obstetricians and Gynaecologists: <https://www.rcog.org.uk/en/patients/menopause/>
 - Government Report on Menopause and Work: <https://www.gov.uk/government/publications/menopause-transition-effects-on-womens-economic-participation>
-

Monitoring and Feedback

Withyham Parish Council will regularly review this policy to ensure it reflects best practice and employee needs. Feedback from employees and managers is welcomed to support continuous improvement and inclusivity.

Appendix A – Manager Guidance Sheet: Supporting Menopause Conversations

Purpose

This one-page reference guide supports managers and councillors in having sensitive, supportive, and appropriate conversations about menopause in the workplace.

Prepare

- Choose a private, quiet space free from interruptions.
- Allow sufficient time and listen actively.
- Familiarise yourself with the Council's Menopause Policy and reasonable adjustment options.
- Approach the discussion with empathy, not assumptions.

During the Conversation

- Begin by acknowledging the sensitivity of the topic and thanking the employee for raising it.
- Ask open questions, e.g.:
 - "How are your symptoms affecting you at work?"
 - "What changes or adjustments might help you feel more comfortable?"
- Focus on the individual's needs, not medical detail.
- Reassure confidentiality.
- Avoid making judgements or dismissing experiences.

Agree Next Steps

- Discuss potential reasonable adjustments (see Section 7 of this policy).
- Agree how and when to review the effectiveness of these adjustments.
- Offer to involve HR or a councillor contact if further support is needed.
- Record agreed actions (with the employee's consent) and store securely.

Follow-Up

- Check in regularly and review arrangements sensitively.
- Be flexible – symptoms can change over time.
- Encourage the employee to seek medical or occupational health advice where appropriate.

Maintain Respect and Equality

- Ensure the employee is treated fairly and without stigma.
- Encourage understanding within the wider team, but only with the employee's consent.
- Remember that menopause-related issues are protected under equality and health and safety legislation.

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WITHYHAM PARISH COUNCIL**IT, INTERNET, EMAIL AND SOCIAL MEDIA POLICY**

Responsibility:	Finance & Administration / Full Council
Review Cycle:	Annually or sooner if legislative/technology changes occur
Date of Adoption/Renewal:	October 2025
Next Review:	September 2026

1. Introduction

1.1 Withyham Parish Council (WPC) recognises that email, internet, social media, and other IT systems are essential for effective communication and council business. This policy provides guidance to protect users, the Council, and the public.

1.2 This policy applies to all staff, councillors, volunteers, contractors, and anyone with authorised access to WPC IT systems, email accounts, and electronic communications.

1.3 It covers:

- Email correspondence using WPC addresses
- Social media use, including posts on behalf of the Council
- Internet usage via Council-provided networks or devices
- IT devices, networks, software, and applications provided by WPC
- Mobile devices and remote access

1.4 All communications must comply with the **Data Protection Act 2018, GDPR, and the WPC Code of Conduct.**

1.5 WPC has a website, a Facebook page, and email as official communication channels. Official Council accounts are administered by staff.

1.6 WPC seeks to continually improve communications while ensuring security, transparency, and legal compliance.

2. Acceptable Use of IT Resources

2.1 WPC IT resources (computers, networks, devices, software, data, email accounts) are provided for official Council business.

2.2 Limited personal use is permitted **only if it does not interfere with work duties or violate this policy.**

2.3 All users must:

- Act ethically and professionally
- Respect copyright and intellectual property rights
- Avoid accessing offensive, discriminatory, or illegal content

2.4 Unacceptable use includes (but is not limited to):

- Sending or posting discriminatory, harassing, or threatening content
- Fraud, hacking, or software/media piracy
- Sharing passwords or confidential Council data without authorisation
- Introducing malware, viruses, or other threats
- Using WPC IT to make personal financial gain or commercial promotions
- Passing personal views as official Council positions

2.5 Any uncertain situations should be discussed with the Clerk or line manager.

3. Device and Software Use

3.1 Only Council-authorised devices and software may be installed on WPC systems.

3.2 Personal software installation on Council devices is prohibited.

3.3 Mobile devices and laptops provided by WPC must be secured with passcodes, biometrics, or other authentication methods.

3.4 Remote working devices must follow the same security standards as Council offices.

3.5 Software licences must be retained and kept up to date.

3.6 Councillors' Personal Devices

- Councillors may use their own devices to access Council emails and Council information.
- Any personal device used for this purpose must, at a minimum:
 - Have up-to-date antivirus protection
 - Receive regular software and security updates
 - Be secured with a strong password, PIN, or biometric lock
- Councillors must not download confidential information, or any data covered under GDPR, onto their personal devices.

- Access to Council data on personal devices should be limited to webmail or secure portals where possible.
-

4. Data Management and Security

- 4.1 All Council data, particularly sensitive or confidential information, must be stored and transmitted securely using approved methods.
 - 4.2 Regular backups must be conducted to prevent data loss.
 - 4.3 Secure data deletion methods must be used when information is no longer required.
 - 4.4 Confidential or sensitive information must be encrypted if sent via email or transmitted electronically.
-

5. Internet and Network Usage

- 5.1 Internet connections provided by WPC are for official Council business; use of the WPC Guest network is available for personal devices.
 - 5.2 Accessing inappropriate or illegal websites is strictly prohibited.
 - 5.3 Downloading or sharing copyrighted material without permission is prohibited.
 - 5.4 WPC reserves the right to monitor internet usage and network traffic in a lawful and GDPR-compliant manner.
-

6. Email Policy

- 6.1 WPC email addresses are for official Council business only.
- 6.2 Email should be professional, courteous, and respectful.
- 6.3 Personal or identifying information must not be shared without consent.
- 6.4 Attachments and links should only be opened if authenticity is verified.
- 6.5 Emails creating obligations or instructions on behalf of WPC must be sent by authorised officers only.
- 6.6 Email retention and archiving should follow legal and regulatory requirements; unnecessary emails should be deleted regularly.
- 6.7 WPC reserves the right to access, monitor, and archive email accounts for compliance or investigation purposes.
- 6.8 Upon a councillor leaving office, their inbox will be archived.

7. Password and Account Security

7.1 Passwords must be strong, unique, and not shared with anyone.

7.2 Regular password updates are encouraged.

7.3 Users are responsible for all activity under their accounts.

8. Social Media

8.1 Social media should be used to communicate Council activities, promote services, and share relevant information.

8.2 Councillors must not use personal accounts to represent WPC.

8.3 Direct messages/comments on WPC social media are not formal communications and may not require a response.

8.4 Posts must be civil, relevant, lawful, non-political, and copyright-compliant.

8.5 WPC reserves the right to remove inappropriate content or block repeat offenders.

8.6 Users must not post sensitive, confidential, or personal information without consent.

9. Security

9.1 Only software purchased by the Council or authorised by the Clerk shall be installed on the Council's computer system. Software licences shall be retained.

9.2 All Council devices must be protected with up-to-date antivirus software, regular security updates, and strong passwords.

9.3 Bring Your Own Device (BYOD)

- Only councillors are permitted to use personal devices for accessing Council email and information.
- Personal devices used in this way must comply with section 3.6 of this policy.
- Staff, volunteers, and contractors are not permitted to use personal devices for accessing or storing Council information, unless specifically authorised by the Clerk in writing.
- The Council reserves the right to withdraw permission for BYOD use if security risks or policy breaches are identified.

9.4 Remote Working by Office Staff

- On occasion, office staff may need to work from home.
 - Staff may use a personal device **only to remotely access their office-based PC** via a secure remote desktop connection.
 - No Council data or documents may be stored on the personal device.
 - Personal devices used for remote working must meet the same security standards as councillor BYOD devices:
 - up-to-date antivirus protection
 - regular software/security updates
 - strong password, PIN, or biometric lock
-

10. Reporting Security Incidents

10.1 Any suspected IT security breaches, email phishing, malware, or policy violations must be reported immediately to the Clerk or designated IT contact.

10.2 Incidents will be investigated and escalated according to severity.

11. Training and Awareness

11.1 WPC will provide the opportunity for regular training on GDPR, and safe technology use.

11.2 All staff and councillors are strongly encouraged to participate in relevant training sessions.

12. Compliance and Consequences

12.1 Breaches of this policy may result in suspension of IT access, disciplinary action, or other consequences deemed appropriate by WPC.

12.2 Users are expected to comply with all legal obligations, including the Data Protection Act, GDPR, copyright law, and WPC's Code of Conduct.

13. Contacts

For IT or security enquiries, contact the Clerk or Assistant Clerk.

14. Key User Responsibilities (Summary)

User Group	Key Responsibilities
All Users	Use IT, email, and internet responsibly and professionally Respect GDPR and Data Protection Act Do not share passwords or install unauthorised software Report any IT/security incidents immediately
Councillors	Use WPC email for Council business only Do not use personal social media to speak on behalf of WPC Personal devices may be used to access WPC email/info if secured (antivirus, updates, strong password) Do not download confidential/GDPR material onto personal devices
Staff	Use WPC devices and software only Remote working only allowed via secure remote desktop (no local storage of Council data) Follow email, social media, and IT security guidance Ensure devices have antivirus, updates, and strong access controls
Volunteers/Contractors	Only use WPC-authorised devices/systems Must not store or access Council information on personal devices unless expressly authorised by the Clerk
All Social Media Users	Be civil, relevant, and politically neutral Do not share confidential or personal data Inappropriate posts will be removed, and repeat offenders may be blocked

16. Staff and Councillor Declaration

I confirm that I have read, understood, and agree to comply with the **Withyham Parish Council IT, Internet, Email, and Social Media Policy**.

Name: _____

Role: _____

Signature: _____

Date: _____

WITHYHAM PARISH COUNCIL

DATA PROTECTION POLICY

Responsibility:	Council
Review Cycle:	Annually
Date of Adoption/Renewal:	October 2025
Date for Review:	October 2026

1. Introduction

1.1 The council holds and processes information about employees, councillors, residents, customers, suppliers, and other data subjects for administrative, governance, and operational purposes.

1.2 This policy ensures compliance with the **Data Protection Act 2018 (DPA 2018)** and the **UK General Data Protection Regulation (UK GDPR)**. All councillors, staff, and contractors who handle personal data must adhere to these legal obligations.

1.3 The council recognises that it holds a wide range of data types, including:

- Names, addresses, contact details, and other personal information
- Email communications
- Images, photographs, and video recordings
- Financial or payment information
- Records of correspondence, complaints, and meeting notes

2. Data Protection Principles

2.1 The council adheres to the following principles under the DPA 2018/UK GDPR: personal data must:

- Be processed lawfully, fairly, and transparently
- Be collected for specified, explicit, and legitimate purposes
- Be adequate, relevant, and limited to what is necessary
- Be accurate and kept up to date
- Not be kept longer than necessary
- Be processed in accordance with individuals' rights
- Be kept secure from unauthorised or unlawful processing, accidental loss, damage, or destruction
- Not be transferred outside the UK or to countries without adequate protection, except where safeguards are in place

3. Responsibilities

3.1 Council Responsibility

Withyham Parish Council is the **Data Controller** and must ensure all processing complies with UK GDPR and DPA 2018.

3.2 Data Protection Officer

The Local Council Public Advisory Service, in partnership with the Clerk, acts as the council's Data Protection Officer and is responsible for:

- Ensuring lawful, fair, and transparent data processing
- Maintaining the quality and accuracy of information
- Specifying retention periods in line with the **Document Retention Scheme**
- Ensuring the rights of data subjects are upheld
- Implementing appropriate technical and organisational security measures
- Ensuring personal data is not transferred abroad without suitable safeguards
- Training and supervising all staff handling data

3.3 Councillor and Staff Responsibility

Councillors and Staff are responsible for ensuring the proper management of any personal data they handle, including:

- Undertaking **annual "data cleaning" of councillor email accounts** to remove unnecessary or outdated information
- Following council procedures for secure storage, retention, and deletion of data

3.4 Project Data Assessments

All new projects involving personal data must be assessed using:

- **Data Protection Impact Assessments (DPIAs)**
- **Legitimate Interests Assessments (LIAs)**

in accordance with the Withyham Parish Council GDPR Toolkit.

4. Storage and Retention

4.1 Personal data may be stored in:

- Paper-based records
- Password-protected computer systems
- Cloud-based systems approved by the council

4.2 Retention periods vary depending on legal, operational, or financial requirements.

Detailed retention schedules are provided in the **Document Retention Scheme**.

5. Access to Information

5.1 Data subjects (employees, councillors, residents, customers) have the right to:

- Request the personal information the council holds about them
- Understand the purposes for which it is used
- Receive a copy of the information
- Know any third parties to whom it is disclosed
- Request correction of inaccurate or incomplete data

5.2 Requests for correction must be acknowledged within **21 days**, and individuals informed whether the amendment has been made.

6. Data Security and Breaches

6.1 Compliance with data protection legislation is the responsibility of all councillors, staff, and volunteers.

6.2 Any deliberate or reckless breach of this policy may lead to disciplinary action, civil claims, or criminal prosecution under the DPA 2018.

6.3 Suspected breaches must be reported immediately to the Clerk. Where necessary, the **Information Commissioner's Office (ICO)** may be notified at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

7. Review

This policy will be reviewed **annually** or sooner in response to legislative changes or significant changes in council practices.

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WITHYHAM PARISH COUNCIL

DOCUMENT AND RETENTION POLICY

Responsibility:	Clerk / Full Council
Review Cycle:	Every 3 years, or earlier in the event of legislative changes
Date of Adoption/Renewal:	June 2024
Date for Review:	June 2027

1. Purpose

1.1 This policy applies to all records created, received, or maintained by Withyham Parish Council in the course of its business.

1.2 Records include all documents, both paper-based and electronic, which facilitate the council's functions and ensure compliance with:

- **Data Protection Act 2018 (DPA 2018)** and **UK GDPR**
- **Freedom of Information Act 2000 (FOIA)**
- Other statutory and operational requirements

1.3 The policy ensures that:

- Records are retained for the appropriate legal, operational, and audit periods
- There is a consistent and secure process for destruction of records no longer required
- Personal data is managed in line with GDPR principles

1.4 All councillors and staff are responsible for **annual data cleaning** of both paper and electronic records to remove unnecessary or outdated information. Paper records are reviewed in **June** and electronic records in **December** each year.

2. Retention Schedule

TYPE OF RECORD	MINIMUM RETENTION PERIOD	REASON / LEGISLATION
Approved Parish Council Minutes	Indefinite	Archive; 7 years in Parish Office, then East Sussex County Archive
Hand-written minutes/notes	Destroy once typed & approved	Only typed, approved version retained

TYPE OF RECORD	MINIMUM RETENTION PERIOD	REASON / LEGISLATION
Draft documents	Destroy once final version produced	Management
Correspondence & general files	Review annually; destroy if short-term value	Management / archive
Emails	Treated like correspondence; councillors and staff review annually	Management / GDPR compliance
Register of Members' Interests	Retain while a member	Publication Scheme / Transparency Code
Scales of fees & charges	7 years	Management
Freedom of Information Log	5 years	Management
Data Protection / FOIA requests	5 years after request closed	Management / DPA 2018
Complaints	3 years unless legal/insurance claim pending	Management
Information from other bodies (e.g., NALC)	As long as useful	Management
Magazine & journals	Published copies to British Library; otherwise retain if useful	Legal Deposit Libraries Act 2003
Personal Data	No longer than necessary	GDPR / DPA 2018
Allowances & expenses records	7 years	Tax Limitation Act 1980
Policies & procedures	Indefinite; mark superseded policies	Management / Reference
Financial	Receipts & payments spreadsheets	Indefinite; 7 years in Parish Office then archive. Audit / East Sussex Archive
Financial	Receipt books, paid invoices, VAT records	7 years. VAT

TYPE OF RECORD	MINIMUM RETENTION PERIOD	REASON / LEGISLATION
Financial	Bank reconciliation/statements/cheque stubs	Last completed audit year. Audit
Financial	Employee records, payslips, tax & NI records	7 years. Tax / Audit
Financial	Asset Register	Current and last completed audit version. Management / Reference
Financial	Budget	7 years / minute record. Reference
Financial	Title deeds, leases, agreements, contracts	Indefinite. Audit / Limitation Act 1980
Financial	Investments	Indefinite. Audit / Management
Financial	Audited Annual Return	Indefinite. Archive
Financial	Any other audit documentation and correspondence	7 years. Audit / Management
Insurance & Safety	Insurance documentation including policies	7 years. Insurance / claim protection
Insurance & Safety	Employers Liability Certificate	40 years from start date. Employer's Liability (Compulsory Insurance) Regulations 1998
Insurance & Safety	Safety inspections & maintenance records	12 years. Limitation Act 1980
Risk Assessments (Health & Safety, Operational, Event-specific)	3–5 years after review or superseded	Evidence of compliance with Health & Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999;

TYPE OF RECORD	MINIMUM RETENTION PERIOD	REASON / LEGISLATION
		provides audit trail for insurance claims
Planning & Property	Local/structure plans	As long as valid. Reference

3. Security and Compliance

3.1 All records must be stored securely, whether paper or electronic.

3.2 Personal data within records must be handled in accordance with GDPR and DPA 2018 principles.

3.3 Councillors and staff are responsible for:

- Annual **data cleaning** of paper and electronic records they hold
- Secure deletion or shredding of records that have reached the end of their retention period

4. Destruction of Records

4.1 Records that have reached the end of their retention period must be destroyed securely:

- Paper documents: shredded or incinerated
- Electronic records: permanently deleted or overwritten

4.2 The Clerk will maintain a **record of destruction** for audit purposes.

5. Review

This policy will be reviewed:

- Every three years, or sooner in the event of legislative or operational changes
- In conjunction with the **Data Protection Policy** to ensure alignment with GDPR requirements

28/10/2025

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Withyham Parish Council

Cashbook 1

Current Bank A/c (HSBC)

Page 1

User: DS

Receipts received between 20/09/2025 and 01/11/2025

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
PhHse0925	Banked: 24/09/2025	1,650.00						
PhHse0925	Tenant	1,650.00			1062	100	1,650.00	Ph Hse Rent 0925
WDCprecep	Banked: 30/09/2025	117,837.50						
WDCprecep	Wealden District Council	117,837.50			1076	100	117,837.50	Precept (2)
SVR1025	Banked: 01/10/2025	400.00						
SVR1025	TW&ERPS	400.00			1010	100	400.00	Rent Oct25
SLCCref	Banked: 09/10/2025	54.00						
SLCCref	Society Local Council Clerks	54.00		9.00	1000	100	45.00	Refund for cancelled
#2025-8	Banked: 09/10/2025	55.89						
#2025-8	St Thomas School	55.89			1040	100	55.89	C Cafe Sep 2025
CIC0725	Banked: 09/10/2025	92.18						
CIC0725	WPCIC	92.18			1063	100	92.18	Energy Jul and water Mar-
VATrtn1025	Banked: 09/10/2025	3,870.48						
VATrtn1025	HMRC	3,870.48			105		3,870.48	Vat Return Apr-Sep 2025
Ccafe1025	Banked: 20/10/2025	68.39						
Ccafe1025	Groombridge Film Soc	68.39			1040	100	68.39	C Cafe Oct
PhHs1025	Banked: 24/10/2025	1,650.00						
PhHs1025	Tenant	1,650.00			1062	100	1,650.00	Rent Ph Hse Oct25
CIC1025	Banked: 28/10/2025	142.53						
CIC1025	WPCIC	142.53			1063	100	142.53	Utilities Aug-Oct
PhH1025	Banked: 28/10/2025	157.28						
PhH1025	tenant	157.28			1063	100	157.28	Ph Hse utilities Aug-Oct
Total Receipts:		125,978.25	0.00	9.00			125,969.25	

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Detailed Income & Expenditure by Budget Heading 28/10/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Receipts							
1000 Misc Receipts	795	2,000	1,205			39.7%	
1010 Wealden Rail/SVR rent	2,800	4,800	2,000			58.3%	
1011 WRC/SVR rebate utilities	0	800	800			0.0%	
1020 Meeting room income	324	400	76			81.0%	
1040 Community Cafe receipts	292	550	258			53.2%	
1050 Groombridge Play area fundrais	610	0	(610)			0.0%	610
1062 Gbridge PO Rent	11,551	16,800	5,249			68.8%	
1063 Post office/Phoenix Hse Rebate	913	3,000	2,087			30.4%	
1070 Tanyard grass cutting contribu	0	321	321			0.0%	
1076 Precept	235,675	235,675	0			100.0%	
1090 Bank Interest	0	120	120			0.0%	
101 Administration							
4000 Staff Salary	(33,428)	(54,705)	21,277		21,277	61.1%	
4001 Staff on-costs	(11,573)	(15,000)	3,427		3,427	77.2%	
4003 Parish Maintenance Contract	(2,662)	(4,550)	1,888		1,888	58.5%	
4005 Clerical Support & overtime	(577)	(2,000)	1,423		1,423	28.9%	
4006 Neighbourhood Plan expenditure	0	(500)	500		500	0.0%	
4007 Training	(1,714)	(2,000)	286		286	85.7%	
4008 Annual Subs inc SALC/NALC	(1,617)	(1,600)	(17)		(17)	101.1%	
4009 Conferences & Networking	(47)	(1,000)	953		953	4.7%	
4010 Chairman's Allowance	(1,300)	(1,300)	0		0	100.0%	
4011 Councillors' Allowances	(454)	(1,000)	546		546	45.4%	
4012 Parish Office rent	(9,333)	(16,000)	6,667		6,667	58.3%	
4013 Telephone/Broadband	(657)	(1,600)	943		943	41.1%	
4015 Stationery & non-electric equi	(1,386)	(1,500)	114		114	92.4%	
4016 Computer Software/Hardware	(1,630)	(1,500)	(130)		(130)	108.7%	
4017 Photocopier Lease/Maintenance	(623)	(1,300)	677		677	47.9%	
4018 Website	(602)	(700)	98		98	85.9%	
4019 Community Communication	(766)	(1,500)	734		734	51.0%	
4020 APA expenditure	(326)	(1,225)	899		899	26.7%	
4021 IT Support	(2,331)	(3,806)	1,475		1,475	61.3%	
4030 Hire of Halls	0	(100)	100		100	0.0%	
4038 Insurance	(1,623)	(2,200)	577		577	73.8%	
4040 Payroll, audit & legal Fees	(4,336)	(2,000)	(2,336)		(2,336)	216.8%	3,000
4041 Staff Committee	0	(500)	500		500	0.0%	
4051 Community Resilience	0	(500)	500		500	0.0%	
4060 Election Expenses	0	(1,200)	1,200		1,200	0.0%	
4061 Parish Action Plan & Projects	(68)	(500)	432		432	13.7%	
4062 Withyham Parish Volunteers	0	(100)	100		100	0.0%	

Detailed Income & Expenditure by Budget Heading 28/10/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4064 Community Cafe expenditure	(374)	(550)	176		176	67.9%	
4065 Climate & Ecology Working Grou	(36)	(800)	764		764	4.5%	
4500 Office associated repairs	(119)	(4,500)	4,381		4,381	2.6%	
4501 New Office equipment electroni	(139)	(400)	261		261	34.7%	
4502 Office utilities	(1,640)	(2,400)	760		760	68.3%	
4503 Office maintenance contracts &	(860)	(1,200)	340		340	71.7%	
4506 Office waste	(267)	(1,000)	733		733	26.7%	
4510 Meeting Room catering	(214)	(400)	186		186	53.4%	
4600 Bank charges	(78)	(200)	122		122	39.0%	
<u>102 Grants & Donations</u>							
4101 Grants	(6,893)	(10,000)	3,107		3,107	68.9%	
4106 Youth Act/Facilities	0	(500)	500		500	0.0%	
<u>201 Groombridge</u>							
4200 Recreation Ground Rent	(302)	(320)	18		18	94.4%	
4201 Recreation Ground Purchases	(62)	(500)	438		438	12.3%	
4202 Recreation Ground Repairs	0	(2,000)	2,000		2,000	0.0%	
4205 Mowing Groombridge Rec & Newto	(1,000)	(5,650)	4,650		4,650	17.7%	
4206 Mowing Tanyard	(500)	(1,068)	568		568	46.8%	
4211 Waste Collection Service	(300)	(1,500)	1,200		1,200	20.0%	
4213 Dog Waste Collection	(525)	(2,100)	1,575		1,575	25.0%	
4219 Groombridge Playground PWLB rep	(5,663)	(5,663)	0		0	100.0%	
4220 Groombridge Play Area maintena	(965)	(1,000)	35		35	96.5%	
4225 Park Corner Pond	0	(100)	100		100	0.0%	
4230 Trees	0	(4,000)	4,000		4,000	0.0%	
4231 Station Rd Fenceline/hedge	0	(2,000)	2,000		2,000	0.0%	
<u>202 St Johns</u>							
4240 Maintenance of Reading Rm Land	0	(651)	651		651	0.0%	
4241 Maintenance of Manor Pound	0	(500)	500		500	0.0%	
<u>203 Withyham/Blackham</u>							
4260 Mowing & hedge Teasley Mead	(500)	(1,550)	1,050		1,050	32.3%	
4261 Mowing Balls Green	(199)	(430)	231		231	46.3%	
4265 Rental Teasley Mead	(63)	(65)	2		2	96.9%	
4266 Rental Balls Green	(63)	(65)	2		2	96.9%	
4267 Teasley Mead Rec Equipment rep	(15)	(300)	285		285	5.0%	
4268 BG Playground - Repairs	0	(300)	300		300	0.0%	
4270 Play Inspection BGrn & TMead	(160)	(200)	40		40	80.0%	
<u>401 Highways/Footways/Transport</u>							
4226 ESCC Devolution (grass)	(1,608)	(1,608)	0		0	100.0%	
4401 Wealdlink Bus Service	(329)	(660)	332		332	49.8%	

Detailed Income & Expenditure by Budget Heading 28/10/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4402 External Furniture Repairs	0	(200)	200		200	0.0%	
4403 Roadside Shelters	0	(300)	300		300	0.0%	
4405 Telephone boxes (adopted)	0	(150)	150		150	0.0%	
4406 Defibrillators	(215)	(400)	185		185	53.7%	
4407 Parish maintenance works/equip	(415)	(700)	285		285	59.2%	
4410 Notice Boards	0	(100)	100		100	0.0%	
4415 Rights of Way	0	(500)	500		500	0.0%	
4420 Finger Posts and signs	(18)	(1,000)	982		982	1.8%	
4421 Highways	(45)	(1,500)	1,455		1,455	3.0%	
4426 GB Village Sign Maintenance	0	(300)	300		300	0.0%	
4428 Grit Bins	0	(350)	350		350	0.0%	
4429 Salt Spreaders/Salt	0	(600)	600		600	0.0%	
<u>402 Lighting</u>							
4450 Energy & Maintenance 39 lights	(628)	(2,500)	1,872		1,872	25.1%	
4451 Repairs & Renewals	(833)	(2,000)	1,167		1,167	41.7%	
4452 New Columns	(4,515)	(3,000)	(1,515)		(1,515)	150.5%	
<u>500 Post office</u>							
5001 C/C Subsidy/Grant	0	(12,000)	12,000		12,000	0.0%	
5100 PO Building Annual PWLB repay	(8,389)	(16,800)	8,411		8,411	49.9%	
5101 PO building utilities repayment	(1,054)	(3,000)	1,946		1,946	35.1%	
5200 Phoenix Hse maintenance	(412)	(10,000)	9,588		9,588	4.1%	
<u>901 Earmarked Reserves</u>							
9037 EMR Parish Assets	0	(35,000)	35,000		35,000	0.0%	
Grand Totals:- Income	252,960	264,466	11,506			95.6%	
Expenditure	116,452	264,466	148,014	0	148,014	44.0%	
Net Income over Expenditure	136,507	0	(136,507)				
plus Transfer from ENR	3,000	0	(3,000)				
less Transfer to EMR	610	0	(610)				
Movement to/(from) Gen Reserve	138,897	0	(138,897)				

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Date: 06/11/2025

Withyham Parish Council

Page 1

Time: 11:22

Cashbook 1

User: DS

Current Bank A/c (HSBC)

Payments made between 16/10/2025 and 11/11/2025

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/11/2025	Employee	BACS132	5.98			4500	101	5.98	paint roller
10/11/2025	Commercial Services Trading Lt	BACS133	2,222.42		370.40	4205	201	1,504.11	Grass cutting Qtr2
						4206	201	59.64	Grass cutting Qtr2
						4260	203	288.27	Grass cutting Qtr2
10/11/2025	STREETLIGHTS.CO.UK	BACS134	753.95		125.66	4460	402	628.29	Maintenance contract
10/11/2025	Managed Technology	BACS135	298.18		49.70	4017	101	248.48	Usage and support Jul-Oct
10/11/2025	Fixlink Mark Anderson	BACS136	522.00		87.00	4500	101	435.00	Replace rad small mtg room
10/11/2025	Society - Local Council Clerks	BACS137	66.00		11.00	4007	101	55.00	Training KG
10/11/2025	Omni Waste Management	BACS138	46.45		7.74	4506	101	38.71	Sep waste collections
10/11/2025	Employee	BACS139	54.27		5.67	4009	101	20.25	mileage conference
						4407	401	28.35	Items for PMP
10/11/2025	WDALC	BACS140	31.11			4008	101	31.11	Subs 2025/26
10/11/2025	N.Wealden Community Transport	BACS141	164.25			4401	401	164.25	Wealdlink Qtr3
10/11/2025	Ray Bailey	BACS142	40.00			4503	101	40.00	Window cleaning
10/11/2025	SME IT Solutions	BACS143	565.65		94.28	4013	101	114.91	Phone, BB
						4018	101	7.99	website
						4021	101	348.47	IT support
10/11/2025	Employee	BACS144	15.00			4407	401	15.00	woodfiller
10/11/2025	Employee	BACS145	21.86			4510	101	6.60	Milk
						4500	101	15.26	Draft excluder
10/11/2025	Volunteer	BACS146	16.20			4421	401	16.20	Mileage (Highways coord)
10/11/2025	Groombridge Village Hall	BACS147	55.86			4064	101	55.86	Oct Community Cafe
10/11/2025	The Premier Trust T J Newman	BACS148	327.46			4038	101	327.46	Insurance Old Station
10/11/2025	The Premier Trust N A Houghton	BACS149	327.47			4038	101	327.47	Insurance Old Station
10/11/2025	Employee	BACS150	30.20			4407	401	30.20	Mileage PMP
10/11/2025	Playdale Playgrounds Ltd	BACS151	1,158.30		193.05	4220	201	965.25	Roundabout repairs
						327		-965.25	Roundabout repairs
						6000	201	965.25	Roundabout repairs
10/11/2025	Prepaid card	CB1Ppc1125	106.62			203		106.62	CB1 to PPC Nov
10/11/2025	British Gas Lite	DDBG1125	88.37			5101	500	88.37	Phoenix Hse/PO elec
10/11/2025	The Premier Trust N A Houghton	SONH1125	666.66			4012	101	666.66	Parish office rent Nov
10/11/2025	The Premier Trust T J Newman	SOTN1125	666.67			4012	101	666.67	Old Station rent Nov
Total Payments:			8,250.93	0.00	944.50			7,306.43	

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03/11/2025

Pend list (Items that are listed as Medium to Low priority)
Alarm system maintenance
Alex equipment checks
Beach green lane/A264 finger post Jakk to quote
Blackham Village Green?
Booking training for Councillors
CLIF Application ideas
Conduct Fire Drills and Emergency Light testing as per policy
Council Actions
Councillor actions follow up
Damp at Parish Office
Defib at Old Station
East Sussex Highways Reporting
Ensure councillor attendance monitoring and compliance with six-month rule
Ensure secure off-site backup for digital data and scanned historical records
Ensure Transparency Code compliance (website publication of required data)
Grit bins - restock and supplies
Groombridge Rec management
Groombridge Sports Ground Association
Highways Coordinator meeting
Keep BVH indenture and other deeds securely catalogued
Keep Contracts Register and monitor contractor performance against service levels
Keep up to date with Electoral Services at Wealden District Council
Liaise with District and County Councillors
Liaise with Wealden District Council Street Scene
Maintain a policy review calendar (Standing Orders, Complaints, EDI, etc.)
Maintain and apply Complaints and Grievance Procedures (log complaints, report outcomes)
Maintain and publish Councillors' Register of Interests; ensure declarations are updated and recorded
Maintain and review Safeguarding Policy (children and vulnerable adults)
Maintain Business Continuity / Emergency Plan and test annually
Maintain Equality, Diversity and Inclusion (EDI) Policy and accessibility checks
Maintain Records Retention and Disposal Schedule
Maintain Training and Skills Register for councillors and staff
Monitor implementation of Nolan Principles and ethical standards
Newsletters/bulletin
Parish Notes for local magazines
Parish Office maintenance (radiator/windows)
Parish Office windows repair/survey (following accident)
Record and track councillor external meeting attendance and reporting
Review and monitor Parish Plan
Review Appraisals with RGJ
Review printer contract and consider new one
RoSPA Inspections
Roundabout repair
RoW Actions
RoW Agenda
RoW Minutes
Schedule annual "governance health check" or external review of compliance
Smart Meter income claim/complaint
Smart Meter install
Streetlights reviewing outstanding issues/budgets

Teasley Mead hedge cut (autumn)
Tenant Liaise (supported by RGJ)
Test council's emergency and business continuity arrangements annually
Website events
WPCIC contact for reports
Advertise meeting rooms
Allotments query
Arrange shredding for Office and Councillors
Bus Shelter BETSY
BVH indenture – locate and keep on file
Chase WDC about run-off from Teasley Mead Recreation Ground
Check GRG lease for ownership of fence alongside Groombridge Place)
Conduct periodic resident satisfaction or engagement survey (feed into Parish Plan)
Consultation for Fence at Groombridge Recreation Ground
Contact The Pig about silted-up ditch by the Cricket Club land
Deliver or support a one-off Youth Forum and record outcomes
Epicormic Growth removal
EV Charging point at Old Station
Grass cutting liaison with vendor
Groombridge Place/The Pig
Local Council awards scheme
Manage tenants Cricket Club
Manage Tenants Guides
Manage Tenants Men's Sheds
Manage tenants SVR
Pheonix House Windows
Phoenix House windows – fit limiters (in stationery cupboard) if felt appropriate
Review all lease and licence agreements (renewals, rent reviews, responsibilities)
RoW/Amblers - look at a Clump walk and a boundary walk in 2025
Skate Park
Station Road Fence line review
Wealden Clerks December Meeting

Top tips for staying secure online

How to stay secure online and keep your devices safe.

Visit cyberaware.gov.uk to get started.

Protect your email with a strong password

Your email password should be strong and different from all your other passwords – combine 3 random words to create a password that's 'long enough and strong enough'.



Turn on 2-step verification (2SV) for your most important accounts

2SV gives you twice the protection by adding a second step when you log on, so even if cyber criminals have your password, they still can't access your account. If 2SV is available for an account, the option to switch it on is usually found in the security settings for the account.



Back up your data

Safeguard your most important data, such as your photos and key documents, by backing them up to an external hard drive or to the cloud.



Update your devices

Applying security updates promptly will help protect your devices and accounts from cyber criminals. You should turn on 'automatic updates' in your device settings if it's available.



Save passwords in your browser or use a password manager

Need help remembering all your passwords?
Get a password manager, or save them to your browser.



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The General Data Protection Regulation (GDPR) Guidance for members

What is the GDPR?

The law on Data Protection has changed from 25th May 2018. The General Data Protection Regulation (GDPR) is a new, Europe-wide law that replaces the Data Protection Act 1998 in the UK and supersedes the UK Data Protection Act 1998 (DPA 1998). It is part of the wider package of reform to the data protection landscape that includes the [Data Protection Act 2018 \(DPA 2018\)](#).

The GDPR sets out requirements for how organisations need to handle personal data from 25 May 2018. In addition to other changes, it will enhance the rights of people whose data is held (known as data subjects in the Data Protection Act) and give them more control over what happens to their data.

It also allows for financial penalties to be imposed on any organisation that breaches those rights or does not comply with the 'accountability principle' – which basically means that data controllers and data processors i.e. organisations and certain individuals – including councils, need to put technical and organisational measures in place to protect the data they hold from loss, unauthorised access etc and to ensure the rights of data subjects are protected.

The GDPR has direct effect across all EU member states and has already been passed. This means organisations will still have to comply with this regulation and we will still have to look to the GDPR for most legal obligations. However, the GDPR gives member states limited opportunities to make provisions for how it applies in their country. One element of the Data Protection Act 2018 is the details of these. It is therefore important the GDPR and the 2018 Act are read side by side.

What else does the DPA 2018 Act cover?

- The DPA 2018 has a part dealing with processing that does not fall within EU law, for example, where it is related to immigration. It applies GDPR standards but it has been amended to adjust those that would not work in the national context.
- It also has a part that implements the EU's [Law Enforcement Directive](#). This is part of the EU's data protection reform framework and is separate from the GDPR. The Bill has provisions covering those involved in law enforcement processing. The ICO has produced a [12 step guide for preparing for the law enforcement requirements \(part 3\) of the DP Bill](#). Our webinar also has helpful guidance on the preparations organisations should be making to prepare for the change in legislation.
- National security is also outside the scope of EU law. The Government has decided that it is important the intelligence services are required to comply with internationally recognised data protection standards, so there are provisions based on Council of Europe Data Protection Convention 108 that apply to them.

The General Data Protection Regulation (GDPR) Guidance for members

- There are also separate parts to cover the ICO and our duties, functions and powers plus the enforcement provisions. The DPA 1998 is being repealed so it makes the changes necessary to deal with the interaction between FOIA/EIR and the DPA
- The new regime is more stringent and gives the data subject enhanced rights.
- In the new regime, the eight principles become six principles

The 6 GDPR Data Principles

The six general principles under the new legislation are very similar to the current law:

1. Personal information shall be processed lawfully, fairly and in a transparent manner.
2. Personal information shall be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
3. Personal information shall be adequate, relevant, and limited to what is necessary
4. Personal information shall be accurate and, where necessary, kept up-to-date
5. Personal information shall be retained only for as long as necessary.
6. Personal information shall be processed in an appropriate manner to maintain security.

You must have a lawful basis to process personal data. Consent is one of them but there are alternatives. There are six available lawful bases set out in Article 6 of the GDPR. These are consent, contract, legal obligation, vital interests, public task, legitimate interests in total. No single basis is better or more important than the others. Which is most appropriate will depend on your purpose and the relationship with the individual.

What information does the GDPR apply to?

The GDPR applies to 'personal data', which means any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier. You can find more detail in the [key definitions section of the ICO's Guide to the GDPR](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/key-definitions/) by following this link <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/key-definitions/>.

Personal Data (PD) includes:

- an identifier, e.g. a name, email address, phone number
- personal identification numbers, e.g. bank account, national insurance number

The General Data Protection Regulation (GDPR) Guidance for members

- factors specific to an individual's physical, physiological, genetic, mental, economic, cultural or social identity. This would include anything about a disability.

New kinds of identifying information which GDPR includes in the definition of personal data are:

- location data - data that has any kind of geographic position attached to it, e.g. data collected by wireless networks, swipe cards and smart mobile devices that provide location tracking
- online identifiers, e.g. mobile device IDs, browser cookies, IP addresses

Special Categories of Data (set out in Article 9 of GDPR) are those which are more sensitive relating to, race, ethnicity, political opinion, genetic or health related data and sexual orientation, and so needs more protection.

If you are processing data that falls within this category, you must first identify a lawful basis under Article 6 and a separate condition for processing special category data under Article 9.

The broadening in the definition of personal data is important because it reflects changes in technology and the way that organisations collect data about individuals.

Under the Data Protection Act 1998 it has been a requirement for you as a councillor to be registered as a Data Controller with the Information Commissioners Office (ICO) and pay a fee. (Some Councils have paid the fees for their Councillors).

This is because as a councillor

1. You make use of personal data provided by your council in the same way as an officer of the council might make use of data. Council officers and its suppliers will be subject to the controls of GDPR in the same way they are under DPA 1998. You will be covered by your Councils notification and fee.
2. You use personal case work material in your own right when you collect or are given personal data through communications with your residents.
3. You access, collect and deploy personal data through your political campaigning and activation – with or without the use of political agents or political parties if you represent one.

As a Data Controller you will need to comply with the new GDPR and Data Protection Act 2018 unless as a Councillor you do not make any use whatsoever of a computer/tablet/smart phone etc in connection with your Councillor activities of any sort.

You should already be keeping personal data secure and only using your official email address to respond. You will already be aware to be careful with whom you share personal data and to keep information for no longer than you need to. This might include other councillors in multi member wards. The new GDPR/ACT will

The General Data Protection Regulation (GDPR) Guidance for members

place a duty on you to keep certain records as it is your duty to show that you are complying with the law. It is also designed to give data subjects (your residents) greater rights to control and access the data you hold about them.

New requirements:

- Keep a record of your processing activities, this is to show your compliance with the legislation.
- Give a more detailed Privacy Notice when you collect personal data.
- Tell subjects of their rights.
- Have appropriate security measures in place to protect personal data you hold.
- Regularly review and delete 'old' data you no longer need.
- Report any breaches to the ICO within 72 hours.

Record Keeping

To comply with the Act, you must keep certain records if your processing is more than occasional e.g. for complaints, or you are processing 'special categories of data' e.g. anything concerning race, religion, health, sexual orientation etc. It is possible that you will have health data concerning your residents and you should record (perhaps in a word document):

- (i) The name and contact details of the Data Controller – yourself;
- (ii) The purpose of your processing and legal basis for it e.g. to investigate complaints;
- (iii) The categories of data you hold and the categories of data subjects' e.g. name and address, email, medical information for constituents and complainants;
- (iv) Anyone you share the data with e.g. other Councillors/Council Officers/other services.
- (v) How long you keep data for e.g. 6 months after the case is closed
- (vi) What security you have in place to protect it e.g. password protection, only using secure council provided email address, documents locking in a cupboard etc.

The Information Commissioner can ask to see this record to ensure your compliance.

Privacy Notices

You are required to give a Privacy Notice to the person you collect personal data from at the time you collect it.

This could be a standard paragraph at the end of an email when you acknowledge receipt of a complaint or you can give it verbally if you take a telephone call in which case you should record that you have given it verbally.

The General Data Protection Regulation (GDPR) Guidance for members

You should not use personal data other than for the purpose which you stated when you collected it. If you wish to use it for another purpose then you should return to the person and seek their consent for this additional processing. If you are collecting special categories of data then the person should give you explicit consent to process this data. This might mean you should obtain their signature and you should keep a record that they have given consent.

The GDPR sets out the information you should supply and when individuals should be informed.

A Privacy Notice should include:

- (i) That you are the Data Controller and your contact details;
- (ii) The purpose of processing and legal basis for doing so (to assist with their complaint);
- (iii) Who you will share it with e.g. other Councillors/Council Officers/ any other agencies;
- (iv) The retention period i.e. how long you will keep it for e.g. for 6 months after their complaint has been finalised;
- (v) That they can withdraw their consent to you processing their data by contacting you and asking you to stop doing so;
- (vi) That they can access a copy of the information you hold, ask for it to be corrected if it is wrong or for it to be deleted;
- (vii) To contact you if they have a complaint about how their data is handled and if it is not resolved to contact the ICO.

There's more information in the ICO's [right to be informed section of the Guide to the GDPR](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-be-informed/). <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-to-be-informed/>

Rights

As stated in the Privacy Notice you must comply with certain rights which the data subjects have. This includes allowing them to access all the data you hold on them, this is usually by way of a copy of emails or letters. You have one month to comply with a request which is called 'subject access'. You must remember NOT to supply them with anyone else's personal data as they are only entitled to access their own.

They can also ask for their data to be corrected, moved, restricted or erased in certain circumstances.

Security

You should ensure the security of the personal data that you hold by only using your official email address and being careful if you work in public areas so that you are not overlooked. You should not leave documents or computers/iPads on whilst you are out of the room and should ensure that you have a password to access the necessary files. You should ensure the device that you use is stored securely when

The General Data Protection Regulation (GDPR) Guidance for members

not in use. When emailing you should put the minimum amount of personal data necessary in order to make sense and avoid references to other identifiable people where possible.

You can find [more guidance in the security section of the ICO Guide to the GDPR.](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/security/)
<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/security/>

'Old' Data

You should not be routinely keeping all the cases that you have assisted with. You must decide how long after you have closed a case to keep it for and after this period you should securely delete any files containing that data. This is the retention period mentioned above and you should do this regularly to show that you are complying with principle 5.

Reporting a personal data breach

The new Act will set a time limit of 72 hours of reporting a personal data breach to the ICO. It is expected that their online breach reporting system will continue. ALWAYS check the email address of the recipient before you send an email containing personal data as this is where the majority of breaches occur.

What Councillors must do in order to be compliant with the GDPR.

It is not possible to give a comprehensive answer to cover all possible situations in which a Councillor may find him or herself. The following five suggestions, if followed by a Councillor, are likely to avoid the major pitfalls (apart from not paying the annual fee) encountered by a Councillor in processing personal data as part of his/her office. It must be emphasised however that these are nothing more than a general guide and that there may be circumstances where more is required or where less is required. Each situation must be judged on its own facts according to the precepts of the GDPR. There are, moreover, bound to be further domestic regulations under the GDPR which will carve out exceptions.

- (1) Get the individual's express consent to using his/her personal data in the way in which it is to be used. "Use" here includes recording and storing the data. Consent can be sought automatically.
- (2) Do not share an individual's personal data with anyone else without first having obtained the express consent of the individual.
- (3) Only use the personal data for the purposes for which you have obtained consent.
- (4) When storing the personal data on anything, encrypt the data with a bitlock and a sophisticated password known only to the Councillor.
- (5) Delete information when it is no longer needed. Upon ceasing to be a Councillor, delete all the personal data on any device belonging to or otherwise to be kept by the person who was the Councillor.

The General Data Protection Regulation (GDPR) Guidance for members

Do I still need to register under GDPR?

If you needed to register under the Data Protection Act 1998, then you will need to provide the ICO with information required and pay a relevant fee, (unless you are exempt) under the Data Protection (Charges and Information) Regulations 2018.

This doesn't mean everyone has to pay the new fee on the date that the new Regulations come into force on 25 May 2018. Data controllers who have a current registration (or notification) under the 1998 Act, do not have to pay the new fee until that registration has expired.

You can find more detail in the [Guide to the Data Protection Fee](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/accountability-and-governance/guide-to-the-data-protection-fee/).
<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/accountability-and-governance/guide-to-the-data-protection-fee/>

Penalties

You will be breaking the law if, as a controller, you process personal data, or are responsible for the processing of personal data, for any of the non-exempt purposes and you have either:

- not paid a fee, or
- not paid the correct fee.

The maximum penalty is a £4,350 fine (150% of the top tier fee.)

Further Information

This is a very brief overview of the new legislation. For more detailed guidance please visit the ICO website which has dedicated GDPR pages to assist you.

The ICO has produced a guide on the new GDPR which can be found here
<https://ico.org.uk/media/for-organisations/guide-to-the-general-data-protection-regulation-gdpr-1-0.pdf>

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Clerk

From: Stephanie Chapman
Sent: 07 November 2025 13:04
To: Clerk
Subject: CEAG - LNRS Consultation WPC Response (on email)

Hi Kelly,

For Nov Full Council – CEAG are drafting a response to the East Sussex, Brighton and Hove Local Nature Recovery Strategy Consultation.

WPC also responded to the initial LNRS consultation (For Those Active in Nature's Recovery), in September 2024.

This consultation is on "The first **Local Nature Recovery Strategy (LNRS)** for East Sussex and Brighton & Hove (which) has now been drafted. Informed by the views and expertise of nearly 1,000 local people and organisations, the strategy serves as a vital blueprint to help us target action for nature across this area. Crucially it provides **7 principles and 24 priorities for nature's recovery, supported by over 100 potential actions** that could be taken to deliver them, and a **local habitat map** showing where many of these actions could be taken." It is an "ambitious new strategy for East Sussex and Brighton & Hove" and will be published in early 2026.

The consultation is on their draft plans and the interactive map. CEAG will draft the WPC response, and will vote on recommending to Council. Will Council agree to vote on this recommended response (if agreed by CEAG) by email? The consultation deadline is the 26th November, and the LNRS team has only made this consultation available in the last 2 weeks with a webinar on the draft strategy and how to use the map, so CEAG (and in particular Cll'r Nick Anderson and Jennifer Shepherd) have been fantastic in turning this around so quickly for CEAG / WPC.

Thanks ever so much,

With Warmest Wishes,
 Stephanie

Stephanie Chapman
 Community Engagement Coordinator

Certified Carbon Literate



Withyham Parish Council
 The Old Station
 Groombridge
 East Sussex
 TN3 9RH
 01892 864 557

The Parish Office is open Monday 12.00-3.00, Tuesday, Wednesday, Friday 9.30-12.00 and Thursday 9.30-2.00. During the school holidays the Parish Office does not open on Wednesdays.



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