



Established 1894

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**MINUTES OF THE MEETING OF THE GOVERNANCE & OVERSIGHT COMMITTEE
HELD AT THE KING SUITE, ANGMERING VILLAGE HALL ON WEDNESDAY 29 JULY 2026**

Committee: Nikki Hamilton-Street, John Oldfield, David Marsh and Sylvia Verrinder.
For the meeting to take place 3 committee members need to be present, this is known as quorum and is a legal requirement.

Present: Councillors David Marsh, Nikki Hamilton-Street and Sylvia Verrinder

In attendance: Katie Herr – Parish Clerk

Acronym: Angmering Parish Office: APC. Arun District Council: ADC. Angmering Community Land Trust: ACLT.

AGENDA ITEM	MINUTE NO.		ACTION FOR
1	GO26/001	APOLOGIES FOR ABSENCE Apologies were received and approved for Cllr. John Oldfield.	
2	GO26/002	DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS IN ITEMS ON THE AGENDA. None.	
3	GO26/003	APPROVAL OF MINUTES Approval of the minutes of the meeting of the committee of Wednesday 29 April 2026 were agreed and were signed by the Chair.	
4	GO26/004	PUBLIC CONSULTATION No members of the public were present.	
5	GO26/005	CLERKS REPORT & ACTION LIST There were no updates.	
6	GO26/006	HEALTH AND SAFETY The Clerk advised that the yearly external play area inspections took place, with only low or very low issues flagged. These have been collated into a work sheet for each park and given to the grounds team to work on. Many of the jobs will be completed after the summer holidays. Contractors are being taken to Mayflower Park to ask for their recommendations on how to deal with the now 3 broken flood lights that have been vandalised. The power is off, but of the 4 pillars, only 1 remains fully intact.	

The fire extinguishers have all passed their inspection and Sally Taylor has been lined up to carry out the workplace assessments.

7 GO26/007 GENERAL RISK REGISTER & FINANCIAL RISK REGISTER

Both registers were discussed.

General Risk Register

No changes were suggested by the Clerk or present councillors.

Financial Risk Register

No changes were suggested by the Clerk or present councillors.

Action: Both registers will be taken to Full Council on 10 August 2026 for noting

KH

8 GO26/008 MONTHLY DUTIES

The last 3 months duties and the next 3 months duties were all talked through by the Clerk.

9 GO26/009 INVESTMENT UPDATE AND MATURING ACCOUNTS

The current investments were talked through by the Clerk. The report was read out and questions invited about the information provided.

The Clerk advised councillors that money held in instant access accounts is now flagged when a higher rate interest account is available. In order to take full advantage of this as soon as it shows an increase is available, the Clerk is requesting authority to be delegate to her to move money currently held in instant access accounts to the highest available account, within the Flagstone platform. A brief discussion took place.

RESOLUTION: Cllr. Hamilton-Street **PROPOSED** That delegated authority be granted to the Clerk to transfer funds held within instant access accounts on the Flagstone platform to alternative instant access accounts offering a higher rate of interest, where considered appropriate and in the best interests of the Council. Fixed-term deposit investments shall continue to be referred to the Governance Committee for approval. Cllr. Verrinder **SECONDED** and **ALL AGREED**.

11 GO26/010 APC TREE POLICY 2026

The updated policy had been taken to Planning and Infrastructure Committee as requested, and no changes were made. Cllr. Verrinder asked for a few grammatical changes to be put through and also to allude only to the lead planning authority, rather than ADC, as this would future proof the policy if/when devolution and Local Government Reorganisation goes through and to include a line about native species. The updates were agreed by all present.

Action: The APC Tree Policy 2026 will be updated as per the above and taken to Full Council for re- adoption on 10 August 2026

KH

12 GO26/11 CCTV POLICY 2026

The policy was talked through by the Clerk. She advised where the information and guidance for the policy had come from and how it had been put together. CCTV has been discussed during Full Council with regards to

installing CCTV cameras at Mayflower Park – due to on going vandalism and ASB.

Action: This CCTV Policy 2026 will now be taken to Full Council for adoption on 10 August 2026. **KH**

DATE OF NEXT MEETING

The Committee's next meeting will be held on **Wednesday 28 October 2026 at 2pm in the King Suite, Angmering Village Hall.**

The meeting concluded at 2:32 pm

.....
Chair

Date.....



General Council Risks

General Council Risks - Operational, Financial, Legal and Reputational.

Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Mayflower Park Improvements	Funds	4	3	12	Ensure correct procedure followed when assigning contractors. Source external funding/grants/assign CIL money.	3	2	6
Mayflower Park Improvements	Café and Community Space delays	3	2	6	Keep project on track by regular project meetings, clear on project responsibilities and respond to queries/questions promptly. Seek additional professional help if required.	2	1	2
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
ASRA Sports Pavilion	Current State of Repair	4	4	16	Maintain in best condition as possible.	3	3	6
ASRA Sports Pavilion	Current State of Electrics	5	4	20	Electrics have been completed and certificate of completion given.	2	2	4
ASRA Sports Pavilion	Loss of football to Angmering based teams	5	3	15	APC are doing everything they can to make sure Angmering based football clubs have a base to play football, until the hub is built. Continue to apply pressure to ADC re the Sports Hub.	5	2	10
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Mayflower Way Ownership	Responsibilities regarding the road	3	3	9	Information is on file as to what responsibilities other landowners have over the lane. Land registry information saved.	2	3	6
Mayflower Way - current state	State of the road, upkeep and maintenance costs	4	4	16	Along with the work above the Clerk is looking into the value of the road. Groundsman monitors area.	3	4	12
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Angmering Community Land Trust Housing	Change in house tenure proposed. Project currently on hold due to funds. Scheme fails to be completed.	3	5	15	Working with ACLT to find a solution. Attend a recent meeting with ACLT and AIRS - Saxon Weald are a potential partner to enable this scheme to be built. Awaiting updates.	3	4	12
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Staffing	Loss of key officer knowledge and capacity	3	3	9	Cross training across the office	2	3	6
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Angmering Community Centre	Management and day to day running of the centre	3	3	9	Monitoring of processes, procedures and structure.	2	2	4
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Social Media	Facebook - Councillor Use	3	3	9	Councillors are advised regarding political views on FB etc. Official Council communications issued through APC's authorised channels.	3	2	6
Social Media	Facebook - Councillor personal posts	3	3	9	Councillors are asked to seek advice from the Clerk re posts regarding Angmering/APC on their own page. Code of Conduct applies to all public communications.	3	2	6
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Angmering Flood Alleviation Scheme	Project not being fully funded and completed	4	4	16	Phase one fully funded but planning application has run out. Keep pressure on WSCC to deliver on phase 1 & 2. Request regular updates.	4	3	12
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Losing councillors from the Parish Council	Losing skills and knowledge from the council due to councillors leaving/retiring	4	4	16	Formulate a plan to recruit councillors with the required skills such as planning and legal knowledge. Ensure new councillors receive the relevant training.	3	3	9
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Boundary Changes	Reduction in size of parish, also incurs drop in precept	4	2	8	Increase engagement in all areas and keep abreast of any possible changes/amendments	4	2	8
Risk	Areas of Concern	Severity	Likelihood	Level	Mitigation/Action	Severity	Likelihood	Level
Council owned land	Unwanted incursions onto Parish Council owned land	4	3	12	Mayflower Park - Boulders placed around the site and entrances to minimise areas of entry. Bund added along open side of park and kissing gate installed between the field and the WSCC owned field. The SUD is natural defence due to its steep sides. Building relationships with the Police and officers at ADC and WSCC. Using intel received from these agencies. Site assessment visits being arranged through the police.	4	2	8
Council owned land	Unwanted incursions onto Parish Council owned land	4	4	16	Community Centre Green Space - Dragons teeth around the green are inspected regularly and replaced when needed. Totally overlooked by houses. Building relationships with the Police and officers at ADC and WSCC. Using intel received from these agencies. Site assessment visits being arranged through the police.	4	2	8
Risk Rating Guide								
Severity (S)		Likelihood of harm occurring (L)				Risk rating = L x S		
1 = Negligible		1 - Very low				0 - 4 = Insignificant		
2 = Minor		2 = Very unlikely				5 - 9 = Low risk		
3 = Moderate		3 = Unlikely				10-15 = Medium risk		
4 Major		4 = Likely				16+ = High risk		
5 = Catastrophic		5 = Very likely						

Risk Assessment Completed	23-07-26
Take to Full Council	10-08-26
Next Review at Governance and Oversight Committee	28-10-26



Financial Risk Assessment

Financial Risk Assessment

Risk	S	L	Level	Controls in place
Banking Account Errors/going overdrawn	1	2	2	All council bank accounts are reconciled every month in accordance with the Financial Regulations Monthly reconciliations are subsequently signed off by a different councillor each month. Bank statements accessible online to check receipt of payments Budget monitoring reports are presented regularly to Councillors. Weekly checks are made on the business account and if low, money is to be transferred from the high interest account.
Risk of consequential loss of income	5	1	5	Insurance cover in place for insurable risks, including business interruption. Recently updated regarding Fidelity Guarantee New asset purchases added to insurable risks at earliest opportunity Full asset registered reviewed at least annually to ensure sufficient insurance cover in place Bank account general reserves to be increased over time to approximately 50% of the precept Financial performance of all activity reviewed monthly to enable issues to be speedily addressed All electronic records backed-up every night Precept paid in two installments by the District Council
Loss of cash through theft or dishonesty.	4	4	4	Petty cash spending agreed in advance by RFO, and controlled by the RFO. Receipts provided for all expenditure and petty cash checked and balanced monthly.
Risk	S	L	Level	Controls in place
Financial controls and records not in place	1	1	1	Internal audit completed twice per annum in addition to annual external audit Internal audit reports presented to the next available Parish meeting, along with an action plan detailing how the auditor's recommendations have been acted upon All electronic financial records are backed up off site every evening Tenders and/or quotes for works are secured in accordance with Financial Regulations All financial records stored and saved in accordance with the council's Document Retention Policy Financial Risk Assessment to be reviewed by Governance Committee
Failure to comply with HMRC VAT Regulations	2	1	2	VAT payments and reclaims processed Advice notes from HMRC followed at all times, using external expert advice where necessary Internal auditor reviews VAT as part of the twice yearly checks VAT reconciled monthly and claimed quarterly via online HMRC RBS accounting system on approved list for Making Tax Digital process taking effect from October 2019
Risk	S	L	Level	Controls in place
Failure to produce a sound budget to support annual precept	4	1	4	Previous year's budget and income and expenditure to date used to draft next year's budget Earmarked and general reserves reviewed as part of budget setting process Developing a council business plan will further inform longer term financial aspirations Full Council approve budget and agree precept to meet response deadlines set by District Council Expenditure against budget reported to relevant committees at every meeting
Risk	S	L	Level	Controls in place
Failure to comply with borrowing restrictions	3	1	3	Any new Public Works Loan Board (PWLB) borrowing to be approved by Full Council after assessment of the business case Support with application process available through WSALC if required
Risk	S	L	Level	Controls in place
Loss of interest from investments	2	1	2	Investment Policy - reviewed annually Statements regularly reviewed We are over the £430,950 (in budget) limit for FSCS guarantee. The spread of investments across accounts is still important and protects the council against losing everything if kept in just one account. While investments are with Flagstone - monthly checks are made on their progress and the money reinvested when the account matures.
Risk	S	L	Level	Controls in place
Risk from increasing prices such as utility bills, insurances etc	3	3	9	Careful consideration is taken when budgeting for the following year. Taking advice and looking at trends. Comparisons are undertaken and several (usually 3) quotes are obtained, as per our Financial Regulations Funds are available within the "General Reserves" to make virements to cover any unexpected overspend.
Risk	S	L	Level	Controls in place
Mayflower Park Café and Community Space Project going over agreed budget	4	3	12	A project contingency budget is in place. The appointed contractor's tender sum is below the overall funding available and expenditure will be closely monitored throughout the project. Opportunities for cost savings and value engineering will be explored where appropriate. Detailed design development will be undertaken prior to construction to ensure the project remains within the approved budget. Additional external funding and grant opportunities will be investigated for specific elements of the project, including solar panels, community room fit-out, equipment and sustainability improvements.
Risk Rating Guide				
Severity (S)	Likelihood of harm occurring (L)		Risk rating = L x S	
1 = Negligible	1 = Very low		0 – 4 = Insignificant risk	
2 = Minor	2 = Very unlikely		5 – 9 = Low risk	
3 = Moderate	3 = Unlikely		10 – 15 = Medium risk	
4 = Major	4 = Likely		16 + = High risk	
5 = Catastrophic	5 = Very likely			
Risk Assessment Completed			23-07-2026	
Take to Full Council			10-08-2026	
Next Review by Governance & Oversight			28-10-2026	

ANGMERING PARISH COUNCIL 2026/27

YEAR AT A GLANCE APRIL TO MARCH

MONTH	TASK	TASK COMPLETED
April	START OF FINANCIAL YEAR ● Begin preparation of year end accounts (to be approved by the council before end of Sept) ● Prepare for the year end internal audit to sign off the Annual Return ● Carry out staff appraisals (6 monthly) ● Check arrangements for the Annual Parish Meeting (can be held between 1 March and 1 June) ● If it is election year, check procedures and prepare information packs for new councillors ● Half Yearly Resilience and Battery Check ● Review Assets ● Create monthly accounts/reconciliation for the month and take to full council	Completed Completed Completed Completed NA Completed Completed Completed
May	START OF THE COUNCIL YEAR ● Hold the Annual Meeting of the PC Council (sometimes called the Annual General Meeting), where the following items are completed: ○ Election of a Chairman for the year ○ Election of Vice-Chairman ○ Election of representatives to other bodies ○ Committee membership is settled ○ Signing of Declarations of Acceptance of Office (for all before 1st meeting in an election year and every year for Chairman / Vice Chairman) ○ Review Register of Interests ○ Standing Orders and Financial Regulations are confirmed	Completed

	○ Training could be offered to new councillors ● Council's period of eligibility to exercise the power of General Competence expired the day before the annual meeting. Review and make arrangements to reaffirm eligibility (Election Year only) ● Confirm meeting dates ● Update policies that list councillor names/roles inc Resilience Plan, bank reconciliation list. ● Risk Registers from Governance confirmed. Take to Full Council. ● Create monthly accounts/reconciliation for the month and take to full council	NA Completed Completed Completed Completed
June	● Council to approve Accounts and complete Annual Return by 30th June to send to Internal Auditor ● Post up notice of Exercise of Public Rights ● Submit return to Moore by 30 June ● Publish on the council website before the inspection period starts - the Annual Governance Statement; Statement of Accounts and a statement setting out the period for the exercise of electors rights and details of the auditor and where the documents can be inspected ● Councillors to inspect all physical assets and report ● Assess progress of Annual Business Plan ● Create monthly accounts/reconciliation for the month and take to full council	Completed Completed Completed Completed Completed Completed Completed
July	● Send Annual Return to External Auditor ● Yearly independent play area inspections to be carried out ● Quarterly VAT reclaim ● First quarter budget review ● Create monthly accounts/reconciliation for the month and take to full council	Completed Completed Completed Completed Completed
August	● Risk Registers from Governance confirmed. Take to Full Council. ● Complete the office and lock up Workplace Assessments ● Fire Extinguisher Annual Check ● Create monthly accounts/reconciliation for the month and take to full council	Completed Completed Completed Completed

September	● Put up notices following completion of external audit (if necessary) ● Prepare for budget discussions (using information from half year accounts, grant applications, policies) ● Receive 2nd half Precept ● Order Poppy Wreath ● Prepare for the half yearly internal audit ● When external audit is complete, put up notices ● Review and renew insurance policy ● Take any Governance recommendations to Full Council, including updates to risk register and any H&S issues. ● Assess progress of Annual Business Plan ● Create monthly accounts/reconciliation for the month and take to full council ● Decide on Christmas event/plans. Order tree	Completed Completed Completed Completed Completed Completed Completed Completed Completed Completed
October	● Quarterly VAT reclaim ● Approve calendar dates for meetings and events in next calendar year ● Carry out staff appraisals (6 monthly) ● Half Yearly Resilience and Battery Check	End of October TBC TBC TBC

	● Create monthly accounts/reconciliation for the month and take to full council	TBC
November	● Remembrance Day ● Budget work to commence ● Assess progress of Annual Business Plan ● Annual Plan Session (All Councillors) ● Order Christmas Cards ● Risk Registers from Governance confirmed. Take to Full Council. ● Create monthly accounts/reconciliation for the month and take to full council ● Community Survey	Underway TBC TBC TBC TBC TBC TBC
December	● Continue with draft budget ● Send out invites to “Budget Setting Sessions” ● Send out Christmas cards ● Assess progress of Annual Business Plan ● Create monthly accounts/reconciliation for the month and take to Full Council	TBC TBC TBC TBC TBC
January	ANGMERING PARISH COUNCIL 2025/26	

	● Council to approve the budget and precept requirement for next financial year ● Submit precept request ● Quarterly VAT reclaim ● Set a date for the Annual Parish Meeting (to be held between 1 March and 1 June – aim for end of May) ● Check election procedures if this is election year ● Create monthly accounts/reconciliation for the month and take to full council	TBC TBC TBC TBC TBC TBC
February	● Ensure Health and Safety policies, Standing Orders and Financial Regulations are up to date ● Complete the office and lock up Workplace Assessments ● Make arrangements for the Annual Parish Meeting ● Review the current committee structure – if necessary ● Risk Registers from Governance confirmed. Take to Full Council. ● Annual Boiler Service ● Create monthly accounts/reconciliation for the month and take to full council	
March	● End of financial year ● Precept due 1 April ● If this is an election year, check procedures and advise councillors	

	● Publish new year's meeting dates online ● Assess progress of Annual Business Plan ● Adopt new Annual Business Plan – Full Council ● Create monthly accounts/reconciliation for the month and take to full council.	
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SUPPORTING PAPER

ANGMERING PARISH COUNCIL MEETING

WEDNESDAY 28 OCTOBER 2026

AGENDA ITEM 9 – INVESTMENT UPDATE AND MATURING ACCOUNTS.

Current Investments

Please see the current status of our investments below.

Bank name	Account type	Account status (as at 21 October 2026)	Unpaid interest (1)	Paid interest (2)	Savings accounts balance (as at 21 October 2026)
Charter Savings Bank	Fixed 12 months	Active	£442.08	£0.00	£190,903.33
Hampshire Trust Bank	Instant access	Active	£44.17	£882.62	£463,998.74
Santander International	Fixed 12 months	Active	£219.60	£0.00	£97,245.17
Aldermore	Fixed 12 months	Active	£289.10	£0.00	£118,372.43
OakNorth	Fixed 12 months	Active	£454.61	£0.00	£198,781.43
Cambridge and Counties	Fixed 12 months	Active	£227.61	£0.00	£102,094.57
OakNorth	Instant access	Active	£157.59	£253.06	£90,585.44
Ironstone	Instant access	Active	£184.55	£0.00	£93,656.30

(1) Unpaid interest is indicative and may vary when it is credited to your account. We refer to unpaid interest as 'profit' for Sharia bank accounts.

(2) We refer to paid interest as 'profit' for Sharia bank accounts

There are three investment accounts due to mature before the next Governance and Oversight Committee meeting in January 2027.

The proposal is that, upon maturity and in accordance with the conditions set out in the Investment Policy, the funds from the accounts maturing in November and December 2026, together with the accrued interest, are reinvested into the highest-yielding account available at the time for a term of 6, 9 or 12 months.

Consideration must also be given to the funding requirements of the Mayflower Park Café and Community Space project, which is expected to require expenditure during 2026/27. As of 21 October 2026, the Council holds £645,240.48 in instant access accounts (not including Lloyds Bank Accounts). Given that the budget allocated to the construction of the café/community space is £750,000, a further £104,759.52 would need to be available if required.

As shown below, this amount would become available when an account matures on 6 January 2027. By that stage, the Council will have a clearer understanding of the project's final costs. The proposal is therefore that the funds from this maturing account are transferred into an instant access account and retained there until the final project balance is confirmed. This approach ensures that funds remain readily available both for the project and for the Council's day-to-day operational expenditure, with no risk to cash flow.



Cambridge and Counties

Term	AER I Gross ?	Maturity date	Current balance	Interest at maturity ?	FSCS eligibility ?
Fixed 12 months	3.87% 3.875%	20 Nov 2026	£102,094.57	£3,956.16	Yes

▼ See more details



Charter Savings Bank

Term	AER I Gross ?	Maturity date	Current balance	Interest at maturity ?	FSCS eligibility ?
Fixed 12 months	4.02% 4.025%	14 Dec 2026	£190,903.33	£7,725.96	Yes

▼ See more details



OakNorth

Term	AER Gross ?	Maturity date	Current balance	Interest at maturity ?	FSCS eligibility ?
Fixed 12 months	3.97% 3.975%	6 Jan 2027	£198,781.43	£7,901.56	Yes

▼ See more details

Instant Access Accounts - Movements

Permission was agreed at the last Governance and Oversight Committee Meeting on 29th July to give the Clerk authority to move funds held with the instant access accounts on the Flagstone platform, into higher interest accounts, when available. This has been subsequently updated with the Investment Policy 2026.

Since the last meeting, the instant access accounts have all been moved to higher interest instant access accounts as per the below – actioned 19/08/2026

Switch summary

From:	To:
Hampshire Trust Bank	Ironstone
Instant access	Instant access
3.25% 3.2%	3.47% 3.43%
(AER Gross)	(AER Gross)

From:	To:
HSBC	OakNorth
Instant access	Instant access
3.4% 3.35%	3.58% 3.53%
(AER Gross)	(AER Gross)

Switch summary

From:	To:	From:	To:
Hampshire Trust Bank	Hampshire Trust Bank	Hampshire Trust Bank	Aldermore
Instant access	Instant access	Instant access	Instant access
3.44% 3.38%	3.53% 3.48%	3.53% 3.48%	3.58% 3.52%
(AER Gross)	(AER Gross)	(AER Gross)	(AER Gross)

The above Hampshire Trust Bank account was moved again as per the switch summary on 21/10/2026, into a higher rate account.



ANGMERING PARISH COUNCIL COMMUNITY ENGAGEMENT POLICY

**ANGMERING PARISH COUNCIL
Authored by: Katie Herr/Tracy Lees
Version: 5**

Contents

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What is Community Engagement?

Community engagement is about giving local people a voice and involving them in the decisions that affect them and their community. It is about development of relationships and clear communication to deliver better services and projects.

Introduction

The purpose of this Policy is to guide Angmering Parish Council's communication activity and public engagement. The Council aims to ensure that there are effective channels of communication both from the Council to the public and from the public to the Council.

Aim

The aim of a community engagement policy should be to engage residents and encourage their participation in decision making to secure better services and to create a more active and informed community. This policy sets out how Angmering Parish Council will engage its community across a broad range of its activities.

Angmering Parish Council aims to:

- work more closely with residents, business and community groups;
- ensure that through the use of a wide range of approaches to public involvement and community engagement that residents are encouraged to share their views, ideas and concerns with the Council;
- use the views of the residents as an integral part of the decision-making process; and

-
- ensure that residents have opportunities to be heard at every stage.

Objectives

The Council is committed to creating and maintaining effective working relationships with all sectors of the community, based on trust, openness and constructive challenge.

The Council's objectives include:

- improving communication through the establishment of new channels of engagement;
- improving residents' understanding of the role of the Council and Councillors;
- improving engagement with local communities, with more people feeling that they are involved in their area; and
- improving satisfaction with local public services

Angmering Parish Council intends to meet its objectives through:

1. Honesty and Openness

- making clear the purpose of any engagement activity;
- using the right methods to engage the local community;
- using engagement methods that are proportionate to the significance of the issue;
- be clear where decisions are the responsibility of another authority and where the Council's role is limited to influencing or advocating on behalf of residents.
- being clear about what can be influenced; and
- using honest, accurate and unbiased

2. Listening

- listening and responding to individuals and communities, enabling and empowering residents to play an effective role in setting priorities, designing services and influencing decisions to shape their local area.

3. Inclusion

- undertaking fair and impartial engagement to a high standard to ensure that all residents are offered equal opportunities to participate in issues that may affect them and make a difference.

-
- seek to engage individuals and groups who may not ordinarily participate through traditional engagement methods.

4. Working Together

- working together with a consistent approach to community engagement;
- sharing knowledge and information openly with residents and partner organisations, whilst respecting confidentiality; and
- using what has been learnt from contact with local people to better understand and engage with the community, and to improve the services it delivers.
- working collaboratively with local voluntary groups, charities, community organisations and partner agencies where this supports the Council's objectives.
- Initiate and give guidance to community groups that benefit the residents of Angmering.

5. Keeping in Touch

- Providing feedback and demonstrating how community engagement has informed Council decisions and actions.
- Using the following tools to inform, consult and involve:
 - posters, flyers and publications (newsletters);
 - public, neighbourhood and specific meetings including Parish Council meetings, Annual Parish meeting etc.
 - parishioners are encouraged to attend Full Council and Committee Meetings and time is set aside at all meetings for public participation at all these meetings;
 - presentations and briefings;
 - website updates, email, social media platforms and other digital communication channels approved by the Council.
 - questionnaires and surveys;
 - consultation events/workshops/exhibitions/general events;
 - working parties;
 - community led plans i.e. Parish Plan, Neighbourhood Development Plan; and
 - comments and complaints

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- any personal information collected through surveys, consultations or engagement activities will be processed in accordance with the Council's Data Protection Policy and Privacy Notices.

Provision of Information for the Community

Angmering Parish Council will make available to the community information relating to who we are, what we do, what we spend and how we spend it, how we make decisions, our policies and procedures and the services we offer.

- Information will be provided to the community in the following ways:
- Councillors are powerful advocates for their community and their leadership role enables them to have a major input into the consultation and engagement process. Angmering Parish Councillors are very accessible and contact details for the Clerk and all Councillors are displayed on the Council's website
- The Council's website address is widely published and the site contains all the information an individual might wish to know about the work of the Parish Council and its individuals, including meeting minutes, policy documents, financial statements, annual report and how to contact anyone associated with the
- Angmering Parish Council will seek to make information available in accessible formats where reasonably practicable and will take account of the needs of individuals with disabilities or additional communication requirements.

A summary of how Angmering Parish Council will engage with local residents and interest groups:

- Prominent notices of meetings, agendas and minutes in notice boards and the website/social media
- Use of social media to increase awareness of Parish Council activities and provide an additional, convenient way to communicate with the Parish Council
- Every Parish Council Meeting will be open to residents and the media to attend (though some sections of some meetings may be restricted for reasons of confidentiality). There will be an opportunity for residents to raise issues with the council at the start of every meeting.
- There will be an Annual Parish Meeting, open to all residents, in May each year where residents can make suggestions and share ideas for Parish Council activities

and priorities for the coming year. In some circumstances we may hold additional meetings for specific consultations.

- Councillors or the Clerk can be approached informally or by email with ideas, suggestions or concerns that residents may have.
- All policies and important documents for transparency will be available on the Parish Council's website, which will be made as accessible as possible for all users.
- The electronic board in the office and office window will be used to highlight events/initiatives/general information.
- Councillor "pop-ups" may be arranged periodically at locations across the village.

Opportunities for formal representations to the Council

- Representations to the Parish Council will normally be considered at the next meeting of the relevant standing committee.
- If, however, they require the provision of information only, then the clerk will provide it in accordance with the council's publication scheme.
- The Parish Council has a Code of Practice for handling complaints, which is available from the clerk, published on the website and reviewed annually.
- The publication of agendas on the Parish Council's noticeboards and website gives parishioners the opportunity to make representations to the council before agenda items are discussed.
- All formal representations received are responded to in writing.

Outcomes

- The outcomes which we are striving for and against which the success of this policy will be measured are:
- Improved communication through the establishment of new channels of engagement.
- More residents understanding the role of Councillors and getting the best effect.
- Improved engagement with local communities, with more people feeling that they are involved in decision-making.
- Improved satisfaction with services provided by the Council.

RISK	LEVEL OF RISK
What is the possibility of change	Medium
Overall importance of policy	High

Are there any legal/regulatory issues this policy covers	No
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Based on the above assessment the overall risk is classed as **medium priority** and should be assigned a review period of **1 year**. 1 year was set so that we could take advantage of any innovative approaches to community engagement that have been identified.

Meeting policy was approved at: Full Council Meeting

Date: 09/11/2026

Date of next review: October 2027



ANGMERING PARISH COUNCIL DATA PROTECTION POLICY 2026

**ANGMERING PARISH COUNCIL
Authored by: Katie Herr/Tracy Lees
Version: 4**

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1. INTRODUCTION

1.1. Angmering Parish Council ("the Council") processes personal data in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and any subsequent amendments including the Data (Use and Access) Act 2025. The Council is committed to ensuring that personal information is handled lawfully, fairly, transparently and securely.

1.2. The GDPR applies to all computerised data and manual files if they come within the definition of a filing system.

1.3. Angmering Parish Council is the Data Controller for the purposes of data protection legislation.

1.4. This policy should be read in conjunction with the Council's Privacy Notices, Document Retention Scheme, Information Security Incident Policy, IT Policy and Artificial Intelligence (AI) Policy.

1.5. The Clerk is responsible for overseeing data protection compliance, managing subject access requests, handling data breaches and acting as the Council's primary point of contact for data protection matters.

2. PERSONAL DATA

2.1. 'Personal data' is information that identifies an individual. A sub-set of personal data is known as 'personal sensitive data'. This special category data is information that relates to a person's:

- 2.1.1. race or ethnic origin;
- 2.1.2. political opinions;
- 2.1.3. religious or philosophical beliefs;
- 2.1.4. trade union membership;
- 2.1.5. physical or mental health;
- 2.1.6. an individual's sex life or sexual orientation;
- 2.1.7. genetic or biometric data for the purpose of uniquely identifying a natural person.

2.2. Personal sensitive data is given special protection, and additional safeguards apply if this information is to be collected and used.

2.3. The Council does not intend to seek or hold sensitive personal data about staff, trustees or clients except where it has been notified of the information, or it comes to light via legitimate means (e.g. a grievance) or needs to be sought and held in compliance with a legal obligation or as a matter of good practice.

3. THE DATA PROTECTION PRINCIPLES

3.1. Article 5 of the GDPR sets out the data protection principles which must be followed at all times:

- 3.1.1. personal data shall be processed fairly, lawfully and in a transparent manner;
- 3.1.2. Personal data shall be collected for specific, explicit, and legitimate purposes, and shall not be further processed in a manner incompatible with those purposes;
- 3.1.3. personal data shall be adequate, relevant and limited to what is necessary for the purpose(s) for which it is being processed;

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- 3.1.4. personal data shall be accurate and, where necessary, kept up to date;
 - 3.1.5. personal data processed for any purpose(s) shall not be kept for longer than is necessary for that purpose / those purposes;
 - 3.1.6. Personal data shall be processed in such a way that ensures appropriate security of the data, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organisational measures.

3.1.7. The Council shall be accountable for and able to demonstrate compliance with all data protection principles.

3.2. In addition to this, the Council is committed to ensuring that at all times, anyone dealing with personal data shall be mindful of the individual's rights under the law (as explained in more detail in paragraphs 7 and 8 below).

3.3. The Council is committed to complying with the principles in 3.1 at all times. This means that we will:

- 3.3.1. inform individuals as to the purpose of collecting any information from them, as and when we ask for it and will identify who we will share the information with and how long we intend to retain the information;
- 3.3.2. be responsible for checking the quality and accuracy of the information;
- 3.3.3. regularly review the records held to ensure that information is not held longer than is necessary, and that it has been held in accordance with the data retention policy;
- 3.3.4. ensure that when information is authorised for disposal it is done in accordance with our disposals policy;
- 3.3.5. ensure appropriate security measures to safeguard personal information whether it is held in paper files or on our computer system, and follow the relevant security policy requirements at all times;
- 3.3.6. share personal information with others only when it is necessary and legally appropriate to do so;
- 3.3.7. set out clear procedures for responding to requests for access to personal information known as subject access requests;
- 3.3.8. report any breaches of the GDPR.

4. CONDITIONS FOR PROCESSING

4.1. The individual has given consent that is specific to the particular type of processing activity.

4.2. The processing is necessary for the performance of a contract, to which the individual is a party, or is necessary for the purpose of taking steps with regards to entering into a contract with the individual, at their request.

4.3. The processing is necessary for the performance of a legal obligation to which we are subject.

4.4. The processing is necessary to protect the vital interests of the individual or another.

4.5. The processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Council.

4.6. The processing is necessary for the purposes of legitimate interests pursued by the Council or a third party except where such interests are overridden by the interests, rights or freedoms of the individual.

5. USE OF PERSONAL DATA BY THE COUNCIL

5.1. The Council collects and uses certain types of personal information about staff, Councillors, residents and other individuals who come into contact with the Council. In each case, the personal data must be treated in accordance with the data protection principles as outlined in paragraph 3.1 above.

5.2. Any wish to limit or object to use of personal data should be notified to the Clerk in writing. If, in the view of the Clerk, the objection cannot be maintained, the individual will be given written reasons why the Council cannot comply with their request.

Staff, Councillors and Volunteers

5.3. The personal data held about staff, Councillors and volunteers will include contact details, employment history, information relating to career progression, information relating to DBS checks and photographs.

5.4. The data is used to comply with legal obligations placed on the Council in relation to employment. We may pass information to other regulatory authorities where appropriate. Personal data will also be used when giving references.

5.5. It should be noted that information about disciplinary action may be kept for longer than the duration of the sanction. Although treated as “spent” once the period of the sanction has expired, the details of the incident may need to be kept for a longer period.

Other Individuals

5.6. The Council may hold personal information in relation to other individuals who have contact with the Council, such as volunteers and guests. Such information shall be held only in accordance with the data protection principles, and shall not be kept longer than necessary.

6. SECURITY OF PERSONAL DATA

6.1. The Council will take reasonable steps to ensure that members of staff and Councillors will only have access to personal data where it is necessary for them to carry out their duties. All staff will be made aware of this Policy and their duties under the GDPR. The Council will take all reasonable steps to ensure that all personal information is held securely and is not accessible to unauthorised persons.

7. DISCLOSURE OF PERSONAL DATA TO THIRD PARTIES

7.1. The following list includes the most usual reasons that the Council will authorise disclosure of personal data to a third party:

- 7.1.1. To give a confidential reference relating to a current or former employee;
- 7.1.2. for the prevention or detection of crime;
- 7.1.3. for the assessment of any tax or duty;
- 7.1.4. where it is necessary to exercise a right or obligation conferred or imposed by law upon the Council (other than an obligation imposed by contract);
- 7.1.5. for the purpose of, or in connection with, legal proceedings (including prospective legal proceedings);
- 7.1.6. for the purpose of obtaining legal advice;

7.2. The Council may receive requests from third parties to disclose personal data it holds about staff or other individuals. This information will not generally be disclosed unless one of the specific exemptions under data protection legislation which allow disclosure applies; or where necessary for the legitimate interests of the individual concerned or The Council.

7.3. All requests for the disclosure of personal data must be sent to the Clerk, who will review and decide whether to make the disclosure, ensuring that reasonable steps are taken to verify the identity of that third party before making any disclosure. All disclosures of personal data will be assessed on a case-by-case basis and appropriate safeguards applied before information is released.

8. SUBJECT ACCESS REQUESTS

8.1. Anybody who makes a request to see any personal information held about them by the Council is making a subject access request. All information relating to the individual, including that held in electronic or manual files should be considered for disclosure.

8.2. Subject access requests may be made verbally or in writing. The Council may request additional information where reasonably necessary to verify identity and locate the information requested.

8.3. All requests will be handled in line with the Council's Subject Access Request procedures. The Council will respond within one month of receipt and any required identification. Where clarification is necessary to identify the information requested, the Council may seek further information before responding.

8.4. The Council will undertake reasonable and proportionate searches when responding to a subject access request.

9. OTHER RIGHTS OF INDIVIDUALS

Right to restrict processing

9.1. An individual has the right to object to the processing of their personal data and to block or suppress the processing.

9.2. Where such an objection is made, it must be sent to the Clerk who will assess whether there are compelling legitimate grounds to continue processing which override the interests, rights and freedoms of the individuals, or whether the information is required for the establishment, exercise or defence of legal proceedings.

9.3. The Clerk shall be responsible for notifying the individual of the outcome of their assessment **without undue delay and within one month where applicable.**

Right to rectification

9.4. An individual has the right to request the rectification of inaccurate data or incomplete data without undue delay. Where any request for rectification is received, it should be sent to the Clerk and where adequate proof of inaccuracy is given, the data shall be amended as soon as reasonably practicable, and **without undue delay and within one month where applicable.**

9.5. Where there is a dispute as to the accuracy of the data, the request and reasons for refusal shall be noted alongside the data, and communicated to the individual. The individual shall be given details of how to appeal to the Information Commissioner.

9.6. An individual also has a right to have incomplete information completed by providing the missing data, and any information submitted in this way shall be updated without undue delay.

Right to erasure

9.7. Individuals have a right, in certain circumstances, to have data permanently erased without undue delay. This right arises in the following circumstances:

9.7.1. where the personal data is no longer necessary for the purpose or purposes for which it was collected and processed;

9.7.2. where consent is withdrawn and there is no other legal basis for the processing;

9.7.3. where an objection has been raised under the right to object, and there is no overriding legitimate interest for continuing the processing;

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- 9.7.4. where personal data is being unlawfully processed (usually where one of the conditions for processing cannot be met);
 - 9.7.5. where the data has to be erased in order to comply with a legal obligation.

9.8. The Clerk will make a decision regarding any application for erasure of personal data, and will balance the request against the exemptions provided for in the law. Where a decision is made to erase the data, and this data has been passed to other data controllers, and / or has been made public, reasonable attempts to inform those controllers of the request shall be made.

Right to object

9.9. An individual has the right to object to:

- 9.9.1. processing based upon legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling);
- 9.9.2. direct marketing (including profiling);
- 9.9.3. processing for purposes of scientific /historical research and statistics.

9.10. Where such an objection is made, it must be sent to the Clerk who will assess whether there are compelling legitimate grounds to continue processing which override the interests, rights and freedoms of the individuals, or whether the information is required for the establishment, exercise or defence of legal proceedings.

Right to portability

9.11. If an individual wants to send their personal data to another organisation they have a right to request that the Council provides their information in a structured, commonly used, and machine readable format. This right is limited to situations where the Council is processing the information on the basis of consent or performance of a contract. If a request for this is made, it should be forwarded to the Clerk.

10. DATA RETENTION

10.1. Personal data shall be retained only for as long as necessary and in accordance with the Council's Document Retention Scheme.

10.2. Personal data shall be securely deleted, destroyed or anonymised when no longer required.

11. BREACH OF ANY REQUIREMENT OF THE GDPR

11.1. Any and all breaches of the GDPR, including a breach of any of the data protection principles shall be reported as soon as it is discovered, to the Clerk.

Once notified, the Clerk shall assess:

- 11.1.1. the extent of the breach;
- 11.1.2. the risks to the data subjects as a consequence of the breach;
- 11.1.3. any security measures in place that will protect the information;
- 11.1.4. any measures that can be taken immediately to mitigate the risk to the individuals.

11.2. Unless the Clerk concludes that there is unlikely to be any risk to individuals from the breach, it must be notified to the Information Commissioner's Office within 72 hours of the breach having come to the attention of the Council.

11.3. The Information Commissioner shall be told:

- 11.3.1. details of the breach, including the volume of data at risk, and the number and categories of data subjects;
- 11.3.2. the contact point for any enquiries;
- 11.3.3. the likely consequences of the breach;
- 11.3.4. the measures proposed or already taken to address the breach

11.4. If the breach is likely to result in a high risk to the affected individuals then the Clerk shall notify data subjects of the breach without undue delay unless the data would be unintelligible to those not authorised to access it, or measures have been taken to mitigate any risk to the affected individuals.

11.5. Data subjects shall be told:

- 11.5.1. the nature of the breach;
- 11.5.2. who to contact with any questions;
- 11.5.3. measures taken to mitigate any risks.

11.6. The Clerk shall then be responsible for instigating an investigation into the breach, including how it happened, and whether it could have been prevented. Any recommendations for further training or a change in procedure shall be reviewed by the Council and a decision made about implementation of those recommendations.

12. TRAINING AND AWARENESS

12.1. Staff, councillors and volunteers handling personal data shall receive appropriate data protection awareness training and guidance.

12.2. Refresher training will be provided periodically and whenever significant legislative or procedural changes occur.

RISK	LEVEL OF RISK
What is the possibility of change	Medium
Overall importance of policy	High
Are there any legal/regulatory issues this policy covers	Yes

Based on the above assessment the overall risk is classed as high priority and should be assigned a review period of 1 year.

Meeting policy was approved at: Full Council

Date: 09/11/2026

Date of next review: October 2027



ANGMERING PARISH COUNCIL DOCUMENT RETENTION SCHEME 2026

ANGMERING PARISH COUNCIL

Authored by: Katie Herr

Date Updated: October 2026

Version: 5

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Introduction

Angmering Parish Council recognises the need to retain documentation for audit purposes, staff management, tax liabilities and the eventuality of legal disputes and proceedings.

In agreeing a document retention scheme, Angmering Parish Council has addressed these needs, and taken into account its obligations under the following acts:

- the Local Government Act 1972
- the Local Audit and Accountability Act 2014
- the Public Records Act 1958
- the Data Protection Act 2018
- the Employers' Liability (Compulsory Insurance) Regulations 1998
- the Limitation Act 1980, the Employment Rights Act 1996
- the Local Authorities Cemeteries Order 1977
- the Local Government (Records) Act 1962
- the Freedom of Information Act 2000
- Code of Practice on the Management of Records issued under Section 46 of the Freedom of Information Act 2000 (2021)
- the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Retention of documents for legal purposes

Most legal proceedings are governed by the Limitation Act 1980. The 1980 Act provides that legal claims may not be commenced after a specified period. The specified period varies, depending on the type of claim in question. The table below sets out the limitation periods for the different categories of claim.

CATEGORY	LIMITATION PERIOD
Negligence (and other torts)	6 years
Defamation	1 year
Contract	6 years
Leases	12 years
Sums recoverable by statute	6 years
Personal Injury	3 years
To recover land	12 years
Rent	6 years
Breach of trust	None

Some types of legal proceedings may fall into two or more categories. In these circumstances, the documentation should be kept for the longest of the differing limitation periods.

As there is no limitation period in respect of trusts, the council will never destroy trust deeds and schemes and other similar documentation.

Some limitation periods can be extended. Examples include:

- where individuals first become aware of damage caused at a later date (e.g. in the case of personal injury);
- where damage is latent (e.g. to a building);
- where a person suffers from a mental incapacity;
- where there has been a mistake or where one party has defrauded another or concealed relevant facts.

In such circumstances, the council will weigh up (i) the costs of storing relevant documents and (ii) the risks of:

- claims being made;
- the value of the claims; and
- the inability to defend any claims made should relevant documents be destroyed.

Electronic records, scanned records, emails, cloud-based records and documents held within Council IT systems are subject to the same retention periods as paper records.

Document retention schedule

Angmering Parish Council has agreed a minimum document retention schedule, based on the obligations under the previously named acts, codes, orders and regulations.

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Minute books	Indefinite	Archive
Scale of fees and charges	6 years	Management
Receipt and payments Acc	Indefinite	Archive
Receipt books of all kinds, including ledgers	6 years	VAT
Bank statements, inc. savings/deposit accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years after completion of contract	Limitation Act 1980
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980
VAT records, P60s & P45s	6 years	VAT, Tax
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980
Wages books	12 years	Superannuation
Insurance policies	Current policy plus 6 years	Management
Certificates for insurance against liability for employees	40 years from date on which the insurance commenced or was renewed	Employers' Liability (Compulsory Ins) Regulations 1998 Management

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members allowances register	6 years	Tax, Limitation Act 1980
Correspondence and emails	1 year*	Limitation Act 1980
Annual accounts and asset registers	Indefinite	Archive
Pension contribution records	6 years	Pensions Act 2014
Personnel records, including SSP and maternity records	6 years after employment ceases	Limitations Act 1980
Asbestos and hazardous materials records	Indefinite	Asbestos Regulations
Unsuccessful job applications	6 months after appointment	Equality Act 2010
Successful job applications	Retain on personnel file	Employment records
Previous versions of policies, standing orders, schemes of delegation	6 years	Data Protection Act 2018
Accident Book Records	Minimum 3 years after final entry	Reporting of Injuries, Diseases and Dangerous Occurrences Act 2013
For halls, centre, recreation grounds • Application for hire • Lettings diaries • Copies of bills to hirers • Record of tickets issued	6 years	VAT
For allotments • Register and plans	Indefinite	Audit, Management

The need to retain any documents not included in the above schedule should be considered on an individual basis.

As a guide, and in the absence of any prevailing act, code, order or regulation to the contrary, documents may be destroyed if they are no longer of use or relevant.

If in any doubt, advice should be sought from the Clerk.

* Correspondence relating to contracts, legal matters, complaints, planning applications, employment matters or council decisions should be retained in accordance with the retention period applicable to that matter.

RISK	LEVEL OF RISK
What is the possibility of change	Low
Overall importance of policy	Medium
Are there any legal/regulatory issues this policy covers	Yes

Based on the above assessment the overall risk is classed as **medium priority** and should be assigned a review period of **2 years**.

Meeting policy was approved at: Full Council

Date: 09/11/2026

Date of next review: October 2028



ANGMERING PARISH COUNCIL

Investment Policy 2026

ANGMERING PARISH COUNCIL
Authored by: Katie Herr
Version: 5

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1. INTRODUCTION

- 1.1 This policy sets out the treasury management procedures for the monitoring of the cash flow and banking arrangements of Angmering Parish Council.
- 1.2 Authority reference is to the council's Financial Regulations.
- 1.3 The Local Government Act 2003 Section 12 provides the power to invest (a) for any purpose relevant to its functions under any enactment or (b) for the purpose of the prudent management of its financial affairs. Section 15(1) of the Act requires a local authority to have regard to guidance issued by the Secretary of State.
- 1.4 The council acknowledges its duty of care to the community and the prudent investment of funds.

2. OBJECTIVES

- 2.1 The council's priorities are, in the following ranking order:
 - (i) The security of capital to minimise the risk of losses.
 - (ii) The liquidity of investments to meet the cash flow needs of the council.

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- (iii) Maximising income within the framework of the national economic situation.

2.2 The council will aim to achieve a high rate of return on investments commensurate with adequate safeguards of security and liquidity.

3. INVESTMENTS

3.1 All investment and deposits will be with UK registered banks or building societies.

3.2 All investments, deposits and interest will be in £ sterling.

3.3 Investments for current expenditure will be on instant access deposit accounts with a daily feeder to the current account.

3.4 Investments not required for current expenditure i.e. the general reserve may be placed on longer term deposits of up to 2 years. If investments are over 12 months – the amount invested is taken out of the accounting system and added to the asset register.

3.5 The Clerk can transfer funds held within instant access accounts on the Flagstone platform to alternative instant access accounts offering a higher rate of interest, where considered appropriate and in the best interests of the Council. Fixed-term deposit investments shall continue to be referred to the Governance Committee for approval.

3.6 Investments not required for current expenditure i.e. earmarked reserves may be placed on medium term deposits not exceeding 1 year.

3.7 In order to spread the financial risk to a minimum, investments will be made with a minimum of 2 financial institutions.

3.8 The Council will monitor the financial standing of institutions used for investment purposes and will have regard to independent credit ratings and other relevant financial information.

3.9 The Council will not rely solely on Financial Services Compensation Scheme (FSCS) protection when making investment decisions. The Council's primary protection will be through diversification of deposits and the use of appropriately rated financial institutions.

4. CURRENT INVESTMENTS

CCLA Property Fund – Large long term investment.

CCLA The Public Sector Deposit Fund – Short term instant access investments.

Flagstone Investment Platform – 0-12 month investment accounts.

5. REVIEW

5.1 The management of this policy will be by the Clerk. Any changes to where investments are held will be discussed and approved at Governance and Oversight Committee.

5.2 This policy will be reviewed by the Governance and Oversight Committee on an annual basis.

RISK	LEVEL OF RISK
What is the possibility of change	Medium
Overall importance of policy	High
Are there any legal/regulatory issues this policy covers	Yes

Based on the above assessment the overall risk is classed as **medium** priority and should be assigned a review period of **1 year**.

Meeting policy was approved at: Full Council

Date: 09.11.2026

Date of next review: October 2027









ANGMERING PARISH COUNCIL IT POLICY 2026

ANGMERING PARISH COUNCIL

Authored by: Katie Herr

Date Updated: October 2026

Version: 4

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Overview

Angmering Parish Council (APC) provides employees with access to various computer facilities for work and communication purposes. In order to ensure compliance with all applicable laws in relation to data protection, information security and compliance monitoring, APC has adopted an **Information Security Incident Policy** which should be read in conjunction with its **Data Protection** policy.

Breach of the policy

Breach of this policy will be regarded as a disciplinary offence and will be dealt with under the Council’s formal disciplinary process.

Anyone who considers that there has been a breach of this policy in relation to personal information about them held by the Council should raise the matter via the Council’s formal grievance procedure.

IT, Communications and Monitoring

APC makes use of IT systems, for data storage, communications and as a source of information. We have adopted an IT, communications and monitoring policy in order to:

- prevent inappropriate use of computer equipment (such as extended personal use or for accessing and circulating pornographic, racist, sexist or defamatory material);
- protect confidential, personal or commercially sensitive data;
- prevent the introduction of viruses;
- prevent the use of unlicensed software;
- ensure that Council property is properly looked after; and
- monitor the use of computer facilities to ensure compliance with internal policies and rules and to detect abuse.

IT, communication and monitoring policy (“the policy”) Introduction

1. APC provides you with access to various computing, telephone and postage facilities (“the Facilities”) to allow you to undertake the responsibilities of your position and to improve internal and external communication.
2. This policy sets out the Council’s position on your use of the Facilities and it includes:
 - your responsibilities and potential liability when using the Facilities
 - the monitoring policies adopted by the Council; and
 - guidance on how to use the Facilities.
3. This policy has been created to:
 - ensure compliance with all applicable laws relating to data protection, information security and compliance monitoring
 - protect the Council from the risk of financial loss, loss of reputation or libel; and
 - ensure that the Facilities are not used so as to cause harm or damage to any person or organisation.

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4. This policy applies to the use of:
 - local, inter-office, national and international, private or public networks and all systems and services accessed through those networks;
 - desktop, portable and mobile computers and applications;
 - social media; and
 - electronic mail and messaging services.
 5. The Council uses approved IT systems and cloud-based services where appropriate. Users must comply with all security requirements when accessing Council information and systems

Computer Facilities: Use of computer systems

6. Subject to anything to the contrary in this policy the Facilities must be used for Council business purposes only. I.e. The use for online banking, retail, gambling cash back sites (this list is not exclusive) where the risk of data capture is very high is strictly forbidden.
7. In order to maintain the confidentiality of information held on or transferred via the Council's Facilities, security measures are in place and must be followed at all times. Users must use strong, unique passwords and must not share them. Multi-Factor Authentication (MFA) must be enabled where available. Passwords should be changed immediately if compromise is suspected.
8. You are expressly prohibited from using the Facilities for the Angmering, receiving, printing or otherwise disseminating information which is the confidential information of the Council or its clients other than in the normal and proper course of carrying out your duties for the Council.
9. Any suspected cyber security incident, phishing email, malware infection, unauthorised access attempt, loss of device or data breach must be reported immediately to the Clerk and the Council's IT support provider.
10. In order to ensure proper use of Council computers, you must adhere to the

following practices:

- anti-virus software must be kept running at all times;
- media storage such as USB drives, CD's or portable hard drives will not be permitted unless they have been provided by the IT supplier;
- obvious passwords such as birthdays and spouse names, etc., must be avoided
- all files must be stored on the network drive which is backed up regularly to avoid loss of information; and
- always log off the network before leaving your computer for long periods of time or overnight.

Software

11. Software piracy could expose both the Council and the user to allegations of intellectual property infringement. The Council is committed to following the terms of all software licenses to which the Council is a contracting party. This means, in particular, that:

- software must not be installed onto any of the Council's computers unless this has been approved in advance by our IT Contractors. They will be responsible for establishing that the appropriate license has been obtained, that the software is virus free and compatible with the computer Facilities; and
- software should not be removed from any computer nor should it be copied or loaded on to any computer without prior consent.

Laptop computers, PC's, tablets and smart phones

12. Laptop computers, PC's, tablets and smart phones belonging to the Council along with related equipment and software are subject to all of the Council's policies and guidelines governing non-portable computers and software). All laptops, PC's and tablets will be encrypted. When using such equipment:

- you are responsible for all equipment and software until you return it. It must be kept secure at all times;
- ensure you have appropriate car and house insurance to be able to transport/use the laptop on Angmering Parish Council business.

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- take appropriate steps to protect the laptop from theft:
 - a. Laptops should not be left in an unattended office without closing and locking the door.
 - b. Laptops should not be left out overnight in offices and should always be locked away.
 - c. laptops, where possible, should not be left unattended in a parked car. On those occasions where there is no alternative, they should be locked in the boot.
 - d. laptops should be carried and stored in a padded laptop computer bag or strong briefcase to reduce the chance of accidental damage.
 - e. Lost or stolen devices containing Council information must be reported to the Clerk immediately.
 - you are the only person authorised to use the equipment and software issued to you;
 - if you discover any mechanical, electronic, or software defects or malfunctions, you should immediately bring such defects or malfunctions to the Council's attention;
 - upon the request of the Council at any time, for any reason, you will immediately return any equipment and all software to the Council; and
 - if you are using your own laptop or PC to connect with the Council's network or to transfer data between the laptop or PC and any of the Council's computers you must ensure that you have obtained prior consent, comply with instructions and ensure that any data downloaded or uploaded is free from viruses.
 - Laptops must not be used on a public Wi-Fi system. They should only be used at home or in the office (using home routers that provide the necessary security).
 - All Council devices must be protected using a password, PIN or biometric security measure where available.

Health and Safety aspects of using laptops

- Laptops normally have smaller keyboards, displays and pointing devices that are less comfortable to use than desktop systems, increasing the chance of repetitive strain injury. Where possible, place the laptop on a conventional desk or table.

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- If you tend to use the laptop in an office most of the time, request a normal keyboard, mouse and screen.
 - If you experience symptoms such as wrist pain, eye strain or headaches that you think may be caused or exacerbated by your use of the laptop, stop using the laptop and consult with the Clerk at the earliest convenient time.
 - A risk assessment must be done on the workspace.

Email (internal or external use)

13. All staff will be issued a Council email account which should be used when transacting on behalf of the PC. Staff are not permitted to divert their PC emails to their home or other email accounts.
14. Internet email is not a secure medium of communication; it can be intercepted and read. Do not use it to say anything you would not wish to be made public. If you are sharing confidential information by email this should be sent using password protected attachments.
15. Email should be treated as any other documentation. If you would normally retain a certain document in hard copy you should retain the email.
16. Do not forward email messages unless the original composer is aware that the message may be forwarded. If you would not have forwarded a copy of a paper memo with the same information do not forward the email.
17. Your email inbox should be checked on a regular basis.
18. As with many other records, email may be subject to discovery in litigation. Like all communications, you should not say anything that might appear inappropriate or that it might be misinterpreted by a reader.
19. Viewing, displaying, storing (including data held in RAM or cache) or disseminating materials (including text and images) that could be considered to be obscene, racist, sexist, or otherwise offensive may constitute harassment and such use of the Facilities is strictly prohibited. The legal focus in a harassment case is the impact of the allegedly harassing material on the person viewing it, not how the material is viewed by the person Angmering or displaying it.

20. Staff will be required to surrender their email account and all of its contents to the Clerk if they decide to leave the Council.

21. Staff and councillors must remain vigilant to phishing emails, fraudulent invoice requests and requests to amend bank account details.

Internet

22. Posting information on the internet, whether on a newsgroup, via a chat room or via email is no different from publishing information in the newspaper. Staff should confirm the posting with the Clerk prior to issue.

23. Using the internet for the purpose of trading or carrying out any business activity other than Council business is strictly prohibited.

24. For the avoidance of doubt the matters set out above include use of wireless facilities.

Monitoring policy

25. The policy of the Council is that we may monitor your use of the Facilities.

26. The Council recognises the importance of an individual's privacy but needs to balance this against the requirement to protect others and preserve the integrity and functionality of the Facilities.

27. The Council may from time to time monitor the Facilities. Principal reasons for this are to:

- detect any harassment or inappropriate behaviour by employees, ensuring compliance with contracts of employment and relevant policies including the health and safety, ethical and sex discrimination policies;
- ensure compliance of this policy;
- detect and enforce the integrity of the Facilities and any sensitive or confidential information belonging to or under the control of the Council;
- ensure compliance by users of the Facilities with all applicable laws (including data protection), regulations and guidelines published and in force from time

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- to time; and
 - monitor and protect the wellbeing of employees.
28. The Council may adopt at any time a number of methods to monitor use of the Facilities. These may include:
- recording and logging of internal, inter-office and external telephone calls made or received by employees using its telephone network (including where possible mobile telephones). Such recording may include details of length, date and content;
 - recording and logging the activities by individual users of the Facilities. This may include opening emails and their attachments, monitoring Internet usage including time spent on the internet and websites visited;
 - physical inspections of individual users computers, software and telephone messaging services;
 - periodic monitoring of the Facilities through third party software including real time inspections;
 - physical inspection of an individual's post; and
 - archiving of any information obtained from the above including emails, telephone call logs and Internet downloads.
29. The Council will not (unless required by law):
- allow third parties to monitor the Facilities (with the exception of our appointed IT supplier); or
 - disclose information obtained by such monitoring of the Facilities to third parties unless the law permits.
30. The Council may be prohibited by law from notifying employees using the Facilities of a disclosure to third parties.

Social Media

31. The Council may use social media to communicate messages to residents and will only be used:
- by the Clerk and persons nominated by the Clerk;
 - to transmit factual information and news, not personal opinion;
 - to respond to comments and requests submitted via the account.

32. Staff using their own social media accounts must ensure that any comment made is clearly identified as their own and not representative of the Council.

General Guidance

33. Never leave any equipment or data (including client files, laptops, computer equipment and mobile phones) unattended on public transport or in an unattended vehicle.

34. When using email or any form of written correspondence:

- be careful what you write; never forget that email and written correspondence are not the same as conversation: they are a written record and can be duplicated at will;
- use normal capitalisation and punctuation; typing a message all in capital letters is the equivalent of shouting at the reader;
- check your grammar and spelling; and
- do not forget that emails and other forms of correspondence should maintain the high standards expected by the Council.

Observation of this policy is mandatory and forms part of the terms and conditions of employment of staff and the terms of access to Angmering Parish Council's systems and offices. Misuse of the Facilities will be treated as gross misconduct and may lead to dismissal.

RISK	LEVEL OF RISK
What is the possibility of change	Low
Overall importance of policy	Medium
Are there any legal/regulatory issues this policy covers	Yes

Based on the above assessment the overall risk is classed as **medium** priority and should be assigned a review period of **2 years**.

Meeting policy was approved at: Full Council

Date: 09/11/2026

Date of next review: October 2028