

# EAST GRINSTEAD TOWN COUNCIL

Council Offices, East Court, College Lane, East Grinstead, West Sussex, RH19 3LT

Town Clerk: Samantha Heynes FdA (Comm Gov) FSLCC

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Phone: 01342 323636

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To: Members of the Finance & General Purposes Committee  
Quorum is 3

13<sup>th</sup> January 2026

Dear Councillor

You are summoned to attend a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** to be held in the **COUNCIL CHAMBER** at **EAST COURT** on **TUESDAY 20<sup>th</sup> JANUARY** at **7pm**. The agenda along with any supporting papers will be sent to your council email address, please have these ready to view during the meeting. Where possible please clarify any points or raise questions before the meeting with the Clerk or Chairman to ensure an answer can be given.

Non-committee members wishing to attend and speak must ensure that they seek permission from the Chairman before the meeting starts, and indicate the item they wish to speak on.

Yours faithfully

Samantha Heynes  
Town Clerk

## ORDER OF MEETING

### 7pm Public Participation

Members of the public may attend the meeting in person. There is a period of up to 15 minutes for public questions relating to items on the agenda.

Any question must be submitted to the Town Clerk 24 hours in advance of the meeting, referencing the agenda item it is related to.

Each member of public will be able to speak for a maximum of 2 minutes and will have no right of reply. If a question cannot be answered at the meeting, a written response may be provided at a later date.

The Chairman's interpretation of the Standing Orders is final. Should there be no questions, or the questions complete before the end of 15 minutes the Chairman will move along to the agenda and public participation will end.

# AGENDA

- 30 Apologies for Absence.
- 31 To receive the minutes of the meeting held on 30<sup>th</sup> September 2025
- 32 To receive any Declarations of Interest
- 33 Chairman's Announcements
- 34 To receive the list of approved payments for September, October, November and December 2025 (Appendix A)
- 35 Town Council Finances – Position Statement (Appendix B and Appendix C)
- 36 To consider the draft budget for 2026/2027 (Appendix D)  
Members are asked to bring their copy of the draft budget papers 2026/2027 to consider budget requirements and propose a formal recommendation to Council:
  - a. Consider and approve the recommendations from the other Committees;
  - b. Approve their own budget for cost centres under their control, namely:
    - Democratic representation (cost centre 100),
    - Corporate management (cost centre 200),
    - Community support (cost centre 400) including the grants to community organisations, central administration and support (cost centre 1100); and
    - Charities (cost centre 1000)
- 37 To formally recommend the overall Town Council budget for the 2026/2027 financial year to Council. It is Council that will then resolve the following:
  - a. That the draft budget be approved by Council to become the Town Council's budget for 2026/2027 financial year;
  - b. That the Town Council's estimated expenditure of £1,760,828 and estimated income of £370,830 in the 2026/2027 financial year be approved, resulting in a net cost of £1,389,998.
  - c. That Council, on 26<sup>th</sup> January 2026, be requested to approve an actual precept for the 2026/2027 financial year of £1,389,998. This will represent an annual Band D council tax of cost of £114.59 based on the known tax base of 12,130.3.
- 38 Delegated Decisions  
Any delegated decisions since the last cycle will be noted
- 39 Calendar of Meetings 2026/2027 (Appendix E)  
To agree the dates for committee meetings in 2026/2027, noting that Council meeting dates are determined by Council
- 40 Councillors Allowances 2026/2027  
To agree the level of allowance for Councillors in 2026/2027
- 41 Youth Sports Grants (Appendix F)  
Committee will be asked to consider the applications and allocate the budgeted grant

- 42 Designated Premises Supervisor Responsibility (Appendix G)  
To consider the proposal to transfer DPS responsibility from an individual staff member to the F&GP Committee
- 43 East Grinstead Museum Grant (Appendix H)  
To consider the request to increase the annual grant awarded to East Grinstead Museum
- 44 Policies  
To consider the adoption of the following new and updated policies

Re-adoption, no changes made (Appendix I):

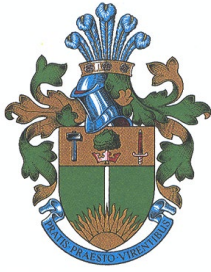
Freedom of Information Publication Scheme  
Vexatious Complaints Policy  
Home Working Policy  
Freedom of the Parish Policy  
Communications & Publicity Policy

New or updated policies (Appendix J):

Social Media & WhatsApp Policy  
Respectful Workplace Policy  
ICT Policy  
Alcohol & Substance Abuse Policy  
Severe Weather Policy  
Compassionate Leave Policy  
Grievance Policy – Town Clerk  
Grievance Policy  
Disciplinary Policy – Town Clerk  
Disciplinary Policy  
Code of Conduct  
Driving for Work Policy  
Maternity, Paternity & Adoption Leave Policy  
TOIL & Overtime Policy  
Flexible Working Policy  
Lone Working Policy  
Sickness Policy

- 45 To note the Action List (Appendix K)

The next full meeting of the Committee will be held on **Tuesday 31<sup>st</sup> March 2026**.



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## Finance & General Purposes Committee: Officers Reports

20<sup>th</sup> January 2026

### **AGENDA ITEM 34: TO RECEIVE THE APPROVED PAYMENTS FOR SEPTEMBER, OCTOBER, NOVEMBER & DECEMBER 2025**

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

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

September 2025	£176,677.75
October 2025	£162,039.27
November 2025	£139,141.46
December 2025	£122,797.18
Total Payments	<u>£600,655.66</u>

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

### **AGENDA ITEM 35: TOWN COUNCIL FINANCES – POSITION STATEMENT**

**Purpose of the Report:** For the Committee to note the Council's cash & investment balances as at the 31<sup>st</sup> December 2025. The amounts totalled £1,524,734 (see below) and the monthly Current Account and Business Reserve Account reconciliations are shown on a separate PDF document titled *Appendix B*.

Account and Interest Rate PA	£ Balance 31/12/25	£ Previous Year 31/12/24
NatWest Current Account	14,311	2,719
NatWest Business Reserve 1.35%	860,423	736,036
National Counties B.S. 45 Day 4.05%	175,000	175,000
Nationwide Business Savings 95 Day 4.15%	175,000	175,000
Local Authorities Property Fund <i>Est.</i> 4.2%	300,000	300,000
Total Deposit / Bank Balances	<u>1,524,734</u>	<u>1,388,755</u>

The detailed Income & Expenditure statement as at 31<sup>st</sup> December 2025 is shown on a separate PDF document titled *Appendix C*. The year to date income (excluding precept) is £304,864 which is 81 % of the budgeted income for the year. The year to date expenditure is £1,185,065 which equates to 71 % of the total budgeted expenditure for the year.

## Finance and General Purposes Committee Officers Reports

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

	Budgeted y-t-d net expenditure	Actual y-t-d net expenditure	y-t-d variance Favourable or Adverse
Democratic Representation (100)	£83,325	£73,249	£10,076 (F)
Corporate Management (200)	£58,006	£49,260	£8,746 (F)
East Court Estate (300)	£324,409	£282,427	£41,982 (F)
Community Support (400)	£72,361	£85,295	£12,934 (A)
Planning (500)	£36,137	£23,579	£12,558 (F)
Economic Development & Tourism (600)	£106,930	£102,344	£4,586 (F)
Cemetery Services (700)	£36,193	£34,613	£1,580 (F)
Civic Pride (999)	£191,673	£164,844	£26,829 (F)
<b>TOTAL</b>	<b>£909,034</b>	<b>£815,611</b>	<b>£93,423 (F)</b>

Democratic Representation (100) : Favourable variance of £10,076 is largely due to the anticipated zero expenditure on election costs along with minimal expenditure to date on the Mayors Allowance.

Corporate Management (200) : The favourable variance of £8,746 is due to the higher than anticipated returns from invested funds, as well as zero expenditure to date on the external audit and a y-t-d underspend on the PWLB repayments (this is paid bi-annually and the next payment is due in February).

East Court Estate (300) : The large favourable variance of £41,982 is due to a combination of factors; these being, higher than budgeted income for Meridian Hall, East Court & the Old Court House, a y-t-d underspend on utilities along with an underspend on the building repairs & maintenance budget.

Community Support (400) : This is the only cost centre showing an adverse variance, however the adverse variance was expected as the expenditure on Christmas Lights has now been made whilst the budgets for the Summer programme, Youth Services, & Town Events are all over spent (the overspends in these were expected and will be funded by earmarked reserves at year end).

Planning (500) : The favourable variance of £12,558 is predominantly due to having received £10,000 of S106 money to fund the St Margaret's Loop feasibility study, along with zero expenditure to date on Planning Consultancy.

Economic Development & Tourism (600) : The favourable variance is predominantly a result of the underspend in the Sustainability & Enhancement budget, partially offset by not having yet received the annual grant from MSDC for their contribution to Tourism (expected in March 2026).

Cemetery Services (700) : This cost centre has the smallest variance of just £1,580. This is due to very slightly higher than anticipated y-t-d income, along with small underspends in Grounds Maintenance & Waste Collection

Civic Pride (999) : Civic Pride has a favourable variance of £26,829. The variance is the result of a combination of y-t-d income exceeding budget, and y-t-d underspends in Winter Maintenance, Public Toilets & Street Lighting. The public toilets and street lighting budgets will be used in their entirety by the end of the year.

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

**AGENDA ITEM 41: COUNCILLOR ALLOWANCES FOR 2026/27**

**Purpose of Report:** to approve the Allowance scheme payable for 2026/27

Six years ago the Council agreed to link the allowance to the staff pay rise percentage as negotiated by the Unions and agreed by Central Government. The staff pay rise for 2025/2026 (as advised in F&GP report September 2025) was an increase of 3.2% pa per full-time employee.

In 2023/2024 and 2024/2025 Councillors agreed to receive no increase from the rates that were applied in 2022/2023. In 2025/2026 Council agreed that they wished to receive their increase. If Council decide to agree to a 3.2% increase, an individual Members annual allowance would increase by £39.14. Across all 16 Councillors this would result in a small increase to the overall budget of £626.

**Recommendation:** For the Committee to agree on the percentage increase (if any) to be applied to the annual allowance.

## EAST GRINSTEAD TOWN COUNCIL PAYMENTS - September 2025

## Payments Listing - September 2025

Date Paid	Payee Name	Payment Ref	Amount Paid (£)	Transaction Detail
18/09/2025	Net Salaries	NET SAL	46,464.00	September 2025 Net Pay
12/09/2025	James Hallam Council Guard	BACS Pymnt	35,673.61	Aviva Insurance Sept 25 - Aug 26
18/09/2025	HMRC	HMRC	20,354.62	HMRC PAYE August 2025
18/09/2025	WSCC LGPS	LGPS	16,337.37	LGPS August 2025
18/09/2025	Chequer Mead	GRANT	5,833.34	Chq Mead Grant September 2025
30/09/2025	Walk Wheel Cycle Trust	NOMINAL	4,560.00	Walking & Cycling Design Work
19/09/2025	Goetre Villa	BACS Pymnt	3,450.00	Treeplotter Subs. Renewal
26/09/2025	Moore Stephens	BACS Pymnt	2,520.00	2024/2025 External Year End Audit
12/09/2025	James Hallam Council Guard	BACS Pymnt	2,497.12	ERS Fleet Insurance. Sept 25-Aug 26
12/09/2025	FW Design Ltd	BACS Pymnt	2,400.00	Annual Interactive Map Licence
30/09/2025	SSE	SSE	2,093.75	EC Electric August 2025
09/09/2025	Prime Response Ltd	NOMINAL	1,490.00	Car Show Marshalls
15/09/2025	Stakrak Limited	BACS Pymnt	1,444.50	MH Bin Cage
01/09/2025	MSDC	NNDR	1,272.00	EC NNDR 6 of 10
19/09/2025	Holly Tree Surgeons Ltd	BACS Pymnt	1,260.00	Treeworks High Street/MNA/TH
05/09/2025	Wessex IT	WESSEX IT	1,058.90	Wi-Fi Security Enhancements
26/09/2025	Everflow	EVERFLOW	1,047.30	Water Charges 18/10/25 - 17/11/25
19/09/2025	Forest Flooring Ltd	BACS Pymnt	1,031.00	MH Foyer Flooring
19/09/2025	Osiris Water Management Ltd	BACS Pymnt	952.80	Water Treatment 1 of 2
15/09/2025	Barker Plumbing	BACS Pymnt	909.39	MH Accessible Toilet
02/09/2025	Commercial Washrooms	NOMINAL	882.00	5x Jumbo Dispensers King St.
12/09/2025	Biffa Waste Services Ltd	BACS Pymnt	864.24	2x Wheelie Bin 27/09-26/12/25
19/09/2025	Forest Flooring Ltd	BACS Pymnt	852.00	EC Room 42 New Carpet
12/09/2025	Copycats	BACS Pymnt	844.80	EC Room 41 Window Repair
12/09/2025	James Hallam Council Guard	BACS Pymnt	829.89	BES Inspection Sept 25-Aug 26
29/09/2025	Focus	FOCUS	823.32	B'band, Rental & Phones Oct.
01/09/2025	Wessex IT	WESSEX IT	798.80	IT Service Contract Sept. 2025
19/09/2025	Forest Flooring Ltd	BACS Pymnt	786.00	MH Disabled Toilet Flooring
12/09/2025	i2Comply	BACS Pymnt	765.02	50x Various Online Training
12/09/2025	Society of Local Council Clerks	BACS Pymnt	739.20	2025 National Conference SH
12/09/2025	Society of Local Council Clerks	BACS Pymnt	739.20	2025 National Conference SM
15/09/2025	Calabash Mint Ltd	BACS Pymnt	706.13	Nappy/Sanitary Bins King St WC
15/09/2025	Sussex Lifts Ltd	BACS Pymnt	633.60	Replacement Button EC Lift
15/09/2025	Direct Security Partnership Ltd	BACS Pymnt	584.64	Intruder Alarm Renewal 25/26
26/09/2025	The Sign Co	BACS Pymnt	553.92	Classic Motor Show Signage
26/09/2025	Haven Memorials	BACS Pymnt	472.94	Scatter Garden Plaque
26/09/2025	J Watson	BACS Pymnt	470.00	Labour Sept JW
01/09/2025	MSDC	NNDR	469.00	MH NNDR 6 of 10
10/09/2025	MSDC	NNDR	469.00	OCH NNDR 6 of 10
26/09/2025	Haven Memorials	BACS Pymnt	452.64	Memorial Wall Plaque
10/09/2025	Poi Passion	NOMINAL	450.00	ECL Aug - Circus Skills
26/09/2025	Hey Presto	BACS Pymnt	440.00	Web hosting Package & Static IP
15/09/2025	G Hearn	NOMINAL	400.00	Cemetery Services Sept. 2025
18/09/2025	Being Neighbourly	NOMINAL	400.00	EG Jazz Fest Being Neighbourly
26/09/2025	Lemonade Print Group	NOMINAL	388.95	EG Walking & Cycling Leaflets
26/09/2025	Lemonade Print Group	NOMINAL	388.95	Walking & Cycling Printing
19/09/2025	K & M Equipment	BACS Pymnt	367.58	Steam Oven Drainage Repair
22/09/2025	MSDC	NNDR	354.00	MNC NNDR 6 of 10
19/09/2025	Scott Combustion Ltd	BACS Pymnt	351.00	Faulty Boiler Repair
12/09/2025	Britaniacrest Recycling Ltd	BACS Pymnt	341.22	MNC 8 Yard Skip
04/09/2025	NWCC	NWCC	294.77	NWCC - see analysis below
26/09/2025	Osiris Water Management Ltd	BACS Pymnt	283.20	OCH Water Testing
02/09/2025	YGP	YGP	256.36	OCH Electric August 2025
15/09/2025	Peninsula	PENINSULA	249.54	HR Support September 2025
12/09/2025	Kent County Council	BACS Pymnt	212.63	Copier Rental Oct-Dec 2025
15/09/2025	South East Fire Protection	BACS Pymnt	210.00	Fire Alarm Test/Maint. King St
12/09/2025	Biffa Waste Services Ltd	BACS Pymnt	203.52	OCH Wheelie Bin to 26/09/25
17/09/2025	Chelsea Veterans Day	MAYORAL	198.00	Chelsea Veterans Day - Mayoral
12/09/2025	The Sign Co	BACS Pymnt	190.80	2x Banners Town Centre Improvements
12/09/2025	Mid Sussex District Council	BACS Pymnt	180.00	Annual Premises Licence Fee
12/09/2025	Redland EMBT Group Ltd	BACS Pymnt	174.61	Caretaking Supplies
12/09/2025	J S Locksmiths	BACS Pymnt	161.54	6x Padlocks
03/09/2025	Hospitality Training	NOMINAL	156.00	JM - Licence Application Fee
08/09/2025	Silvey Fleet	SILVEYFLEE	154.28	Fuel Charges August 2025
10/09/2025	EG Bonfire	NOMINAL	150.00	ECL AUG - EG Bonfire Marshalls
01/09/2025	Silvey Fleet	SILVEYFLEE	132.55	Fuel Charges August 2025
10/09/2025	MSDC	NNDR	124.00	SSB NNDR 6 of 10
15/09/2025	Calabash Mint Ltd	BACS Pymnt	122.26	Aroma Mat King St WC
15/09/2025	Jewson	BACS Pymnt	119.12	Postfix for Street Nameplates
12/09/2025	Hey Presto	BACS Pymnt	114.00	Website Updates September 2025
22/09/2025	British Gas	BRITISHGAS	101.90	MNC Electric August 2025
12/09/2025	Screwfix Direct Ltd	BACS Pymnt	101.29	MH Accessible Toilet Works
19/09/2025	Amazon Business	BACS Pymnt	98.27	Youth Club Tuck
12/09/2025	David Edwards	BACS Pymnt	90.00	KS Toilets Connect Urinal
03/09/2025	Royal Mail	NOMINAL	87.00	100x 2nd class stamps

29/09/2025	Silvey Fleet	SILVEYFLEE	86.89	Fuel Charges September 2025
15/09/2025	Aldridge & Trillwood Ltd	BACS Pymnt	86.10	Paint for Flowerbed Display
19/09/2025	Society of Local Council Clerks	BACS Pymnt	84.00	People Mangement Training GW
16/09/2025	British Gas	BRITISHGAS	78.95	King St Electric Aug 2025
12/09/2025	i2Comply	BACS Pymnt	78.76	5x COSHH Online Training
15/09/2025	Aldridge & Trillwood Ltd	BACS Pymnt	75.21	Mansys Office Decorating
26/09/2025	Mid Sussex Timber Co Ltd	BACS Pymnt	74.96	Baldwins Hill Post
26/09/2025	Mid Sussex Timber Co Ltd	BACS Pymnt	74.96	Sawn Oak Post
12/09/2025	Two Moons Computing Limited	BACS Pymnt	74.80	SSB Wi-Fi Sept 2025
16/09/2025	PPM4	NOMINAL	73.50	Car Show Radio Hire
12/09/2025	David Edwards	BACS Pymnt	72.00	EC Resolve Electrical Fault
12/09/2025	PHS Group PLC	BACS Pymnt	64.37	OCH Waste Collection Oct 25
25/09/2025	Sage UK	SAGE UK	64.20	Sage Payroll September 2025
26/09/2025	Peninsula	PENINSULA	63.59	EAP Support September 2025
04/09/2025	Business Stream	NOMINAL	59.75	Fountain Water to 01.07.25
15/09/2025	Screwfix Direct Ltd	BACS Pymnt	59.62	Filler & Tools ECM Kitchenette
22/09/2025	Silvey Fleet	SILVEYFLEE	58.09	Fuel Charges September 2025
15/09/2025	Nat West	NAT WEST	57.95	Bankline Charges August '25
15/09/2025	Toolstation Ltd	BACS Pymnt	56.96	2x Trestles ODS
12/09/2025	BGL Communications	BACS Pymnt	55.00	Visit EG Website Sept 2025
15/09/2025	Aldridge & Trillwood Ltd	BACS Pymnt	51.32	Fingerpost Maintenance
15/09/2025	Silvey Fleet	SILVEYFLEE	50.63	Fuel Charges Sept. 2025
12/09/2025	Screwfix Direct Ltd	BACS Pymnt	48.97	Various First Aid Supplies
12/09/2025	Amazon Business	BACS Pymnt	46.84	Office Paper & Wall Planner
30/09/2025	Nat West	NAT WEST	43.90	Nat West Bank Charges August
19/09/2025	Society of Local Council Clerks	BACS Pymnt	42.00	Appraisal Training GW
15/09/2025	Screwfix Direct Ltd	BACS Pymnt	41.99	Mixer Tap ECM Kitchenette
15/09/2025	Radius	RADIUS	41.40	Vehicle Tracking Sept. 2025
04/09/2025	Elavon	ELAVON	38.32	Monthly PDQ Fee
26/09/2025	Amazon Business	BACS Pymnt	37.72	Various Office Stationery
12/09/2025	Hydraulic Plant Services	BACS Pymnt	37.55	Mirrors for Digger & Dumper
15/09/2025	DT Electrical Supplies (EG) Ltd	BACS Pymnt	34.80	500x Cable Ties
01/09/2025	EE Ltd	EE LTD	31.92	Cemetery Broadband September
26/09/2025	Amazon Business	BACS Pymnt	31.36	5x Triplicate Books
15/09/2025	Aldridge & Trillwood Ltd	BACS Pymnt	30.66	Ceiling Paint for EC Public WC
12/09/2025	Amazon Business	BACS Pymnt	29.46	Large Tub Coffee
12/09/2025	Amazon Business	BACS Pymnt	24.98	Microphone for Social Media
12/09/2025	Amazon Business	BACS Pymnt	22.45	Office Pens & Batteries
15/09/2025	Redland EMBT Group Ltd	BACS Pymnt	21.42	Spot & Stain Remover
12/09/2025	i2Comply	BACS Pymnt	21.00	YC Food Hygiene Training
15/09/2025	Mid Sussex Timber Co Ltd	BACS Pymnt	20.76	Fixings for Bench & Bin
26/09/2025	Waitrose	NOMINAL	16.96	YC Tuck Shop Supplies
04/09/2025	S Mamoany	NOMINAL	16.25	Tea & Milk Office
22/09/2025	British Gas	BRITISHGAS	14.65	High St Powerbox to 05.09.25
17/09/2025	K Hamper	NOMINAL	14.21	Office Tea & Milk
12/09/2025	PHS Group PLC	BACS Pymnt	11.51	SSB Waste Collection Oct 25
15/09/2025	Toolstation Ltd	BACS Pymnt	11.38	Paint for Finger Post Letters
26/09/2025	Mid Sussex Timber Co Ltd	BACS Pymnt	10.30	300ml Glue Gel

**Total Payments** 176,677.75

04/09/2025	Greencare	NWCC	139.98	NWCC - 2x 5L Weed Killer
04/09/2025	Lockhart	NWCC	72.00	NWCC - Spoons & Glasses
04/09/2025	Newton Flats	NWCC	36.60	NWCC - VJ Day 80 Yr Flag
04/09/2025	Lebara	NWCC	24.90	NWCC - Monthly SIM Cards
04/09/2025	SP Doormats	NWCC	19.99	NWCC - Council Chamber Mat
04/09/2025	MSDC	NWCC	1.30	NWCC - Parking for Bank

294.77

**EAST GRINSTEAD TOWN COUNCIL PAYMENTS - October 2025**

**Payments Listing - October 2025**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Payment Ref</b>	<b>Amount Paid (£)</b>	<b>Transaction Detail</b>
17/10/2025	Net Salaries	NET SAL	49,990.35	October 2025 Net Pay
17/10/2025	HMRC	HMRC	17,349.66	HMRC PAYE September 2025
17/10/2025	The Festive Light Co	BACS Pymnt	14,989.06	25/26 Christmas Lights 50%
17/10/2025	WSCC LGPS	LGPS	14,621.92	LGPS September 2025
31/10/2025	Systra Ltd	BACS Pymnt	12,000.00	SML Feasibility Study (S106)
17/10/2025	Chequer Mead	GRANT	5,833.33	Chq Mead Grant - October 2025
17/10/2025	Signature Me Limited	BACS Pymnt	3,563.51	Deposit for OCH Flooring
31/10/2025	Ferring Nurseries	BACS Pymnt	3,390.20	2025 Winter Planting
10/10/2025	CHRGs Ltd	BACS Pymnt	1,821.60	Organisational Review & Report
13/10/2025	Sports Maintenance Services Ltd	BACS Pymnt	1,800.00	Tennis Court Surface Repair
20/10/2025	Valda Energy	VALDA	1,749.01	EC Electric October 2025
31/10/2025	Amethyst Horticulture Ltd	BACS Pymnt	1,746.00	Winter Hanging Baskets
21/10/2025	SSE	SSE	1,664.15	EC Electric Sept. 2025
06/10/2025	NWCC	NWCC	1,664.07	NWCC - see analysis below
31/10/2025	Mad Ideas Ltd	BACS Pymnt	1,625.00	Design & Printing of The Line
01/10/2025	MSDC	NNDR	1,272.00	EC NNDR 7 of 10
27/10/2025	Everflow	EVERFLOW	1,069.59	Water Charges 18/11 - 17/12/25
10/10/2025	Chroma Vision Limited	BACS Pymnt	1,013.16	MH CCTV Replacement
17/10/2025	EMS	BACS Pymnt	1,005.00	250x EG Calendars
31/10/2025	Age UK EG	GRANT	1,000.00	Age UK Grant 2024/2025
30/10/2025	Focus	FOCUS	867.65	B'band, Rental & Phones Nov' 2025
01/10/2025	Wessex IT	WESSEX IT	864.80	IT Service Contract October
31/10/2025	Wessex IT	WESSEX IT	864.80	IT Service Contract November
10/10/2025	Holly Tree Surgeons Ltd	BACS Pymnt	768.00	EC Hedge Cutting & Treeworks
10/10/2025	Surrey Hill Solicitors	BACS Pymnt	720.00	QRC Goat Legal Advice
31/10/2025	Holly Tree Surgeons Ltd	BACS Pymnt	720.00	Hedge Removal MNC
10/10/2025	In The Hoods Limited	BACS Pymnt	700.80	Extraction System Cleaning
17/10/2025	Clive Widgery Agricultural	BACS Pymnt	678.58	Repairs to Kubota MNC
07/10/2025	Finger Post Signs	NOMINAL	630.00	144x Post signage lettering
10/10/2025	Menshare	COMM GRANT	600.00	Community Grant - Menshare
31/10/2025	Mad Ideas Ltd	BACS Pymnt	576.00	East Grinstead Map
10/10/2025	Imberhome School	COMM GRANT	565.00	Community Grant - Imberhome S
31/10/2025	J Watson	BACS Pymnt	530.00	Labour for Oct 25 JW
10/10/2025	Arise Counselling	COMM GRANT	500.00	Community Grant - Arise Counse
10/10/2025	Greenaway Foundation	COMM GRANT	500.00	Community Grant - Greenaway
17/10/2025	Being Neighbourly	COMM GRANT	500.00	Community Grant - Being Neighb
31/10/2025	Shelters4Less	BACS Pymnt	479.95	Cycle Rack EC
01/10/2025	MSDC	NNDR	469.00	MH NNDR 7 of 10
10/10/2025	MSDC	NNDR	469.00	OCH NNDR 7 of 10
31/10/2025	Churchill Farm	BACS Pymnt	468.00	Hedge Cutting T/Hill & MNC
10/10/2025	EG Music Art	COMM GRANT	450.00	Community Grant - EG Music Art
17/10/2025	JJL Computers ~Ltd	BACS Pymnt	444.88	Remembrance Day PA System
15/10/2025	Gary Hearn	NOMINAL	400.00	Cemetery Services October 2025
20/10/2025	MSDC	NNDR	354.00	MNC NNDR 7 of 10
10/10/2025	Her Move	COMM GRANT	350.00	Community Grant - Her Move
17/10/2025	Britaniacrest Recycling Ltd	BACS Pymnt	341.22	MNC 8 Yard Skip
10/10/2025	EG Bowling Club	COMM GRANT	300.00	Community Grant - EG Bowling
10/10/2025	TC Facilities Management Ltd	BACS Pymnt	276.59	EC Toilet Cleaning Sept 25
17/10/2025	i2 Comply	BACS Pymnt	275.40	YC Online Training
03/10/2025	YGP	YGP	268.44	OCH Electic September 2025
13/10/2025	Mulberry & Co	BACS Pymnt	266.40	Interim Audit 2025/2026
10/10/2025	4 Sight Vision	COMM GRANT	255.00	Community Grant - 4 Sight Visi
10/10/2025	Bloomin' Arts	COMM GRANT	250.00	Community Grant - Bloomin Arts
10/10/2025	SEDS Connective	COMM GRANT	250.00	Community Grant - SEDS Connect
29/10/2025	Animal Encounters	NOMINAL	250.00	Animal Encounters x2 - YC
14/10/2025	Peninsula	PENINSULA	249.54	HR Support October 2025
10/10/2025	Redland EMBT Group Limited	BACS Pymnt	231.26	Various Cleaning Supplies
30/10/2025	Wessex IT	WESSEX IT	228.00	Configuration of S.I.D's
10/10/2025	St Catherine's Hospice	COMM GRANT	200.00	Community Grant - St Cath Hosp
15/10/2025	MCA	MCA TRF	200.00	MCA Tfr PDQ
10/10/2025	EG Jubilee Community Church	COMM GRANT	180.00	Community Grant - Jubilee Chr.
13/10/2025	Silvey Fleet	SILVEYFLEE	179.91	Fuel Charges September 2025
31/10/2025	Jewson	BACS Pymnt	179.26	Postfix for Fence MNC
13/10/2025	Kent County Council	BACS Pymnt	171.78	Copier Charges 5/6/25-17/9/25
10/10/2025	Hey Presto	BACS Pymnt	171.00	Website Updates October 25
10/10/2025	Biffa Waste Services Ltd	BACS Pymnt	162.82	OCH Wheelee Bin to 24/10/25
31/10/2025	Biffa Waste Services Ltd	BACS Pymnt	162.82	OCH Wheelie Bin to 21/11/25
31/10/2025	Screwfix Direct Ltd	BACS Pymnt	159.99	Plunge Saw
10/10/2025	Wealden Embroidery & Print	BACS Pymnt	147.18	Various EGTC Uniform
24/10/2025	N Castiglione	NOMINAL	125.00	Farmers Market Advertising
10/10/2025	MSDC	NNDR	124.00	SSB NNDR 7 of 10
10/10/2025	Screwfix	BACS Pymnt	114.98	2 Pairs Safety Boots
10/10/2025	Hydraulic Plant Services	BACS Pymnt	114.00	New Battery for Digger MNC
31/10/2025	Amazon Business	BACS Pymnt	112.79	Craft Supplies Kings YC
17/10/2025	EG Town Action Group	COMM GRANT	100.00	Community Grant - EGT Action G

31/10/2025	The Sign Co	BACS Pymnt	96.00	EC Directory Update
20/10/2025	British Gas	BRITISHGAS	93.70	MNC Electric Sept. 2025
31/10/2025	Amazon Business	BACS Pymnt	90.92	YC Supplies & Stationery
14/10/2025	Elavon	ELAVON	90.73	Monthly PDQ Charges
17/10/2025	Amazon Business	BACS Pymnt	83.61	Various Office Stationery
15/10/2025	British Gas	BRITISHGAS	82.73	King St Electric Sept. 2025
31/10/2025	Hydraulic Plant Services	BACS Pymnt	75.72	Gas Strut for Digger
10/10/2025	Two Moons Computing Limited	BACS Pymnt	74.80	SSB Wi-Fi October 2025
31/10/2025	Store 4 Biz	BACS Pymnt	72.60	Confidential Waste Removal
20/10/2025	Silvet Fleet	SILVETFLEE	71.54	Fuel Charges October 2025
15/10/2025	Nat West	NAT WEST	66.83	Bankline Charges September
24/10/2025	Sage UK	SAGE	66.60	Sage Payroll October 2025
31/10/2025	PHS Group	BACS Pymnt	64.37	OCH Waste Collection Nov 25
31/10/2025	Wealden Embroidery & Print	BACS Pymnt	64.20	EGTC Uniform ZE & FR
27/10/2025	Peninsula	PENINSULA	63.59	EAP Support October 2025
31/10/2025	PHS Group	BACS Pymnt	62.89	OCH Waste Collection Dec 25
31/10/2025	Surrey County Council	BACS Pymnt	62.10	1x Enhanced DBS Check
17/10/2025	Hey Presto	BACS Pymnt	60.00	I Love EG Domain Renewal
10/10/2025	BGL Communications Ltd	BACS Pymnt	55.00	Visit EG Website October 25
31/10/2025	Nat West	NAT WEST	54.60	Nat West Bank Charges Sept. 25
31/10/2025	Haywards Heath Town Council	BACS Pymnt	54.00	First Aid Training IM
03/10/2025	Robert Lovett	NOMINAL	50.00	Bugler - Remembrance Day
31/10/2025	Amazon Business	BACS Pymnt	43.46	Christmas Craft SSB YC
14/10/2025	Radius	RADIUS	41.40	Vehicle Tracking October 2025
31/10/2025	Amazon Business	BACS Pymnt	40.96	Various Office Stationery
31/10/2025	Amazon Business	BACS Pymnt	38.99	Storage Boxes Kings YC
28/10/2025	Tourism Sales	CHARGEBACK	38.00	Tourism Sales
10/10/2025	J S Locksmiths	BACS Pymnt	36.90	4x Yard Keys
09/10/2025	EG Tyre Services	NOMINAL	36.00	8" Inner Tyre Tube
10/10/2025	Amazon Business	BACS Pymnt	35.98	Tea Bags & Large Coffee
10/10/2025	Jewson	BACS Pymnt	32.59	Postfix for Street Nameplates
01/10/2025	EE Ltd	EE LTD	31.92	Cemetery Broadband October
31/10/2025	EE Ltd	EE LTD	31.92	Cemetery Broadband November
31/10/2025	Redland EMBT Group Limited	BACS Pymnt	31.90	Cleaning Supplies
31/10/2025	DT Electrical Supplies Ltd	BACS Pymnt	29.94	Cables Ties for Poppies
31/10/2025	Amazon Business	BACS Pymnt	29.67	Glue Sticks for Poppies
31/10/2025	Amazon Business	BACS Pymnt	23.98	Tuck Stand for SSB YC
31/10/2025	Amazon Business	BACS Pymnt	23.66	Party Games YC
14/10/2025	Business Stream	BUS STREAM	23.44	Fountain Water to 01/10/25
31/10/2025	Mid Sussex Timber Co Ltd	BACS Pymnt	22.94	Plywood for Stairs OCH
31/10/2025	Mid Sussex Timber Co Ltd	BACS Pymnt	21.48	MDF for Flowerbed Display
24/10/2025	Focus	FOCUS	20.41	Remote Programming Charge
31/10/2025	J S Locksmiths	BACS Pymnt	19.80	4x Locks King St Toilet
31/10/2025	Screwfix Direct Ltd	BACS Pymnt	16.78	Staple Gun for Poppies
31/10/2025	Jewson	BACS Pymnt	16.30	SSB Fence Repairs
02/10/2025	Aldi	NOMINAL	15.56	YC Tuck Shop Supplies
20/10/2025	British Gas	BRITISHGAS	14.18	High St. Powerbox to 05.10.25
31/10/2025	Toolstation Ltd	BACS Pymnt	12.34	AdBlue for Ford Transit
17/10/2025	Amazon Business	BACS Pymnt	12.33	2x Eye Wash
31/10/2025	PHS Group	BACS Pymnt	11.51	SSB Waste Collection Nov 25
31/10/2025	PHS Group	BACS Pymnt	11.51	SSB Waste Collection Dec 25
28/10/2025	Sum Up	SUM UP	10.67	Sum Up Transaction Fees
31/10/2025	Amazon Business	BACS Pymnt	10.49	Sweets for YC
31/10/2025	Amazon Business	BACS Pymnt	10.28	Craft Supplies SSB YC

**Total Payments** 162,039.27

06/10/2025	Steven Eagell Toyota	NWCC	530.00	NWCC - GU73 HVA Service
06/10/2025	DVLA	NWCC	347.50	NWCC - GU73 HVA Road Tax
06/10/2025	Adobe	NWCC	198.96	NWCC - Adobe Licence 08/08/25-07/08/26
06/10/2025	CANVA	NWCC	129.00	NWCC - Canva Design Subs
06/10/2025	D B S Ltd	NWCC	128.09	NWCC - MH Disabled WC Fixings
06/10/2025	MSDC	NWCC	100.00	NWCC - Big Reveal Road Closure
06/10/2025	SP Clarkes	NWCC	61.20	NWCC - Disabled WC Safety Mirror
06/10/2025	SP Poppy Shop	NWCC	50.00	NWCC - 10x Large Poppies
06/10/2025	Iceland	NWCC	48.43	NWCC - YC Tuck Shop Supplies
06/10/2025	Land Registry	NWCC	28.00	NWCC - 2x Land Registry Searches
06/10/2025	Lebara	NWCC	24.90	NWCC - Monthly SIM Cardfs
06/10/2025	Halfords	NWCC	10.99	NWCC - Green Paint for Post
06/10/2025	Sainsburys	NWCC	7.00	NWCC - QRC Goat Food

1,664.07

**EAST GRINSTEAD TOWN COUNCIL PAYMENTS - November 2025**

**Payments Listing - November 2025**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Payment Ref</b>	<b>Amount Paid (£)</b>	<b>Transaction Detail</b>
18/11/2025	Net Salaries	NET SAL	54,740.69	November 2025 Net Pay
19/11/2025	HMRC	HMRC	17,790.59	HMRC PAYE October 2025
19/11/2025	WSCC	LGPS	15,707.01	LGPS October 2025
19/11/2025	Chequer Mead	GRANT	5,833.33	Chq Mead Grant November 2025
28/11/2025	Strictly Tables & Chairs	BACS Pymnt	2,888.70	72x External Chairs & 3x Trolley
05/11/2025	Bull Trading Ltd	NOMINAL	2,881.20	EC Storage Unit
28/11/2025	Scott Combustion Ltd	BACS Pymnt	2,639.02	Replace Boiler Valves EC/OCH
28/11/2025	Scott Combustion Ltd	BACS Pymnt	2,248.80	Install Pressurisation Unit EC
20/11/2025	Valda Energy	VALDA	1,889.10	EC Electric November 2025
14/11/2025	Prime Response Ltd	NOMINAL	1,667.00	Big Reveal Road Marshalls
14/11/2025	Jacksons Fencing	BACS Pymnt	1,625.26	EC Car Park Barrier Arm
03/11/2025	MSDC	NNDR	1,272.00	EC NNDR 8 of 10
14/11/2025	Oakhurst Builders	BACS Pymnt	1,260.00	ECM Top Terrace Block Paving
14/11/2025	Jacksons Fencing	BACS Pymnt	1,241.18	Works to Cycle Rack Area
28/11/2025	Tuckwells	BACS Pymnt	1,211.00	Strimmer & Pruner
06/11/2025	Mantra Magazines	NOMINAL	1,170.00	Delivery of The Line
14/11/2025	Airtech Ltd	BACS Pymnt	1,044.00	Air Con Maint 1/9/25-31/8/26
28/11/2025	Holly Tree Surgeons Ltd	BACS Pymnt	1,020.00	MNA Treeworks
28/11/2025	Biffa Waste Services	BACS Pymnt	1,018.68	2x Wheelie Bin 27/12-27/03/26
24/11/2025	Everflow	EVERFLOW	1,008.48	Water Charges 18/12/25 - 17/01/26
25/11/2025	All Kids	NOMINAL	1,000.00	ALL Kids - OCH Air Con. Contribution
28/11/2025	Focus	FOCUS	924.00	B'band Rental & Phones Dec'25
04/11/2025	NWCC	NWCC	719.78	NWCC - see analysis below
28/11/2025	JJL Computers Ltd	BACS Pymnt	686.14	Big Reveal Sound & Stage
20/11/2025	Reef Water Solutions	NOMINAL	504.00	EC Public WC Legionella Testing
03/11/2025	MSDC	NNDR	469.00	MH NNDR 8 of 10
10/11/2025	MSDC	NNDR	469.00	OCH NNDR 8 of 10
14/11/2025	Marmax Products	BACS Pymnt	465.60	Replacement Bench TH Rec.
14/11/2025	Osiris Water Management Ltd	BACS Pymnt	430.80	Resampling EC Toilets
05/11/2025	Nick Cook	NOMINAL	430.00	Big Reveal Entertainment
24/11/2025	RG Distribution Ltd	NOMINAL	421.20	Tourism Merch 100x Bears
28/11/2025	J Watson	BACS Pymnt	420.00	Labour for November JW
28/11/2025	St John Ambulance	BACS Pymnt	400.32	SJA 1st Aid Classic Car Show
14/11/2025	G Hearn	NOMINAL	400.00	Cemetery Services November '25
11/11/2025	Prime Response	NOMINAL	395.00	Road Marshalls Remembrance Day
28/11/2025	St John Ambulance	BACS Pymnt	369.60	SJA 1st Aid Big Reveal
17/11/2025	British Gas	BRITISHGAS	366.38	EC Gas to 31/10/25
14/11/2025	Playdale Playgrounds Ltd	BACS Pymnt	360.00	Repairs Rota Bouncer Playpark
14/11/2025	Society of Local Council Clerks	BACS Pymnt	360.00	SLCC Membership SM
20/11/2025	MSDC	NNDR	354.00	MNC NNDR 8 of 10
28/11/2025	Health Assured Ltd	BACS Pymnt	354.00	OH Referral MH
14/11/2025	Scott Combustion Ltd	BACS Pymnt	351.00	ECM Heating Repair
28/11/2025	Britanniacrest Recycling Ltd	BACS Pymnt	341.22	MNC 8 Yard Skip
03/11/2025	YGP	YGP	325.52	OCH Electric October 2025
10/11/2025	Silvey Fleet	SILVEYFLEE	306.11	Fuel Charges October 2025
28/11/2025	Haven Memorials	BACS Pymnt	282.00	MNC Memorial Tablet
28/11/2025	James Hallan Council Guard	BACS Pymnt	280.00	Big Reveal Event Insurance
14/11/2025	Essential Safety Limited	BACS Pymnt	279.00	H&S Support 31/10/25-12/11/25
14/11/2025	TC Facilities Management Ltd	BACS Pymnt	276.59	EC Toilet Cleaning Oct 25
14/11/2025	Peninsula	PENINSULA	249.54	HR Support November 2025
21/11/2025	Archers Skip Bags & Waste Management	BACS Pymnt	240.00	Big Reveal Waste Collections
28/11/2025	BCW Party Ltd	NOMINAL	206.58	Photo Wall - Xmas Market
14/11/2025	Nurture Pest Control	BACS Pymnt	206.40	ECM Pest Cont 30/10/25-29/1/26
28/11/2025	Burgess Furniture	NOMINAL	203.65	3 Wheel Chair Trolley
28/11/2025	Biffa Waste Services	BACS Pymnt	203.52	OCH Wheelie Bin to 26/12/25
21/11/2025	Calabash Mint Ltd	BACS Pymnt	203.04	10x Jumbo Toilet Roll Packs
14/11/2025	Amazon Business	BACS Pymnt	200.33	YC Supplies
14/11/2025	BGL Communication	BACS Pymnt	200.00	Visit EG Web Nov 25-Oct 26
28/11/2025	Jetting Services Direct Ltd	BACS Pymnt	180.00	Jetwash Drains King St WC
14/11/2025	Society of Local Council Clerks	BACS Pymnt	160.20	Comm. Gov. Study Days SM
14/11/2025	Hey Presto	BACS Pymnt	152.00	Website Updates Nov 2025
21/11/2025	EG Concert Band	NOMINAL	150.00	Big Reveal - EG Concert Band
21/11/2025	Emma Wall	NOMINAL	150.00	Big Reveal Prize
14/11/2025	Aldridge & Trillwood Ltd	BACS Pymnt	141.30	EC Town Clerks Office Paint
17/11/2025	Silvey Fleet	SILVEYFLEE	136.74	Fuel Charges November 2025
28/11/2025	Barong Conservatories	BACS Pymnt	130.00	OCH Window Repair
28/11/2025	Amazon Business	BACS Pymnt	126.21	SSB YC Tuck Supplies
21/11/2025	Reef Water Solutions	NOMINAL	124.80	EC Public WC Legionella Testing
28/11/2025	Surrey County Council	BACS Pymnt	124.20	2x Kings YC DBS Checks
10/11/2025	MSDC	NNDR	124.00	SSB NNDR 8 of 10
14/11/2025	Amazon Business	BACS Pymnt	112.25	Kings YC Tuck
28/11/2025	Wealden Embroidery	BACS Pymnt	111.00	5x Trousers ODS
14/11/2025	ICCM	BACS Pymnt	108.00	Managing G.O.R., Training JW
28/11/2025	Mid Sussex Timber Co Ltd	BACS Pymnt	107.90	Felt and Fixings for Shed Gardener
14/11/2025	Amazon Business	BACS Pymnt	107.21	Big Reveal/Xmas Market Crafts

20/11/2025	British Gas	BRITISHGAS	105.50	MNC Electric October 2025
28/11/2025	Amazon Business	BACS Pymnt	99.98	Projector Screen ECM
14/11/2025	Society of Local Council Clerks	BACS Pymnt	99.00	Comm. Gov. Level 5 SH
17/11/2025	British Gas	BRITISHGAS	97.88	King St Electric October 2025
05/11/2025	Lodge Catering	NOMINAL	95.00	Mayors Reception Catering
28/11/2025	Tuckwells	BACS Pymnt	75.38	2x Safety Helmets ZE & FR
14/11/2025	Two Moons Computing Limited	BACS Pymnt	74.80	SSB Wi-Fi November
17/11/2025	Nat West	NAT WEST	69.79	Bankline Charges October 2025
14/11/2025	Radius	RADIUS	68.28	Vehicle Tracking November 2025
26/11/2025	Sage UK	SAGE	67.80	Sage Payroll November 2025
26/11/2025	Peninsula	PENINSULA	63.59	EAP Support November 2025
28/11/2025	Amazon Business	BACS Pymnt	60.85	Decorations for Xmas Market
14/11/2025	Screwfix Direct Ltd	BACS Pymnt	59.99	EC Paint for Offices
10/11/2025	Community People	GRANT	57.50	Community People Grant
14/11/2025	BGL Communication	BACS Pymnt	55.00	Visit EG Website Nov 25
14/11/2025	The Sign Co	BACS Pymnt	54.00	3x Events Banners
28/11/2025	Nat West	NAT WEST	51.72	Nat West Bank Charges October
11/11/2025	Elavon	ELAVON	49.55	Monthly PDQ Charges
28/11/2025	J S Locksmiths	BACS Pymnt	49.50	2x Sets Keys SSB
14/11/2025	Jewson	BACS Pymnt	48.89	MH Floor Repairs
28/11/2025	A Fletcher	NOMINAL	45.03	YC Expenses AF
28/11/2025	Amazon Business	BACS Pymnt	41.22	Laptop Case & Coffee
18/11/2025	Wessex IT	WESSEX IT	41.14	Hardware Disposal & Recycling
25/11/2025	PPM4	NOMINAL	39.00	Radio Replacement
17/11/2025	British Gas	BRITISHGAS	37.34	OCH Gas to 31.10.25
14/11/2025	Aldridge & Trillwood Ltd	BACS Pymnt	36.00	Office Supplies Painting
14/11/2025	Amazon Business	BACS Pymnt	35.57	Teabags & coffee
28/11/2025	Amazon Business	BACS Pymnt	33.24	Kings YC Storage Boxes
28/11/2025	Mid Sussex Timber Co Ltd	BACS Pymnt	32.64	Bike Rack Fixings
14/11/2025	Screwfix Direct Ltd	BACS Pymnt	30.06	OCH Paint Supplies
14/11/2025	Amazon Business	BACS Pymnt	29.70	SSB YC Halloween Craft
14/11/2025	Amazon Business	BACS Pymnt	27.71	4x Bottle Openers
14/11/2025	Screwfix Direct Ltd	BACS Pymnt	23.99	Toe Cap Wellington Boots MH
18/11/2025	EDF	EDF	23.23	SSB Electric October 2025
14/11/2025	Amazon Business	BACS Pymnt	22.48	Various Office Stationery
14/11/2025	Amazon Business	BACS Pymnt	20.38	Xmas Lights for Xmas Market
28/11/2025	Amazon Business	BACS Pymnt	19.54	Kings YC Extension Lead
14/11/2025	Jewson	BACS Pymnt	17.88	Cement for MH Flooring
14/11/2025	Amazon Business	BACS Pymnt	16.07	3x Label Tape
28/11/2025	Amazon Business	BACS Pymnt	15.19	Kings YC Ping Pongs
20/11/2025	British Gas	BRITISHGAS	14.65	High St. Powerbox to 05/11/25
28/11/2025	Amazon Business	BACS Pymnt	14.41	8x C Batteries
14/11/2025	Screwfix Direct Ltd	BACS Pymnt	14.28	EC Decorating Supplies
28/11/2025	Amazon Business	BACS Pymnt	13.98	Desk Protectors
14/11/2025	Mid Sussex Timber Co Ltd	BACS Pymnt	13.39	Wood for High St Xmas Display
14/11/2025	Mid Sussex Timber Co Ltd	BACS Pymnt	12.14	Wall Fixings for Reception
14/11/2025	Amazon Business	BACS Pymnt	11.95	A3 Paper

**Total Payments** 139,141.46

04/04/2025	Digit Marketing	NWCC	355.00	NWCC - Social Media Marketing Training IM
04/04/2025	Sainsburys	NWCC	193.88	NWCC - Mayors Parlour Refreshments
04/04/2025	Indeed	NWCC	146.00	NWCC - YC Recruitment Costs
04/04/2025	Lebara	NWCC	24.90	NWCC - Monthly SIM Cards

719.78

**EAST GRINSTEAD TOWN COUNCIL PAYMENTS - December 2025**

**Payments Listing - December 2025**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Payment Ref</b>	<b>Amount Paid (£)</b>	<b>Transaction Detail</b>
18/12/2025	Net Salaries	NET SAL	50,830.30	December 2025 Net Pay
18/12/2025	HMRC	HMRC	19,085.26	HMRC PAYE November 2025
18/12/2025	WSCC LGPS	LGPS	15,296.86	LGPS November 2025
17/12/2025	Chequer Mead	GRANT	5,833.33	Chq Mead Grant December
18/12/2025	Dirt Factory Ltd	NOMINAL	2,805.00	Pump Track 2026 - 50% deposit
19/12/2025	Valda	VALDA	2,525.65	EC Electricity December 2025
05/12/2025	NWCC	NWCC	2,358.16	NWCC - see analysis below
12/12/2025	G Burley & Sons Ltd	BACS Pymnt	1,536.00	8x Xmas Solar Trees
01/12/2025	MSDC	NNDR	1,272.00	EC NNDR 9 of 10
12/12/2025	The Festive Lighting Co	BACS Pymnt	1,188.00	Xmas Lights Repair
22/12/2025	Everflow	EVERFLOW	1,012.09	Water Charges 18/01/26 - 17/02/26
12/12/2025	Main Street Signs	BACS Pymnt	944.52	10x Street Name Plates
01/12/2025	Wessex IT	WESSEX IT	864.80	IT Service Contract December 2025
31/12/2025	Wessex IT	WESSEX	864.80	IT Service Contract January 2026
15/12/2025	British Gas	BRITISHGAS	831.45	EC Gas November 2025
02/12/2025	Hendy Motors	NOMINAL	813.58	WR72 HPU Service & Brake Pads
15/12/2025	British Gas	BRITISHGAS	799.01	OCH Gas November 2025
30/12/2025	Focus	FOCUS	764.44	B'band, Rental & Phones Jan' 26
19/12/2025	Positive Lighting Installations	BACS Pymnt	630.00	Xmas Lights Infrastructure Repair
19/12/2025	Marmax Products Ltd	BACS Pymnt	606.18	Boarding for M.N.C
12/12/2025	David Edwards	BACS Pymnt	564.00	Installation of Fan in Workshop
12/12/2025	Redland EMBT Group Limited	BACS Pymnt	532.62	Various Caretaking Supplies
12/12/2025	Marmax Products Ltd	BACS Pymnt	512.88	Memorial Bench
01/12/2025	MSDC	NNDR	469.00	MH NNDR 9 of 10
10/12/2025	MSDC	NNDR	469.00	OCH NNDR 9 of 10
12/12/2025	Marmax Products Ltd	BACS Pymnt	462.96	3 Seater Bench
17/12/2025	G Hearn	NOMINAL	400.00	Cemetery Services December '25
03/12/2025	YGP	YGP	393.83	OCH Electric November '25
12/12/2025	The Sign Co	BACS Pymnt	360.00	Kings YC Banner
22/12/2025	MSDC	NNDR	354.00	MNC NNDR 9 of 10
19/12/2025	Barker Plumbing	BACS Pymnt	310.00	Plumbing Repairs EC & OCH
12/12/2025	Essential Safety Limited	BACS Pymnt	279.00	H&S Support 13/11-12/12/25
12/12/2025	TC Facilities Management Ltd	BACS Pymnt	276.59	EC Toilet Cleaning Nov 25
12/12/2025	David Edwards	BACS Pymnt	270.00	MH Bar Downlighters
19/12/2025	J Watson	BACS Pymnt	270.00	Labour December '25
12/12/2025	Screwfix Direct	BACS Pymnt	268.99	Makita Drill Set ODS
12/12/2025	South East Fire Protection	BACS Pymnt	257.24	Remote Fire Alarm Monitoring
12/12/2025	South East Fire Protection	BACS Pymnt	252.00	6 Month Alarm Monitoring
15/12/2025	Peninsula	PENINSULA	249.54	HR Support December 2025
16/12/2025	EDF	EDF	246.69	SSB Electric November 2025
22/12/2025	Silvey Fleet	SILVEYFLEE	235.86	Fuel Charges December 2025
11/12/2025	Wessex IT	WESSEX IT	228.00	IT Minor Issue Resolutions
12/12/2025	RG Distribution Ltd	NOMINAL	228.00	100x Fridge Magnets
12/12/2025	Kent County Council	BACS Pymnt	212.63	Copier Rental Jan-March 26
23/12/2025	AAT	NOMINAL	208.00	Professional Fees FMAAT
01/12/2025	Silvey Fleet	SILVEYFLEE	205.45	Fuel Charges November 2025
12/12/2025	Calabash Mint Ltd	BACS Pymnt	203.04	10x Jumbo Toilet Rolls
12/12/2025	Hey Presto	BACS Pymnt	171.00	Website Updates Dec 2025
22/12/2025	British Gas	BRITISHGAS	165.53	MNC Electric November 2025
12/12/2025	First Stop Safety	BACS Pymnt	154.14	PAT Test Calibration/Microwave
11/12/2025	EG Concert Band	NOMINAL	150.00	EG Concert Band - Xmas Market
12/12/2025	David Edwards	BACS Pymnt	126.00	EC Room 42 Light Fitting
12/12/2025	Archers	BACS Pymnt	125.00	Xmas Market Waste Removal
10/12/2025	MSDC	NNDR	124.00	SSB NNDR 9 of 10
08/12/2025	Elavon	ELAVON	123.02	Monthly PDQ Charges
12/12/2025	David Edwards	BACS Pymnt	120.00	Annual Check High St Elec. Box
12/12/2025	Aldridge & Trillwood	BACS Pymnt	116.33	Office Painting Supplies
19/12/2025	Soft Surfaces Ltd	BACS Pymnt	112.80	Wetpour Repair Playpark
16/12/2025	British Gas	BRITISHGAS	104.31	King St Electric November 2025
12/12/2025	i2Comply	BACS Pymnt	102.00	5x Online Training
12/12/2025	Two Moons Computing Limited	BACS Pymnt	74.80	SSB Wi-Fi Dec 2025
12/12/2025	David Edwards	BACS Pymnt	72.00	OCH Emergency Light Repair
12/12/2025	David Edwards	BACS Pymnt	72.00	Connecting Freezers MH
15/12/2025	Nat West	NATWEST	70.20	Bankline Charges November 2025
29/12/2025	Sage UK	SAGE UK	70.20	Sage Payroll December 2025
15/12/2025	Radius	RADIUS	68.28	Vehicle Tracking December 2025
29/12/2025	Peninsula	PENINSULA	63.59	EAP Support December 2025
12/12/2025	PHS Group	BACS Pymnt	62.89	OCH Wate Collection Jan 26
31/12/2025	Nat West	NAT WEST	61.40	Bank Charges November 2025
12/12/2025	Wealden Embroidery & Print	BACS Pymnt	57.24	6x Thermal Hats ODS
12/12/2025	BGL Communications Ltd	BACS Pymnt	55.00	Visit EG Website Dec' 2025
12/12/2025	Amazon Business	BACS Pymnt	54.43	Whiteboard & 2x Laptop Case
12/12/2025	Horace Fuller	BACS Pymnt	51.49	2x 5Litre Oil
12/12/2025	J S Locksmiths	BACS Pymnt	41.60	7x Keys for Storage Unit EC
12/12/2025	Amazon Business	BACS Pymnt	39.98	ECM Xmas Cluster Lights

12/12/2025 Amazon Business	BACS Pymnt	33.53 Batteries & Tape
19/12/2025 Amazon Business	BACS Pymnt	33.14 5x Storage Boxes YC
01/12/2025 EE Ltd	EE LTD	31.92 Cemetery Broadband December '25
31/12/2025 EE Ltd	EE LTD	31.92 Cemetery Broadband January '26
12/12/2025 Hey Presto	BACS Pymnt	30.00 Visit EG Domain Renewal
19/12/2025 Horace Fuller	BACS Pymnt	28.13 Parts for Strimmer
22/12/2025 British Gas	BRITISHGAS	27.96 High St powerbox to 05/12/25
12/12/2025 Aldridge & Trillwood	BACS Pymnt	27.10 Sandolin & Brush
19/12/2025 Amazon Business	BACS Pymnt	26.99 Large Tub Anti-Bac Wipes
17/12/2025 A Merricks	NOMINAL	26.91 EGTC Volunteer Xmas Gifts
12/12/2025 Hydraulic Plant Services	BACS Pymnt	26.66 5 Litres Diesel Oil
12/12/2025 Amazon Business	BACS Pymnt	26.25 3x 6 Pack C Batteries
12/12/2025 Imberhorne Lane Nursery	BACS Pymnt	25.98 Secateurs
19/12/2025 Mid Sussex Timber Co Ltd	BACS Pymnt	22.94 Plywood OCH Stairs
12/12/2025 Amazon Business	BACS Pymnt	21.90 Board Game SSB YC
12/12/2025 Amazon Business	BACS Pymnt	20.00 Game for SSB YC
12/12/2025 Amazon Business	BACS Pymnt	19.48 Mouse Mat/Wrist Support
19/12/2025 Amazon Business	BACS Pymnt	16.66 Biscuits for Hirers
12/12/2025 Amazon Business	BACS Pymnt	16.49 Pedal Bin OCH
19/12/2025 Screwfix Direct	BACS Pymnt	16.46 Trunking & PAT Testing Labels
12/12/2025 Screwfix Direct	BACS Pymnt	16.01 Repairs to Kitchenette ECM
12/12/2025 Mid Sussex Timber Co Ltd	BACS Pymnt	15.71 Makita Cutting Disc
19/12/2025 Amazon Business	BACS Pymnt	14.37 2x Locks for Display Cabinet
12/12/2025 Wealden Embroidery & Print	BACS Pymnt	14.16 EGTC Uniform
11/12/2025 A Fletcher	NOMINAL	12.59 Xmas Market Volunteer Exp.
19/12/2025 Amazon Business	BACS Pymnt	12.43 HDMI Cable Kings YC
12/12/2025 PHS Group	BACS Pymnt	11.51 SSB Waste Collection Jan 26

**Total Payments** 122,797.18

05/12/2025 National Office Furniture	NWCC	921.84 NWCC - Office Desks
05/12/2025 Catering & Hygiene Co.	NWCC	663.19 NWCC - MH New Fridge Cooler
05/12/2025 Blinds To Go Ltd	NWCC	201.13 NWCC - Blinds for EC & SSB
05/12/2025 Commercial Washrooms	NWCC	182.40 NWCC - King St. Toilet Roll Dispenser
05/12/2025 SLCC	NWCC	144.00 NWCC - PIALC Training
05/12/2025 Wix.com	NWCC	129.60 NWCC - East Court Wedding website
05/12/2025 Iceland	NWCC	79.10 NWCC - YC Tuck Shop Supplies
05/12/2025 Lebara	NWCC	24.90 NWCC - Monthly SIM Cards
05/12/2025 Computer Store	NWCC	12.00 NWCC - Laptop Cable

2,358.16

Date:02/10/2025

East Grinstead Town Council

Page 1

Time: 10:17

**Bank Reconciliation Statement as at 30/09/2025  
for Cashbook 1 - Current/Reserve Account**

User: D.CHAMBERS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat West Current Account	30/09/2025		6,485.20
			<u>6,485.20</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			6,485.20
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			6,485.20
		<b>Balance per Cash Book is :-</b>	<b>6,485.20</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

Bank Reconciliation Statement as at 30/09/2025  
for Cashbook 6 - Natwest Direct Reserve

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Direct Reserve	30/09/2025		1,188,378.67
			<u>1,188,378.67</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,188,378.67
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,188,378.67
		Balance per Cash Book is :-	1,188,378.67
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 31/10/2025  
for Cashbook 1 - Current/Reserve Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat West Current Account	31/10/2025		6,099.13
			<u>6,099.13</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
31/10/2025 BACS Pymnt BACS P/L Pymnt Page 3803		2,492.60	
			<u>2,492.60</u>
			3,606.53
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			3,606.53
		Balance per Cash Book is :-	3,606.53
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 31/10/2025  
for Cashbook 6 - Natwest Direct Reserve

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Direct Reserve	31/10/2025		1,076,695.23
			<u>1,076,695.23</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,076,695.23
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,076,695.23
		Balance per Cash Book is :-	1,076,695.23
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 30/11/2025  
for Cashbook 1 - Current/Reserve Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat West Current Account	30/11/2025		8,978.25
			<u>8,978.25</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			8,978.25
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			8,978.25
		Balance per Cash Book is :-	8,978.25
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 30/11/2025  
for Cashbook 6 - Natwest Direct Reserve

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Direct Reserve	30/11/2025		959,635.20
			<u>959,635.20</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			959,635.20
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			959,635.20
		Balance per Cash Book is :-	959,635.20
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 31/12/2025  
for Cashbook 1 - Current/Reserve Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat West Current Account	31/12/2025		14,310.69
			<u>14,310.69</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			14,310.69
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			14,310.69
		Balance per Cash Book is :-	14,310.69
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

**Bank Reconciliation Statement as at 31/12/2025  
for Cashbook 6 - Natwest Direct Reserve**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Direct Reserve	31/12/2025		860,423.00
			<u>860,423.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			860,423.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			860,423.00
		<b>Balance per Cash Book is :-</b>	<b>860,423.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>100 Democratic Representation</b>							
4001 Salaries and Wages	44,629	36,137	48,110	11,973		11,973	75.1%
4002 Emps. NI & Superann.	12,838	11,412	15,209	3,797		3,797	75.0%
4012 Members Training	152	245	750	505		505	32.7%
4013 Mayors Allowance	2,148	198	2,148	1,950		1,950	9.2%
4014 Civic and Ceremonial	1,213	330	1,600	1,270		1,270	20.6%
4049 Member Expenses	17,628	12,234	19,574	7,340		7,340	62.5%
4050 Election Costs	0	0	7,000	7,000		7,000	0.0%
4600 Support Service Allocation-In	15,836	12,693	16,708	4,015		4,015	76.0%
Democratic Representation :- Indirect Expenditure	94,443	73,249	111,099	37,850	0	37,850	65.9%
Net Expenditure	(94,443)	(73,249)	(111,099)	(37,850)			
<b>200 Corporate Management</b>							
1190 Bank/Investment Income	37,460	26,009	30,000	3,991			86.7%
1201 Miscellaneous Income	1,292	526	500	(26)			105.3%
Corporate Management :- Income	38,753	26,536	30,500	3,964			87.0%
4001 Salaries and Wages	51,664	41,827	55,682	13,855		13,855	75.1%
4002 Emps. NI & Superann.	14,820	13,190	17,577	4,387		4,387	75.0%
4131 Legal Expenses	0	420	1,500	1,080		1,080	28.0%
4133 Internal Audit Fee	419	226	580	354		354	39.0%
4134 External Audit Fee	2,100	0	2,100	2,100		2,100	0.0%
4135 Treasury and Bank Charges	2,483	1,810	2,350	540		540	77.0%
4138 PWLB Capital Repayments	8,100	4,184	8,459	4,275		4,275	49.5%
4139 PWLB Interest Repayments	3,734	1,733	3,375	1,642		1,642	51.4%
4600 Support Service Allocation-In	14,959	12,406	16,218	3,812		3,812	76.5%
Corporate Management :- Indirect Expenditure	98,278	75,795	107,841	32,046	0	32,046	70.3%
Net Income over Expenditure	(59,525)	(49,260)	(77,341)	(28,081)			
<b>300 East Court Estate</b>							
1000 East Court Income	86,106	66,359	85,000	18,641			78.1%
1001 Meridian Hall Income	83,334	73,985	80,000	6,015			92.5%
1002 Old Court House Income	52,315	41,702	53,000	11,298			78.7%
1006 Sunnyside Income	9,102	6,944	15,000	8,056			46.3%
East Court Estate :- Income	230,856	188,990	233,000	44,010			81.1%
4001 Salaries and Wages	258,661	205,412	272,255	66,843		66,843	75.4%
4002 Emps. NI & Superann.	73,640	62,881	83,587	20,706		20,706	75.2%
4008 Staff Training	1,125	251	3,500	3,249		3,249	7.2%
4021 Uniform Business Rate	25,831	24,196	28,000	3,804		3,804	86.4%

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4022 Gas	18,185	6,208	18,000	11,792		11,792	34.5%
4023 Electricity	27,792	17,478	33,000	15,522		15,522	53.0%
4024 Water and Sewerage	4,977	8,548	9,000	452		452	95.0%
4030 Cleaning Materials	3,170	2,225	3,270	1,045		1,045	68.1%
4031 Waste Collection	5,007	5,337	7,500	2,163		2,163	71.2%
4041 Telephone	580	452	660	208		208	68.5%
4061 Equipment Purchases	4,272	6,717	7,500	783		783	89.6%
4063 Building Service Contracts	16,991	10,661	17,374	6,713		6,713	61.4%
4064 Buildings Repairs & Maint.	42,372	35,992	56,210	20,218		20,218	64.0%
4066 Protective Clothing	1,078	845	1,500	655		655	56.3%
4075 Grounds Maintenance	10,668	5,472	15,000	9,528		9,528	36.5%
4076 East Court Play Area	11,735	494	4,000	3,506		3,506	12.3%
4152 Promotions & Advertisements	2,488	1,614	3,300	1,686		1,686	48.9%
4201 Miscellaneous Expenses	521	365	1,800	1,435		1,435	20.3%
4600 Support Service Allocation-In	93,963	76,271	100,089	23,818		23,818	76.2%
East Court Estate :- Indirect Expenditure	603,057	471,417	665,545	194,128	0	194,128	70.8%
Net Income over Expenditure	(372,201)	(282,427)	(432,545)	(150,118)			
<u>400 Community Support</u>							
1080 Community Support Income	24,275	15,253	18,000	2,747			84.7%
Community Support :- Income	24,275	15,253	18,000	2,747			84.7%
4001 Salaries and Wages	10,650	8,567	11,434	2,867	2,867	2,867	74.9%
4002 Emps. NI & Superann.	3,059	2,705	3,614	909	909	909	74.8%
4091 Christmas Lights Grant	24,982	25,972	27,000	1,028	1,028	1,028	96.2%
4092 EG Twinning Grant	500	0	1,500	1,500	1,500	1,500	0.0%
4093 High Street Traders Events	0	250	250	0	0	0	100.0%
4094 CAB Grant	1,500	0	1,500	1,500	1,500	1,500	0.0%
4095 Age Concern Grant	1,000	0	1,000	1,000	1,000	1,000	0.0%
4096 EG Christmas Promotions	2,449	1,096	600	(496)	(496)	(496)	182.7%
4097 CVS Rent Grant	96	265	1,800	1,535	1,535	1,535	14.7%
4098 Community Grants-Other	5,000	5,000	5,000	0	0	0	100.0%
4099 Defibrillators Batteries Fund	990	0	500	500	500	500	0.0%
4101 Youth Sports Grants	4,700	0	3,500	3,500	3,500	3,500	0.0%
4103 Youth Services Advisor	11,881	10,096	8,167	(1,929)	(1,929)	(1,929)	123.6%
4104 Employment Support Initiatives	0	0	400	400	400	400	0.0%
4105 Town Events	3,542	13,406	8,500	(4,906)	(4,906)	(4,906)	157.7%
4107 Campaign Initiatives	1,892	0	1,000	1,000	1,000	1,000	0.0%
4109 EG Community Bonfire	900	0	900	900	900	900	0.0%
4116 Summer programme	15,044	17,054	13,300	(3,754)	(3,754)	(3,754)	128.2%

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4117 ATC Grant	200	0	200	200		200	0.0%
4118 Speedwatch Equipment	0	190	500	310		310	38.0%
4119 Dementia Friendly East Grinste	30	0	250	250		250	0.0%
4123 EG Museum Grant	3,500	0	3,500	3,500		3,500	0.0%
4127 Veterans Day	550	542	550	8		8	98.6%
4128 Remembrance Day	437	945	600	(345)		(345)	157.5%
4129 Disability Access	500	500	500	0		0	100.0%
4137 Bluebell Heritage Project	0	1,200	1,200	0		0	100.0%
4600 Support Service Allocation-In	14,171	12,761	17,216	4,455		4,455	74.1%
Community Support :- Indirect Expenditure	<u>107,572</u>	<u>100,549</u>	<u>114,481</u>	<u>13,932</u>	<u>0</u>	<u>13,932</u>	<u>87.8%</u>
Net Income over Expenditure	<u>(83,298)</u>	<u>(85,295)</u>	<u>(96,481)</u>	<u>(11,186)</u>			
<u>500 Planning</u>							
1106 S106 Income	0	10,000	0	(10,000)			0.0%
Planning :- Income	<u>0</u>	<u>10,000</u>	<u>0</u>	<u>(10,000)</u>			
4001 Salaries and Wages	16,126	13,071	17,410	4,339		4,339	75.1%
4002 Emps. NI & Superann.	4,667	4,145	5,526	1,381		1,381	75.0%
4130 Planning Consultancy	0	0	3,000	3,000		3,000	0.0%
4136 Neighbourhood Plan	11,981	10,573	15,000	4,427		4,427	70.5%
4600 Support Service Allocation-In	5,323	5,791	7,246	1,455		1,455	79.9%
Planning :- Indirect Expenditure	<u>38,097</u>	<u>33,579</u>	<u>48,182</u>	<u>14,603</u>	<u>0</u>	<u>14,603</u>	<u>69.7%</u>
Net Income over Expenditure	<u>(38,097)</u>	<u>(23,579)</u>	<u>(48,182)</u>	<u>(24,603)</u>			
<u>600 Economic Development &amp; Tourism</u>							
1012 Tourism Sales	1,025	1,514	1,500	(14)			100.9%
1026 Market income	0	2,246	3,250	1,004			69.1%
1070 MSDC Initiative Grants	13,635	0	13,635	13,635			0.0%
Economic Development & Tourism :- Income	<u>14,660</u>	<u>3,760</u>	<u>18,385</u>	<u>14,625</u>			<u>20.4%</u>
4001 Salaries and Wages	74,295	59,613	79,131	19,518		19,518	75.3%
4002 Emps. NI & Superann.	20,019	16,425	24,061	7,636		7,636	68.3%
4041 Telephone	240	110	360	250		250	30.6%
4110 Economic Development Init.	0	189	1,800	1,611		1,611	10.5%
4111 Tourism Initiatives	2,902	4,518	5,000	482		482	90.4%
4115 Business Support Initiatives	0	0	400	400		400	0.0%
4122 Mid Sussex Marathon	1,000	1,000	1,000	0		0	100.0%
4124 Sustainability and Enhancement	4,828	5,941	25,000	19,059		19,059	23.8%
4600 Support Service Allocation-In	21,113	18,308	24,206	5,898		5,898	75.6%
Economic Development & Tourism :- Indirect Expenditure	<u>124,396</u>	<u>106,104</u>	<u>160,958</u>	<u>54,854</u>	<u>0</u>	<u>54,854</u>	<u>65.9%</u>
Net Income over Expenditure	<u>(109,736)</u>	<u>(102,344)</u>	<u>(142,573)</u>	<u>(40,229)</u>			

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>700 Cemetery Services</u>							
1004 Mount Noddy Lodge Rent	10,500	7,875	10,730	2,855			73.4%
1020 Cemetery Fees & Charges	40,702	34,413	45,000	10,588			76.5%
Cemetery Services :- Income	<u>51,202</u>	<u>42,288</u>	<u>55,730</u>	<u>13,443</u>			<u>75.9%</u>
4001 Salaries and Wages	48,010	36,589	46,386	9,797	9,797		78.9%
4002 Emps. NI & Superann.	13,187	10,883	14,073	3,190	3,190		77.3%
4023 Electricity	1,176	810	1,200	390	390		67.5%
4024 Water and Sewerage	731	438	750	312	312		58.3%
4031 Waste Collection	2,068	1,706	3,000	1,294	1,294		56.9%
4061 Equipment Purchases	2,981	2,755	3,000	245	245		91.8%
4064 Buildings Repairs & Maint.	10,014	5,110	8,000	2,890	2,890		63.9%
4075 Grounds Maintenance	5,344	1,015	3,700	2,685	2,685		27.4%
4080 Planting-Roundabouts/Baskets	125	173	800	627	627		21.6%
4086 Fuel-Mowers/Tractors/Digger	1,491	1,080	1,440	360	360		75.0%
4201 Miscellaneous Expenses	4,950	4,368	6,000	1,632	1,632		72.8%
4600 Support Service Allocation-In	16,542	11,974	15,638	3,664	3,664		76.6%
Cemetery Services :- Indirect Expenditure	<u>106,619</u>	<u>76,900</u>	<u>103,987</u>	<u>27,087</u>	<u>0</u>	<u>27,087</u>	<u>74.0%</u>
Net Income over Expenditure	<u>(55,418)</u>	<u>(34,613)</u>	<u>(48,257)</u>	<u>(13,644)</u>			
<u>999 Civic Pride</u>							
1025 Allotment Rents	1,383	601	1,400	799			42.9%
1026 Market income	3,171	0	0	0			0.0%
1027 Traders Hanging Baskets	1,993	1,570	2,000	430			78.5%
1050 Roundabout Sponsorship	3,933	0	0	0			0.0%
1051 Flowerbed sponsorship	5,008	5,104	10,000	4,896			51.0%
1070 MSDC Initiative Grants	4,214	5,303	3,500	(1,803)			151.5%
1072 WSCC Grant - Graffiti/ Other	4,260	4,260	1,700	(2,560)			250.6%
1201 Miscellaneous Income	9,281	1,200	650	(550)			184.6%
Civic Pride :- Income	<u>33,243</u>	<u>18,038</u>	<u>19,250</u>	<u>1,212</u>			<u>93.7%</u>
4001 Salaries and Wages	85,911	76,294	89,433	13,139	13,139		85.3%
4002 Emps. NI & Superann.	23,154	22,045	27,112	5,067	5,067		81.3%
4041 Telephone	360	270	360	90	90		75.0%
4061 Equipment Purchases	2,847	2,135	6,000	3,865	3,865		35.6%
4085 Vehicle Tax/Insurance/Maint.	8,298	6,125	9,500	3,375	3,375		64.5%
4171 Town Clocks	840	325	600	275	275		54.2%
4172 War Memorials	0	0	800	800	800		0.0%
4173 Public Seats	1,463	1,729	1,500	(229)	(229)		115.3%
4174 Litter Bins	1,438	0	3,000	3,000	3,000		0.0%
4176 Bus Shelters	1,760	15	400	385	385		3.6%

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4177 Notice Boards	0	0	200	200		200	0.0%
4178 Turners Hill Rec Ground	386	0	1,000	1,000		1,000	0.0%
4180 Street Lighting	22,500	0	23,000	23,000		23,000	0.0%
4181 CCTV Maintenance	0	0	1,000	1,000		1,000	0.0%
4182 Graffiti Removal	2,428	0	500	500		500	0.0%
4183 Public Works	24,733	21,285	30,000	8,715		8,715	70.9%
4184 Street Scene Planting	12,946	13,040	18,000	4,960		4,960	72.4%
4185 Public Toilets	15,451	6,369	15,330	8,961		8,961	41.5%
4186 Winter Maintenance	251	0	3,000	3,000		3,000	0.0%
4187 Water Fountain Maintenance	1,609	816	2,500	1,684		1,684	32.6%
4201 Miscellaneous Expenses	25	27	250	223		223	10.8%
4600 Support Service Allocation-In	40,823	32,408	41,329	8,921		8,921	78.4%
Civic Pride :- Indirect Expenditure	247,223	182,882	274,814	91,932	0	91,932	66.5%
Net Income over Expenditure	(213,980)	(164,844)	(255,564)	(90,720)			
<b>1000 Charities</b>							
4120 Chequer Mead Grant	70,000	52,500	70,000	17,500		17,500	75.0%
Charities :- Indirect Expenditure	70,000	52,500	70,000	17,500	0	17,500	75.0%
Net Expenditure	(70,000)	(52,500)	(70,000)	(17,500)			
<b>1100 Central Admin &amp; Support</b>							
4001 Salaries and Wages	90,027	68,228	91,470	23,242		23,242	74.6%
4002 Emps. NI & Superann.	25,689	21,256	28,501	7,245		7,245	74.6%
4008 Staff Training	4,629	9,814	12,800	2,986		2,986	76.7%
4009 Travelling	1,308	906	1,600	694		694	56.6%
4041 Telephone	8,924	6,880	9,200	2,320		2,320	74.8%
4042 Insurance	32,339	34,598	37,000	2,402		2,402	93.5%
4043 Printing and Stationery	3,004	2,276	4,500	2,224		2,224	50.6%
4044 Books and Journals	142	0	180	180		180	0.0%
4045 Postage	76	174	250	76		76	69.6%
4046 Subs to Local Authority Assns.	3,971	3,636	5,420	1,784		1,784	67.1%
4047 Subscriptions	1,973	1,068	1,750	682		682	61.0%
4061 Equipment Purchases	1,192	1,061	2,000	939		939	53.1%
4132 HR Consultancy	6,487	4,637	6,645	2,008		2,008	69.8%
4151 Civic News	5,347	5,348	6,234	886		886	85.8%
4152 Promotions & Advertisements	0	0	800	800		800	0.0%
4155 Webmaster/Website Costs	2,640	2,096	3,000	904		904	69.9%
4156 IT Hardware/Software	32,068	19,115	24,000	4,885		4,885	79.6%
4157 PRS Music Licence	0	0	800	800		800	0.0%

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2025

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4201 Miscellaneous Expenses	2,914	1,518	2,500	982		982	60.7%
4601 Support Service Allocation-Out	(222,730)	(182,612)	(238,650)	(56,038)		(56,038)	76.5%
Central Admin & Support :- Indirect Expenditure	(0)	(0)	0	0	0	0	
Net Expenditure	0	0	0	(0)			
<u>1200 Capital Fund</u>							
4209 Capital - EC Play Area	9,172	0	0	0		0	0.0%
4214 Capital - Public WC	0	0	3,000	3,000		3,000	0.0%
4222 Cemetery Fund	3,716	12,090	20,000	7,910		7,910	60.4%
Capital Fund :- Indirect Expenditure	12,888	12,090	23,000	10,910	0	10,910	52.6%
Net Expenditure	(12,888)	(12,090)	(23,000)	(10,910)			
<u>1300 Precept</u>							
1176 Precept	1,237,078	978,782	1,305,042	326,261			75.0%
Precept :- Income	1,237,078	978,782	1,305,042	326,261			75.0%
Net Income	1,237,078	978,782	1,305,042	326,261			
Grand Totals:- Income	1,630,066	1,283,646	1,679,907	396,261			76.4%
Expenditure	1,502,574	1,185,065	1,679,907	494,842	0	494,842	70.5%
Net Income over Expenditure	127,492	98,581	0	(98,581)			
Movement to/(from) Gen Reserve	127,492	98,581	0	(98,581)			

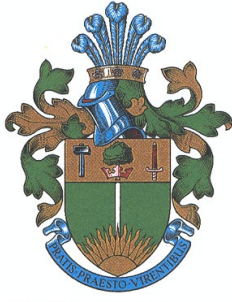
**EAST GRINSTEAD TOWN COUNCIL Budget 2026/27 (including 2025/26 budget & 2024/25 budget for comparison purposes)**

	Budget	Budget	Budget	2026-2027 Supporting Commentary
	2024/25	2025/26	2026/27	
Budget Requirement	1,237,078	1,305,042	1,389,998	
Precept	1,237,078	1,305,042	1,389,998	
Band D =	103.44	108.24	114.59	The annual increase of £6.35 (12p per week) is based on the new tax base.
% Increase	10.9	4.6	5.9	
	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	
<b>SUMMARY</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	
Democratic Representation	107,079	111,099	115,542	
Corporate Management	78,330	77,341	82,947	
East Court Estate	411,293	432,545	419,674	
Community Support	79,850	96,480	141,589	
Planning	35,838	48,182	49,890	
Economic Development & Tourism	131,405	142,573	124,939	
Cemetery Services	56,723	48,257	50,742	
Civic Pride	248,560	255,564	306,675	
Charities	70,000	70,000	70,000	
Capital Fund	18,000	23,000	28,000	
<b>TOTAL</b>	<b>1,237,078</b>	<b>1,305,042</b>	<b>1,389,998</b>	
<b><u>Democratic Representation</u></b>				
Salaries and Wages	47,573	48,110	52,580	
Emps. NI & Superann.	13,886	15,209	15,039	
Members Training	750	750	750	
Mayors Allowance	2,148	2,148	2,148	
Civic and Ceremonial	1,600	1,600	1,400	
Member Allowances	19,041	19,574	19,574	
Election Costs	6,000	7,000	7,000	
Support Service Allocation-In	16,081	16,708	17,051	This budget is the proportional reallocation of all Central Admin Expenditure
<b>Total Domestic Representations Exps</b>	<b>107,079</b>	<b>111,099</b>	<b>115,542</b>	
<b><u>Corporate Management</u></b>				
Salaries and Wages	55,039	55,682	60,852	The increase is a result of budgeting for a 3.2% Cost of Living increase along with any contractual increments applied
Emps. NI & Superann.	16,022	17,577	17,379	The increase is a result of budgeting for a 3.2% Cost of Living increase along with any contractual increments applied, however the increase has been offset by a reduction in Employers Pension Contribution
Legal Expenses	1,000	1,500	1,500	Ad Hoc legal advice. No EMR in place
Internal Audit Fee	580	580	540	
External Audit Fee	2,100	2,100	2,100	
Bank Charges	2,300	2,350	2,500	Covers all financial transaction fees & charges including costs incurred from card payments
PWLB repayment	11,834	11,834	11,834	Sunnyside Barn loan
Support Service Allocation-In	15,705	16,218	16,742	This budget is the proportional reallocation of all Central Admin Expenditure
<b>Total Corporate Management Exps</b>	<b>104,580</b>	<b>107,841</b>	<b>113,447</b>	
Bank/Investment Income	25,500	30,000	30,000	Anticipated income in current year is £33k although budget remaining at £30k to allow for interest rate reductions.
Miscellaneous Income	750	500	500	
<b>Total Income</b>	<b>26,250</b>	<b>30,500</b>	<b>30,500</b>	
<b>Net Expenditure</b>	<b>78,330</b>	<b>77,341</b>	<b>82,947</b>	
<b><u>East Court &amp; Estate</u></b>				
Salaries and Wages	266,660	272,255	277,026	The increase is a result of budgeting for a 3.2% Cost of Living increase along with any contractual increments applied
Emps. NI & Superann.	73,707	83,587	75,864	Reduction is due to the reduction in Employer percentage contribution
Staff Training	3,500	3,500	0	This budget line has been transferred to Cost Centre 1100 so all training is in one place
Business Rates	28,000	28,000	28,000	Payable to MSDC
Gas	10,500	18,000	18,000	
Electricity	35,000	33,000	33,000	
Water and Sewerage	9,400	9,000	9,000	
Cleaning Materials	3,200	3,270	3,100	Reduced by £170 to more accurately reflect anticipated consumption
Waste Collection	7,500	7,500	7,650	Increased by 2% to reflect anticipated price increases
Telephone	720	660	696	
Equipment Purchases	7,500	7,500	8,000	£500 increase requested by AM to allow for any price increases

Building Service Contracts	17,000	17,374	17,721	Increased by 2% to allow for inflationary price increases
Buildings Repairs & Maint.	55,000	56,210	56,210	
Protective Clothing / Uniform	1,500	1,500	1,500	
Grounds Maintenance	15,000	15,000	15,000	
East Court Play Area	4,000	4,000	4,000	
Licences & Marketing	3,300	3,300	3,500	Increased by £200 to allow for price increases. The Wedding Licence is paid for from this budget along with advertising.
Miscellaneous	1,800	1,800	1,500	
Support Service Allocation-In	96,006	100,089	96,907	This budget is the proportional reallocation of all Central Admin Expenditure
<b>Total East Court Estate Exps</b>	<b>639,293</b>	<b>665,545</b>	<b>656,674</b>	
East Court Income	80,000	85,000	86,000	
Meridian Hall Income	75,000	80,000	86,000	
Sunnyside Barn Income	20,000	15,000	10,000	Lower than anticipated income likely to be a result of : limited parking, restricted public transport options, high hourly rate & no caretaker support
Old Court House Income	53,000	53,000	55,000	No Wi-fi and not wheelchair friendly due to differing flooring levels.
<b>Total Income</b>	<b>228,000</b>	<b>233,000</b>	<b>237,000</b>	All East Court Income (including Sunnyside) has been adjusted to reflect actual anticipated income
<b>Net Expenditure</b>	<b>411,293</b>	<b>432,545</b>	<b>419,674</b>	
<b>Community Support</b>				
Salaries and Wages	11,427	11,434	12,442	The increase is a result of budgeting for a 3.2% Cost of Living increase along with any contractual increments applied
Emps. NI & Superann.	3,338	3,614	3,558	
Youth Club Staffing Costs	0	0	13,639	£9,050 is the cost of staffing the Sunnyside Youth Club. £4,589 is the cost of staffing the Kings Centre Youth Club
Christmas Lights	25,000	27,000	27,000	Xmas 2026 will be the 4th year of the 5 year contract
EG Twinning Grant	500	1,500	7,500	Increased to £7,500 as per SH & Cllr. HF
High Street Traders Events	250	250	0	Budget transferred into Town Events
CAB Grant	1,500	1,500	1,500	
Age UK	1,000	1,000	1,000	
EG Christmas Promotions	600	600	0	Budget transferred into Town Events
Community People Grant	2,800	1,800	1,000	This budget is used to offset their room hire & has been reduced as their number of bookings have reduced.
Community Grants	5,000	5,000	5,000	F&GP allocate this grant in September committee
Defibrillators Batteries Fund	500	500	500	
EG in Bloom	0	0	0	
Youth Sports Grants	3,500	3,500	3,500	F&GP allocate this grant in January committee
Sunnyside Youth Club	3,340	8,166	2,000	Budget reduced to £2k which covers general YC expenditure. The majority of this budget was staffing costs which is now shown in a separate line above (see line 78)
Kings Centre Youth Club	0	0	3,560	£2k is general YC expenditure (Crafts, Activities etc). The remaining £1,560 is hire of Kings Centre (£40 per week x 39 weeks)
Town Events	3,000	8,500	19,500	The new figure is a result of other budget lines being amalgamated into this budget line along with an increase of £1,050 to reflect the actual costs of Classic Car Show, Big Reveal, Xmas Market & the Pump Track. The further increase of £6,500 is to cover a 'wish list' of new proposed Town Events for the 26/27 year.
Employment Support Initiatives	400	400	0	Budget transferred into Town Events
Speedwatch Equipment	500	500	1,000	Increased by £500 to start allowing for the build up of an Earmarked Reserve to allow for SID replacements
Dementia Friendly East Grinstead	250	250	0	Removed as local dementia alliance no longer exists
Campaign Initiatives	1,000	1,000	0	Budget removed as incorporated into Events budget
East Court Live	13,000	13,300	16,000	ECL costs around £6k per event. The shortfall of £2k can be funded from the Earmarked Reserve
ATC Grant	200	200	200	
EG Museum Grant	3,500	3,500	3,500	
Armed Forces Day	550	550	748	Increased to £748 to accurately reflect the hall hire costs of the event
Remembrance Day	600	600	1,000	Increased by £400 to allow for Road Marshalls
Disability Access	500	500	500	
Bluebell Heritage Project	0	1,200	1,200	This can possibly be removed ? The budget was in place in 25/26 to support Railway 200
EG Bonfire Society	900	900	900	
Support Service Allocation-In	14,695	17,216	21,942	This budget is the proportional reallocation of all Central Admin Expenditure
<b>Total Community Support Exps</b>	<b>97,850</b>	<b>114,480</b>	<b>148,689</b>	
Community Support Income	18,000	18,000	2,000	

East Court Live Income	0	0	4,000	Any income for ECL & Youth Clubs was previously combined into the Community Support Income line. By splitting them out allows for greater transparency
Sunnyside Youth Club	0	0	1,000	Tuck Shop
Kings Centre Youth Club	0	0	100	Tuck Shop
<b>Total Income</b>	<b>18,000</b>	<b>18,000</b>	<b>7,100</b>	Total Community Income budget reduced by £10k to reflect the probable loss of South East Water Sponsorship.
<b>Net expenditure</b>	<b>79,850</b>	<b>96,480</b>	<b>141,589</b>	
<b>Planning</b>				
Salaries and Wages	17,351	17,410	19,055	The increase is a result of budgeting for a 3.2% Cost of Living increase along with any contractual increments applied
Emps. NI & Superann.	5,105	5,526	5,473	
Planning Consultancy	3,000	3,000	3,000	
Neighbourhood Plan	5,000	15,000	15,000	
Support Service Allocation-In	5,382	7,246	7,362	This budget is the proportional reallocation of all Central Admin Expenditure
<b>Total Planning Exps</b>	<b>35,838</b>	<b>48,182</b>	<b>49,890</b>	
<b>Economic Development &amp; Tourism</b>				
Salaries and Wages	75,555	79,131	83,185	The increase is a result of budgeting for a 3.2% Cost of Living increase along with any contractual increments applied
Emps. NI & Superann.	20,418	24,061	21,628	Reduction is due to the reduction in Employer percentage contribution
Telephone / Subscriptions	360	360	360	
Economic Development Init.	1,800	1,800	0	Budget transferred into Town Events
Tourism, Merchandise & Promotions	5,000	5,000	5,000	
Business Support Initiatives	400	400	0	Budget transferred into Town Events
Mid Sussex Marathon	1,000	1,000	1,000	
Sustainability & Enhancement	20,000	25,000	10,000	Reduced to £10k as per SH & SM <b>What is this line? Better description?</b>
Environmental Grant Scheme	0	0	1,000	Requested by SH & SM
Support Service Allocation-In	22,007	24,206	21,151	This budget is the proportional reallocation of all
<b>Total Economic Dev &amp; Tourism Exps</b>	<b>146,540</b>	<b>160,958</b>	<b>143,324</b>	
Tourism Sales	1,500	1,500	1,500	
Market income	0	3,250	3,250	
MSDC Tourism Support Grant	13,635	13,635	13,635	
<b>Total Income</b>	<b>15,135</b>	<b>18,385</b>	<b>18,385</b>	
<b>Net Expenditure</b>	<b>131,405</b>	<b>142,573</b>	<b>124,939</b>	
<b>Cemetery Services</b>				
Salaries and Wages	51,956	46,386	53,977	The increase is a result of budgeting for a 3.2% Cost of Living increase along with any contractual increments applied
Emps. NI & Superann.	14,364	14,073	14,126	
Electricity	1,000	1,200	1,200	
Water and Sewerage	560	750	750	
Waste Collection	2,850	3,000	3,000	
Equipment Purchases	3,000	3,000	3,000	
General Repairs & Maint.	8,000	8,000	8,000	
Grounds Maintenance	3,700	3,700	3,700	
Cemetery Planting	800	800	800	
Fuel-Mowers/Tractors/Digger	1,440	1,440	0	This budget line has been transferred to Motor Vehicles (see Line 161)
Cemetery Support	0	0	4,800	New budget line transferred from Cemetery Miscellaneous. This is 12 monthly payments of £400 to Gary Hearn for Cemetery support
Miscellaneous	6,000	6,000	1,000	Reduced by £200. The other £4,800 has been transferred to the above line.
Support Service Allocation-In	16,553	15,638	16,334	This budget is the proportional reallocation of all Central Admin Expenditure
<b>Total Cemetery Services Exps</b>	<b>110,223</b>	<b>103,987</b>	<b>110,687</b>	
Mount Noddy Lodge Rent	10,500	10,730	10,945	Rental increase of 2% to Cemetery Lodge applied
Cemetery Fees & Charges	43,000	45,000	49,000	Income expectation increased by £4k as a result of planned price increases w/e/f 01.04.26 (subject to Council approval)
<b>Total Income</b>	<b>53,500</b>	<b>55,730</b>	<b>59,945</b>	
<b>Net Expenditure</b>	<b>56,723</b>	<b>48,257</b>	<b>50,742</b>	
<b>Civic Pride</b>				
Salaries and Wages	91,596	89,433	131,818	The increase is predominately the result of the recruitment of 2 new Outdoor Services Staff
Emps. NI & Superann.	24,922	27,112	32,579	
Telephone	360	360	360	
Equipment Purchases	2,500	6,000	3,500	Reduced down as the £6k budget in 25/26 was to fund the purchase of a new trailer.
Motor Vehicles	9,500	9,500	10,940	Increased by £1,440. Budget transferred from Fuel budget in CC700 (see Line 148)
Town Clocks	600	600	500	
War Memorials	800	800	800	This is unlikely to be spent but gets transferred to an EMR at Y/E to allow for a 5 yearly structural survey
Public Benches	1,500	1,500	1,500	
Litter & Dog Bins	3,000	3,000	2,500	
Bus Shelters	200	400	400	
Notice & Information Boards	200	200	200	

Turners Hill Rec Ground	1,000	1,000	1,000	
Street Lighting	22,500	23,000	23,000	Payable to WSCC
CCTV Town	5,000	1,000	0	Budget removed as Town Centre CCTV now operated & managed by MSDC
Graffiti Removal	250	500	500	
Winter Maintenance	3,000	3,000	1,000	Reduced down to £1k as an EMR of £8,642 is in place
Public Works	30,000	30,000	30,000	Includes all tree works and tree plotter software licence also includes street nameplates and other ad hoc expenditure
Street Scene Planting	18,000	18,000	18,000	
High St Fountain maintenance	1,000	2,500	2,500	
Public Toilets	15,000	15,330	15,330	Includes all Public WC utility bills and maintenance costs
Miscellaneous	250	250	250	
Support Service Allocation-In	40,852	41,329	47,898	This budget is the proportional reallocation of all Central Admin Expenditure
<b>Total Civic Pride Exps</b>	<b>272,030</b>	<b>274,814</b>	<b>324,575</b>	
Allotment Rents	1,370	1,400	1,450	
Market income	3,250	0	0	
Traders Hanging Baskets	2,500	2,000	1,600	Reduced by £400 to accurately reflect current income. Nb: This has been affected by the loss of Broadley's
Sponsorship (planters gateways etc)	6,500	0	0	
Flowerbed sponsorship	4,000	10,000	9,000	Reduced by £1k to more accurately reflect predicted income
Street Nameplate MSDC Grant	3,500	3,500	3,500	
WSCC Grant - Roundabouts & Graffiti	1,700	1,700	1,700	
Miscellaneous Income	650	650	650	
<b>Total Income</b>	<b>23,470</b>	<b>19,250</b>	<b>17,900</b>	
<b>Net Expenditure</b>	<b>248,560</b>	<b>255,564</b>	<b>306,675</b>	
<b>Charities</b>				
Chequer Mead Grant	70,000	70,000	70,000	
<b>Total Chequer Mead Exps</b>	<b>70,000</b>	<b>70,000</b>	<b>70,000</b>	
<b>Central Admin &amp; Support</b>				
Salaries and Wages	90,851	91,470	93,683	The increase is a result of budgeting for a 3.2% Cost of Living increase along with any contractual increments applied
Emps. NI & Superann.	25,850	28,501	26,474	
Staff Training	7,000	12,800	16,300	Increased by £3,500. (Transferred in from CC300 training - see line 51)
Travelling	1,600	1,600	1,400	
Telephones & Broadband	9,000	9,200	9,200	
Insurance	34,800	37,000	40,000	Budget allows for agreed max 5% increase plus RPI (as per F&GP)
Printing and Stationery	4,800	4,500	4,300	
Books and Journals	180	180	180	
Postage	250	250	250	
Subs to Local Authority Assns.	5,300	5,420	5,000	
Subscriptions	1,750	1,750	2,000	
Equipment Purchases	2,000	2,000	2,000	
HR & DP Consultancy	6,500	6,645	6,500	
EGTC Newsletter	6,100	6,234	6,000	
Promotions & Advertisements	800	800	800	
Webmaster / Site Costs	3,000	3,000	3,000	
IT Hardware/Software	25,000	24,000	25,000	
PRS Music Licence	0	800	800	
Miscellaneous	2,500	2,500	2,500	
Support Service Allocation-In	-227,281	-238,650	-245,387	
<b>Total Central Admin &amp; Support Exps</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Capital Fund</b>				
Capital Project One - Cemetery Fund	15,000	20,000	20,000	
Capital Project Four - Public WC Fund	3,000	3,000	3,000	
EC Play Area	0	0	0	
Vehicle Replacement	0	0	5,000	£5,000 added to grow the vehicle replacement reserve. The current digger used is now 25 years old
<b>Total Capital Projects Exps</b>	<b>18,000</b>	<b>23,000</b>	<b>28,000</b>	
<b>TOTAL EXPENDITURE</b>	<b>1,601,433</b>	<b>1,679,907</b>	<b>1,760,828</b>	
<b>TOTAL INCOME</b>	<b>364,355</b>	<b>374,865</b>	<b>370,830</b>	
<b>NET EXPENDITURE</b>	<b>1,237,078</b>	<b>1,305,042</b>	<b>1,389,998</b>	
<b>PROPOSED PRECEPT TO BALANCE</b>	<b>1,237,078</b>	<b>1,305,042</b>	<b>1,389,998</b>	
<b>BALANCE OF FUNDING</b>	<b>0</b>	<b>0</b>	<b>0</b>	



# EAST GRINSTEAD TOWN COUNCIL

Council Offices, East Court, College Lane, East Grinstead, West Sussex,  
RH19 3LT

Phone: 01342 323636

[www.eastgrinstead.gov.uk](http://www.eastgrinstead.gov.uk)

**Town Clerk:** Samantha Heynes BA, FSLCC

Email: [townclerk@eastgrinstead.gov.uk](mailto:townclerk@eastgrinstead.gov.uk)

## Diary of Meeting Dates 2026 – 2027 DRAFT

Date	Day	Meeting
<b>2026</b>		
14 <sup>th</sup> May	Thursday	Annual Town Council (Mayor Making)
21 <sup>st</sup> May	Thursday	Planning
4 <sup>th</sup> June	Thursday	Estates and Environment
11 <sup>th</sup> June	Thursday	Planning
18 <sup>th</sup> June	Thursday	Community and Tourism
25 <sup>th</sup> June	Thursday	Finance & General Purposes
		Full Council (AGAR Approval)
2 <sup>nd</sup> July	Thursday	Planning
23 <sup>rd</sup> July	Thursday	Planning
30 <sup>th</sup> July	Thursday	Full Council
13 <sup>th</sup> August	Thursday	Planning
3 <sup>rd</sup> September	Thursday	Planning
10 <sup>th</sup> September	Thursday	Estates and Environment
17 <sup>th</sup> September	Thursday	Community and Tourism
24 <sup>th</sup> September	Thursday	Planning
1 <sup>st</sup> October	Thursday	Finance & General Purposes
8 <sup>th</sup> October	Thursday	Full Council
15 <sup>th</sup> October	Thursday	Planning
5 <sup>th</sup> November	Thursday	Planning
26 <sup>th</sup> November	Thursday	Planning
3 <sup>rd</sup> December	Thursday	Estates and Environment
10 <sup>th</sup> December	Thursday	Community and Tourism
17 <sup>th</sup> December	Thursday	Planning
<b>2027</b>		
7 <sup>th</sup> January	Thursday	Planning
14 <sup>th</sup> January	Thursday	Finance & General Purposes
21 <sup>st</sup> January	Thursday	Full Council
28 <sup>th</sup> January	Thursday	Planning
18 <sup>th</sup> February	Thursday	Planning
4 <sup>th</sup> March	Thursday	Estates and Environment

East Grinstead Town Council: Meeting Dates 2026-2027

Date	Day	Meeting
9 <sup>th</sup> March	Tuesday	Annual Town Meeting
11 <sup>th</sup> March	Thursday	Planning
18 <sup>th</sup> March	Thursday	Community and Tourism
25 <sup>th</sup> March	Thursday	Finance & General Purposes
1 <sup>st</sup> April	Thursday	Planning
8 <sup>th</sup> April	Thursday	Full Council
22 <sup>nd</sup> April	Thursday	Planning

**Dates by Committee**

Committee	Day	Dates
Full Council	Thursday	14 <sup>th</sup> May (Mayor Making) 18 <sup>th</sup> June (AGAR Approval) 30 <sup>th</sup> July 8 <sup>th</sup> October 21 <sup>st</sup> January 2027 (Precept Approval) 8 <sup>th</sup> April
Planning	Thursday	21 <sup>st</sup> May 11 <sup>th</sup> June 2 <sup>nd</sup> July 23 <sup>rd</sup> July 13 <sup>th</sup> August 3 <sup>rd</sup> September 24 <sup>th</sup> September 15 <sup>th</sup> October 5 <sup>th</sup> November 26 <sup>th</sup> November 17 <sup>th</sup> December 7 <sup>th</sup> January 2027 28 <sup>th</sup> January 18 <sup>th</sup> February 11 <sup>th</sup> March 1 <sup>st</sup> April 22 <sup>nd</sup> April
Estates & Environment	Thursday	4 <sup>th</sup> June 10 <sup>th</sup> September 3 <sup>rd</sup> December 4 <sup>th</sup> March 2027
Community & Tourism	Thursday	25 <sup>th</sup> June 17 <sup>th</sup> September 10 <sup>th</sup> December 18 <sup>th</sup> March 2027
Finance & General Purposes	Thursday	18 <sup>th</sup> June (AGAR Approval) 1 <sup>st</sup> October 14 <sup>th</sup> January 2027 (Precept Recommendation) 25 <sup>th</sup> March
Annual Town Meeting	Tuesday	9 <sup>th</sup> March 2027

**NOTES:**

- 1) Meetings will start at 7pm.
- 2) Council & Committee meetings provide a maximum period of 15 minutes for public questions prior to commencement.
- 3) Annual Town Meeting on Tuesday 9<sup>th</sup> March 2027 starts at 6pm.

Youth Sports Revenue Grants 2025

Organisation	Amount requested	Awarded 2024	Awarded 2023	Awarded 2022
Felbridge & Sunnyside Cricket Club	£300	£500	-	£300
Mid Sussex Active	£500	£500	-	-
East Grinstead Swimming Club	£500	£500	-	£500
Ashurst Wood Junior FC	£500	£500	£500	£300
East Grinstead Rugby Club	£2,300	-	-	-
Crawley Down Cricket Club	£500	-	-	£150
Southdown Netball Club	£500	-	-	-
East Grinstead Meads FC	£550	-	-	£250
<b>Total</b>	<b>£5,650</b>			

**Felbridge & Sunnyside Cricket Club**

The sports club provide sport, recreation and education facilities for EG and the surrounding area. They have applied for £300 to purchase five batting helmets for the junior section.

**Mid Sussex Active**

MSA supports schools in a wide variety of ways, including provision of competitions and festivals, professional development, the training and coordination of sports leaders and volunteers. They have applied for a grant of £500 would like to use to cover adaptive equipment, disability awareness training for leaders and coaching in schools.

**East Grinstead Swimming Club**

The club is trying to support a new initiative aimed at developing competitive opportunities for junior swimmers. They have requested a £500 grant.

**Ashurst Wood Junior FC**

They wish to encourage children from a young age and have requested £500 to pay for training of coaches and kit for their newly formed U6 team.

**East Grinstead Rugby Football Club**

They would like to provide a shelter for parents and participants.

**Crawley Down Cricket Club**

The club are replacing both sightscreens which are over 25 years old. Without them is it hard to provide a safe environment for cricket.

**Southdown Netball Club**

From next season they would like to increase their membership and the grant would be used to train two new Level 1 coaches and upskill one coach from Level 1 to Level 2.

## **EG Meads FC**

The grant of £550 would be used to replace old and broken training aids including mini goals, bibs, cones, static players for drills and match day items like respect barriers and corner flags.



# EAST GRINSTEAD TOWN COUNCIL

F&GP Committee Report  
Tuesday 13<sup>th</sup> January 2026

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## **Agenda Item 43: Designated Premises Supervisor Responsibility**

### **1. Introduction**

In order to offer a paid bar at our weddings and events the Town Council must have a Premises Licence. In tandem with this, a nominated Designated Premises Supervisor (DPS) is required who must hold a personal alcohol licence authorising them to sell or supply alcohol from a licensed premises.

This report will outline an alternative to having an individual staff member acting as the DPS in order to remove the Council's dependence on a single individual staff member in future.

Furthermore, this alternative approach will avoid the need to change the DPS in future in the event of staff changes.

### **2. Current Situation**

Currently the Head of Estates is the DPS, however with the recent organisational restructure it has become apparent that this responsibility no longer fits naturally with this role.

Whilst we have 2 other staff members with a personal licence, one of these does not work with bookings and so would not be involved in supporting weddings and hirers.

The other staff member is the Caretaking Supervisor who is present for some events, however they do not currently have a role in the co-ordination of weddings and events as this is the Booking Administrator.

The process to change the DPS is completion of 2 forms, an application form to MSDC and a consent form of the new incoming DPS. A fee of £23 would be payable to MSDC.

This would also need to be completed in the event of future staff changes if we remain with the existing DPS model.

### **3. Alternative DPS Provision**

An alternative option for allowing the sale of alcohol at weddings and events without the reliance on a single staff member is to apply for the mandatory alcohol conditions to be disapplied for the Town Council's premises licence. This means an alternative licence

condition would be applied whereby a management committee will be responsible for the supply of alcohol.

The F&GP committee could be the designated management committee and resolve specific staff roles to take on the 'bar management' role on behalf of the committee. The staff roles recommended for this are:

Deputy Clerk  
Bookings Administrator  
Estate & Support Services Administrator  
Caretaking Supervisor  
Community & Tourism Manager

The benefit of this would be that once the committee had been nominated it would create a more flexible approach to managing our premises licence as staff changes would not require a fresh application to MSDC to change the details of our DPS.

A fee of £23 would be payable to MSDC to make this change.

#### **4. Process**

The process for managing the bar would remain unchanged.

All documentation required by MSDC would continue to be completed as it is today, the only difference will be that this will be done in the name of the F&GP Committee rather than an individual staff member.

- The bar owner provides details of all staff hired to work at the premises with confirmation that they have received all training required.
- Caretakers will check at each event that they have all bar staff listed as having received the training required. If not, this will be escalated to the bar owner to resolve.
- Bar staff details and training records are checked regularly throughout the year to ensure records are kept up to date.
- A copy of a refused to serve log is shared with us.

This process will remain the same, the difference is that it will be done by staff members in the name of the F&GP Committee rather than an individual staff member.

#### **5. Recommendation**

The recommendation is to resolve to disapply the premises licence and nominate the F&GP Committee to have responsibility for this in future, with nominated staff roles managing this process on behalf of the committee.



Old Market Yard, Cantelupe Road, East Grinstead, West Sussex RH19 3BJ  
 Telephone: 01342 302233 Email: [info@eastgrinsteadmuseum.org.uk](mailto:info@eastgrinsteadmuseum.org.uk)  
 Personal tel: 07801 654951 Registered Charity No. 1171561

Ms Sam Heynes  
 Town Clerk, East Grinstead Town Council  
 East Court  
 College Lane  
 East Grinstead  
 RH19 3LT

10 January 2026

Dear Ms Heynes

### **Request for a substantial increase to the Council's grant**

I write formally to ask East Grinstead Town Council to consider a substantial increase in its annual grant to East Grinstead Museum from £3,500 pa to £15,000 pa, in view of the seriously deteriorating financial position of the museum, as explained in this letter.

The Council has been providing us with a generous annual revenue grant for nearly 20 years, which began at £3,000 pa. However, this has barely increased over time (it currently stands at £3,500 pa).

As you are aware the Museum is an entirely independent charity and relies on its income from grants, sales and donations from visitors. All of these are most welcome but still leave a large gap in our funding. We make an annual loss of £30,000, currently being funded by reserves created by a substantial legacy gift. These reserves are now running out, and without finding additional annual income we shall be forced to close in 2 years' time.

Over the last 2 years we have begun to implement a plan to address this annual deficit. In February 2024, we made an application to the National Lottery Heritage Fund (NLHF) to reconfigure and extend the Museum to enable many more chargeable activities, hires and opportunities to increase footfall. Whilst that application was unsuccessful the trustees were encouraged by NLHF to submit a further, modified bid to support work they suggested that would address our deficit. However, even if that bid is successful, the work would not begin until 2026/27 and would not yield any results for 3+ years, too late to address the funding gap needed now.

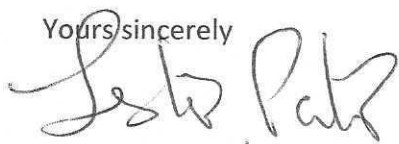


We are working hard to increase income now through a more varied programme of activities, including some new (such as book sales, paid-for group visits, tutored talks and children's events), but we cannot possibly close the funding gap, although we would strive in 2026/27 to find an additional £10,000 income plus further cost reductions. Therefore, we are looking to the Town Council to help us seal that gap and cover the remaining 50% of the £30,000 deficit.

We believe we are one of the few organisations in East Grinstead relevant to all sections of the community. We also have major national and international interest from the Archibald McIndoe collection and are receiving regular research enquiries from all over the world, many from prominent surgeons and hospitals. Our reputation in this field continues to grow, but sadly these provide little income, but rather involve some costs to us.

As always, we would be pleased to welcome members of the Town Council at the Museum to meet our staff and see for yourselves what we have to offer and the way we are run.

Yours sincerely



Lester Porter  
Chair of Trustees



**Charity Incorporated Organisation (CIO) Number: 1171561**

**EAST GRIMSTEAD MUSEUM**

**TRUSTEES ANNUAL REPORT AND  
ACCOUNTS FOR 2025**

## **East Grinstead Museum CIO**

### **Annual Report of the Trustees for the year ended 31st March 2025**

The Trustees of East Grinstead Museum CIO present their annual report for the period from 1st April 2024 to the 31st March 2025 which has been prepared in accordance with the accounting and reporting statements of recommended practices issued by the Charity Commission.

East Grinstead Museum is a Charitable Incorporated Organisation ["CIO"] registered under charity number 1171561. It was created and is governed by a constitution dated 9<sup>th</sup> February 2017.

#### **Trustees**

During the year the Trustees were

- Lester Porter [Chair of Trustees]
- Andrew Brock
- Bob Marchant – resigned September 2024
- Hugh Kelly
- Stephen Ody [Town Council Representative]
- Dave Moore – resigned October 2024
- Heather Hollins
- Lucy Buckland
- Nyssa Mildwaters
- Stephen Chandler

#### **Public Benefit**

The Trustees confirm that the Charity Commission's general guidance on public benefit has been considered in relation to the objectives of the Charity. The report below sets out those objectives and describes how they have been met in the current year.

#### **Charitable Objects**

The charitable objects, as set out in the Constitution are: "To provide for the advancement of public education by the provision of the Museum comprising the Existing Collection together with such other items as may from time to time be comprised in the Trust Fund and to preserve the same as a collection ("the Collection"). To educate the public in the geography, history and natural history of the area of the town of East Grinstead and its neighbourhood."

#### **Mission and Strategic Aims**

To achieve these objects the Trustees have agreed a Mission where:-

"East Grinstead Museum collects, safeguards and interprets collections to tell the stories of local people and local events for the interest, enjoyment and education of all"

Its Strategic Aims are to:

- Engage with audiences within East Grinstead and its surrounding villages, and both nationally and internationally.
- Tailor and improve our stories to engage a broader and more diverse audience.
- Value and improve the volunteer experience so that they assume a key role in delivering the Mission.
- Be financially self-sustainable and organisationally resilient.

### **Activities during the year**

The Museum attracted 3217 visitors across the year. The Museum's manager resigned in October 2024 which led to a significant downturn in the level of activities for the remainder of 2024/25. A new manager was recruited in January 2025 and it is anticipated that her appointment will lead to a steady increase in activities, and hence income, during the 2025/26 financial year.

The Museum's bid to the National Lottery Heritage Fund (NLHF) was unsuccessful. Had the bid been successful the Museum would have started a major expansion programme based on an extension to the existing building. In subsequent discussions with representatives from the NLHF the Museum has been encouraged to submit a new bid on a reduced scale to help broaden the Museum's appeal to a wider audience. This, combined with the appointment of a new manager, should lead to a situation where the Museum is on a sustainable financial basis for the foreseeable future

In addition to a full time Manager, the Trustees continued to rely on our volunteers to act as Stewards at the Museum and to support the Museum carrying out a range of specialist tasks, from helping to manage the collections, to delivering public talks, children's activities and a wide variety of other activities and projects. The Trustees are hugely grateful for the support provided by over 70 dedicated volunteers without whom the Museum could not survive. The Trustees remain committed to the training and development of both staff and volunteers.

### **The Heritage and its Use**

The original Collection comprises an extensive range of local history and craft material relevant to the history and culture of the ancient parish of East Grinstead and the immediate surrounding areas. It includes artefacts, domestic items, memorabilia, ephemera and images of the town, its people, trades, professions and institutions.

The Queen Victoria Hospital Collection, which was acquired in 2009, comprises over three thousand items of archival material, books, photographs and objects including prosthetics, models, instruments, equipment, and personal memorabilia of both staff and patients telling the story of this internationally renowned hospital and the surgeon Sir Archibald McIndoe and his famous Second World War Guinea Pigs.

In March 2016, the Heritage Lottery Fund approved support for our Rebuilding Bodies and Souls exhibition which originally opened in November of that year. The exhibition, now a permanent feature of the Museum, has continued to attract visitors, including a number of family members of the Guinea Pigs, and a steady flow of online enquiries.

The Museum serves the people who live in East Grinstead and the surrounding villages and the large numbers of tourists who visit the town each year, as well as special interest groups, groups of local children and researchers into local history and genealogy.

In addition to the permanent displays, the Museum hosts a series of regular activities which includes:

- a programme of activities for children during school holidays
- talks and presentations to local community organisations
- online talks on subjects of local interest
- temporary exhibitions.

## **Governance and Museum Management**

### **Standard Opening Hours:**

The Museum is normally open from Wednesday to Sundays 10 - 4pm.

Admission is free.

The Museum has full accreditation under the Arts Council England scheme for Museums. It meets all requirements for

- Operational health
- Collections
- Users and their experiences

### **Organisational Structure**

The Trustees acting as the Board meet bi-monthly and are responsible for

- Ensuring compliance with the Museum's Trust Deed
- Developing strategy
- Agreeing and monitoring plans to implement the strategy
- Setting and agreeing policies
- Maintaining proper financial oversight
- Funding issues and fundraising activity
- Ensuring compliance with the law
- Encouraging diversity
- Ensuring openness and accountability

### **Financial Review**

The accounts for the year ended 31 March 2025 show a net loss of £38,497 (2024: -£18,555). As noted in the review of annual activities the Museum will be embarking on a project to increase visitors which we aim to do in a way which will increase income. The Museum has net cash at the year-end of £114,565

#### **1. Receipts**

The Museum recorded receipts for the year of £28,567 (2024: £62,387) with the decrease due to the reduction in activity levels referred to above. The receipts relate primarily to:

- Grants from local authorities
- Donations from the visiting general public
- Ongoing financial support from the Friends of the Museum
- Funds raised from the sales of merchandise from the Museum shop
- Events held at the Museum and elsewhere

- Sales of image licences

## **2. Payments**

Total expenditure was £67,064 (202: £81,436) relating primarily to:

- Salary and pension costs for staff employed by the Museum
- Costs of running the Museum building including insurance, maintenance, light and heat, etc.
- Costs of fundraising events including purchases of stock for the Museum shop
- Technology and professional support

## **Reserves Policy**

The Trustees consider it prudent for the Museum to maintain free cash reserves equivalent to approximately six months budgeted non-discretionary spend to deal with short-term fluctuations in income, unexpected repairs and to provide adequate working capital. In the event that forecast cashflows indicated free cash reserves could fall below this level, the trustees would consider what additional steps needed to be taken to improve the financial position of the Museum.

## **Connected party transactions and Trustee benefits**

There was no connected party transaction, and no trustee received any remuneration or other benefits from the Trust.

Signed by:



Lester Porter, Chair of Trustees      Date: 30 July 2025



**Receipts and payments accounts**

For the	Period start	To
	01/04/2024	31/03/2025

**Section A Receipts and payments**

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations and Legacies	4,607	-	-	4,607	34,768
Grants	9,500	-	-	9,500	9,750
Fundraising events	8,435	-	-	8,435	12,538
Interest income	3,145	-	-	3,145	4,317
Other incoming resources	2,880	-	-	2,880	1,014
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>28,567</b>	<b>-</b>	<b>-</b>	<b>28,567</b>	<b>62,387</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>28,567</b>	<b>-</b>	<b>-</b>	<b>28,567</b>	<b>62,387</b>
<b>A3 Payments</b>					
Costs of charitable activities	61,156	-	-	61,156	58,032
Fundraising costs	5,908	-	-	5,908	4,660
Project costs	-	-	-	-	18,250
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>67,064</b>	<b>-</b>	<b>-</b>	<b>67,064</b>	<b>80,942</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>67,064</b>	<b>-</b>	<b>-</b>	<b>67,064</b>	<b>80,942</b>
<b>Net of receipts/(payments)</b>	<b>- 38,497</b>	<b>-</b>	<b>-</b>	<b>- 38,497</b>	<b>- 18,555</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>153,062</b>	<b>-</b>	<b>-</b>	<b>153,062</b>	<b>171,617</b>
<b>Cash funds this year end</b>	<b>114,565</b>	<b>-</b>	<b>-</b>	<b>114,565</b>	<b>153,062</b>

**Section B Statement of assets and liabilities at the end of the period**

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Current Accounts	44,315	-	-
	Hinckley & Rugby BS	70,000	-	-
	Cash Floats	250	-	-
	<b>Total cash funds</b> (agree balances with receipts and payments account(s))	<b>114,565</b>	<b>-</b>	<b>-</b>
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>	None	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>	None		-	-
			-	-
			-	-
			-	-
			-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	None		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
		Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	HMRC	Unrestricted	-	
	Trade Payments	Unrestricted	-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		LESTER PORTER	20-Jun-25	

**Brenda Peers-Ross**  
29 Drift Road  
Selsey  
Chichester  
West Sussex  
PO20 0PW

To the Trustees:  
**EAST GRINSTEAD MUSEUM**  
Registered CIO Number: 1171561

Page 7

## **INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS**

### **Responsibilities and basis of report.**

I have Independently Examined the Financial Statements (CC16a) for the financial year ending 31<sup>st</sup> March 2025.

### **Respective responsibilities of Trustees and Examiner**

As the charity's trustees, you are responsible for the preparations of the accounts in accordance with the requirements of the Charities Act 2011 ("the 2011 Act"). The charity's Trustees consider an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an independent examination is needed.

I report on my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Basis of Independent Examiner's Report**

My examination was carried out in accordance with general Directions given by the Charity Commission and in accordance with section 145 of the Charities Act 2011. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you the trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view', and the report is limited to those matters set out in the next statement.

### **Independent Examiner's Statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in material respect:

- the accounting records were not kept in accordance with section 130 of the 2011 Act: or
- the accounts did not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

*Brenda Peers-Ross*

Brenda Peers-Ross FMAAT ACIE  
9<sup>th</sup> August 2025

## **East Grinstead Museum CIO**

### **Annual Report of the Trustees for the year ending 31st March 2024**

The Trustees of East Grinstead Museum CIO present their annual report for the period from 1st April 2023 to the 31st March 2024 which has been prepared in accordance with the accounting and reporting statements of recommended practices issued by the Charity Commission.

East Grinstead Museum is a Charitable Incorporated Organisation ["CIO"] registered under charity number 1171561. It was created and is governed by a Constitution dated 9<sup>th</sup> February 2017.

#### **Trustees**

During the year the Trustees were

- Lester Porter [Chair of Trustees]
- Andrew Brock
- Bob Marchant
- Ruth Scrase - resigned March 2024
- Christina Bradstreet - resigned November 2023
- Hugh Kelly
- Stephen Ody [Town Council Representative]
- Dave Moore
- Heather Hollins - appointed November 2023
- Lucy Buckland - appointed November 2023
- Nyssa Mildwater - appointed November 2023
- Steve Chandler - appointed November 2023

#### **Public Benefit**

The Trustees confirm that the Charity Commission's general guidance on public benefit has been considered in relation to the objectives of the Charity. The report below sets out those objectives and describes how they have been met in the current year.

#### **Charitable Objects**

The charitable objects, as set out in the Constitution are: "To provide for the advancement of public education by the provision of the Museum comprising the Existing Collection together with such other items as may from time to time be comprised in the Trust Fund and to preserve the same as a collection ("the Collection"). To educate the public in the geography, history and natural history of the area of the town of East Grinstead and its neighbourhood."

#### **Mission and Strategic Aims**

To achieve these objects the Trustees have agreed a Mission where:-

"East Grinstead Museum collects, safeguards and interprets collections to tell the stories of local people and local events for the interest, enjoyment and education of all"

Its Strategic Aims are to:-

- Engage with audiences within East Grinstead and its surrounding villages, and both nationally and internationally.
- Tailor and improve our stories to engage a broader and more diverse audience.
- Value and improve the volunteer experience so that they assume a key role in delivering the Mission.
- Be financially self-sustainable and organisationally resilient.

### **Activities during the year**

The Museum attracted 2909 visitors across the year. It also saw a steady growth across all its activities, including visits from primary schools, community groups, adult education groups and from care homes.

The Museum's various other revenue generating activities – school holiday events, walking tours, talks at the Museum ran throughout the year, and as a result provided a steady stream of income for the organisation, and helped engage the local community.

The Audience Development project which was started in the previous year was completed in this financial year, and has provided the basis for future planned development of the Museum designed to build visitor volume and thereby donation and shop income. A substantial piece of work was undertaken by the Museum, supported by an external consultant, preparing a funding bid to the National Lottery Heritage Fund which was sadly rejected in the summer of 2024. A further modified bid is currently under consideration by the Trustees.

In addition to a full time Manager, the Trustees continued to rely on our volunteers to act as Stewards at the Museum and to support the Museum carrying out a range of specialist tasks, from helping to manage the collections, to delivering public talks, children's activities and a wide variety of other activities and projects. The Trustees are hugely grateful for the support provided by over 70 dedicated volunteers without whom the Museum could not survive. The Trustees remain committed to the training and development of both staff and volunteers.

### **The Heritage and its use**

The original Collection comprises an extensive range of local history and craft material relevant to the history and culture of the ancient parish of East Grinstead and the immediate surrounding areas. It includes artefacts, domestic items, memorabilia, ephemera and images of the town, its people, trades, professions and institutions.

The Queen Victoria Hospital Collection, which was acquired in 2009, comprises over three thousand items of archival material, books, photographs and objects including prosthetics, models, instruments, equipment, and personal memorabilia of both staff and patients telling the story of this internationally renowned hospital and the surgeon Sir Archibald McIndoe and his famous Second World War Guinea Pigs.

In March 2016, the Heritage Lottery Fund approved support for our Rebuilding Bodies and Souls exhibition which originally opened in November of that year. The exhibition, now a permanent feature of the Museum, has continued to attract visitors including a number of family members of the Guinea Pigs, and a steady flow of online enquiries...

The Museum serves the people who live in East Grinstead and the surrounding villages and the large numbers of tourists who visit the town each year, as well as special interest groups, groups of local children and researchers into local history and genealogy.

In addition to the permanent displays, the Museum hosts a series of regular activities which includes:

- a programme of activities for children during school holidays
- talks and presentations to local community organisations

- online talks of subjects of local interest
- temporary exhibitions.

## **Governance and Museum Management**

Standard Opening Hours:

The Museum is normally open from Wednesday to Sundays 10 - 4pm. Admission is free.

The Museum has full accreditation under the Arts Council England scheme for Museums. It meets all requirements for

- Operational health
- Collections
- Users and their experiences

## **Organisational Structure**

The Trustees acting as the Board meet bi-monthly and are responsible for

- Ensuring compliance with the Museum's Trust Deed
- Developing strategy
- Agreeing and monitoring plans to implement the strategy
- Setting and agreeing policies
- Maintaining proper fiscal oversight
- Funding issues and fundraising activity
- Ensuring compliance with the law
- Encouraging diversity
- Ensuring openness and accountability

## **Financial Review**

The accounts for the year ended 31 March 2024 show a net loss of £18,555 (2023: -£20,213). As noted in the review of annual activities the Museum has embarked on a project to increase visitors which we aim to do in a way which will increase income. The Museum has net cash at the year-end of £152,945.

### **1. Receipts**

The Museum recorded receipts for the year of £62,387 (2023: £41,035) relating primarily to:

- Bequests
- Grants from local authorities
- Donations from the visiting general public
- Ongoing financial support from the Friends of the Museum
- Funds raised from the sales of merchandise from the Museum shop
- Events held at the Museum and elsewhere
- Sales of image licences

### **2. Payments**

Total expenditure was £80,942 (2023: £61,249) relating primarily to:

- Salary and pension costs for staff employed by the Museum
- Costs of running the Museum building including insurance, maintenance, light and heat, etc
- Costs of fundraising events including purchases of stock for the Museum shop

- Technology and professional support
- Consulting costs of preparing bid for National Lottery Heritage Fund grant

### **3. Statement of Assets and Liabilities**

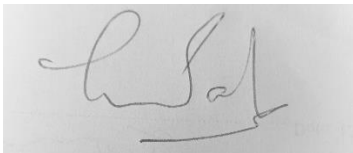
As at 31 March 2024 the net assets of the CIO were £153,062 (2023: £171,617).

#### **Reserves Policy**

The Trustees consider it prudent for the Museum to maintain free cash reserves equivalent to approximately six months budgeted non-discretionary spend to deal with short-term fluctuations in income, unexpected repairs and to provide adequate working capital. In the event that forecast cashflows indicated free cash reserves could fall below this level, the trustees would consider what additional steps needed to be taken to improve the financial position of the museum.


#### **Connected party transactions and Trustee benefits**

There were no connected party transactions and no trustee received any remuneration or other benefits from the Trust.

A rectangular box containing a handwritten signature in black ink. The signature is cursive and appears to read 'Lester Porter'.

Signed by:

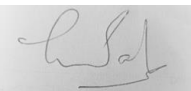
Lester Porter, Chair of Trustees    Date: 28 January 2025

	EAST GRINSTEAD MUSEUM			Charity No (if any)	1171561	CC17a
	Annual accounts for the period					
	Period start date	1 April 2023	To	Period end date	31 March 2024	

## Section A Statement of financial activities

Recommended categories by activity	Details of own analysis	Unrestricted funds	Restricted income funds	Endowment funds	Total this year	Total last year
		£	£	£	£	£
<b>Incoming resources (Note 3)</b>						
<b>Incoming resources from generated funds</b>						
Donations and Legacies		34,768	-	-	34,768	17,719
Grants		9,750	-	-	9,750	8,392
Fundraising events		12,538	-	-	12,538	12,160
Interest income		4,317	-	-	4,317	1,764
<b>Other incoming resources</b>		1,014	-	-	1,014	1,000
<b>Total incoming resources</b>		<b>62,387</b>	<b>-</b>	<b>-</b>	<b>62,387</b>	<b>41,035</b>
<b>Resources expended (Notes 4-5)</b>						
<b>Costs of Generating Funds</b>						
Wages, pensions and NI		29,281	-	-	29,281	32,627
Cost of fundraising events		4,660	-	-	4,660	4,938
Insurance		2,127	-	-	2,127	1,988
Repairs and maintenance		10,546	-	-	10,546	8,385
Light and Heat		4,749	-	-	4,749	2,839
Telephone, postage & stationery		48	-	-	48	322
Legal and professional		641	-	-	641	463
Technology costs		7,107	-	-	7,107	1,735
Bank charges and interest		523	-	-	523	409
Sundry		3,008	-	-	3,008	4,363
Project Costs		18,250	-	-	18,250	3,180
<b>Total resources expended</b>		<b>80,942</b>	<b>-</b>	<b>-</b>	<b>80,942</b>	<b>61,249</b>
<b>Net incoming/(outgoing) resources before transfers</b>		<b>-18,555</b>	<b>-</b>	<b>-</b>	<b>-18,555</b>	<b>-20,213</b>
<b>Gross transfers between funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net incoming/(outgoing) resources before other recognised gains/(losses)</b>		<b>-18,555</b>	<b>-</b>	<b>-</b>	<b>-18,555</b>	<b>-20,213</b>
<b>Other recognised gains/(losses)</b>						
Gains and losses on revaluation of fixed assets for the charity's own use		-	-	-	-	-
Gains and losses on investment assets		-	-	-	-	-
<b>Transfer of funds from Charity Reg 1047505</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>-18,555</b>	<b>-</b>	<b>-</b>	<b>-18,555</b>	<b>-20,213</b>
<b>Total funds brought forward</b>		<b>171,617</b>	<b>-</b>	<b>-</b>	<b>171,617</b>	<b>191,830</b>
<b>Total funds carried forward</b>		<b>153,062</b>	<b>-</b>	<b>-</b>	<b>153,062</b>	<b>171,617</b>

**Section B Balance sheet**

	Unrestricted funds	Restricted income funds	Endowment funds	Total this year	Total last year
	£	£	£	£	£
<b>Fixed assets</b>					
Tangible assets (Note 6)	-	-	-	-	-
	-	-	-	-	-
Investments		-	-	-	-
<b>Total fixed assets</b>	-	-	-	-	-
<b>Current assets</b>					
Stock and work in progress	2,597	-	-	2,597	2,597
Debtors	2,131	-	-	2,131	1,215
(Short term) investments	-	-	-	-	-
Cash at bank and in hand	152,945	-	-	152,945	173,727
<b>Total current assets</b>	157,673	-	-	157,673	177,539
<b>Creditors: amounts falling due within one year (Note 7)</b>	4,611	-	-	4,611	5,923
<b>Net current assets/(liabilities)</b>	153,062	-	-	153,062	171,617
<b>Total assets less current liabilities</b>	153,062	-	-	153,062	171,617
<b>Creditors: amounts falling due after one year (Note 7)</b>	-	-	-	-	-
Provisions for liabilities and charges	-	-	-	-	-
<b>Net assets</b>	153,062	-	-	153,062	171,617
<b>Funds of the Charity</b>					
Unrestricted funds	153,062			153,062	171,617
	-			-	-
Restricted income funds		-		-	-
Endowment funds			-	-	-
<b>Total funds</b>	153,062	-	-	153,062	171,617
Signed by one or two trustees on behalf of all the trustees	Signature		Print Name		Date of approval
			Lester Porter		28/01/2025

## Section C Notes to the accounts (continued)

Note 3		Analysis of incoming resources	
Analysis		This year	Last year
		£	£
<b>Donations and Legacies</b>	Friends of the Museum	-	435
	Corporate donations	-	-
	Patrons	-	-
	Donations - Gift Aid eligible	2,564	4,403
	Donations - General	3,025	2,881
	Legacies	29,160	10,000
	<b>Total</b>	<b>34,749</b>	<b>17,719</b>
<b>Grants</b>	Local Authority grants	6,750	8,337
	Furlough Scheme Grants	-	-
	Other	3,000	-
	<b>Total</b>	<b>9,750</b>	<b>8,337</b>
<b>Fundraising events</b>	Museum shop sales	4,937	5,332
	Image sales	450	725
	Museum services	6,408	4,169
	Other Income	6,093	4,753
	<b>Total</b>	<b>17,888</b>	<b>14,979</b>
Note 4		Analysis of resources expended	
Analysis		This year	Last year
		£	£
<b>Wages, pensions and National Insurance</b>	Employment Costs	29,281	32,701
	Training and travel	-	-
		-	-
	<b>Total</b>	<b>29,281</b>	<b>32,701</b>
<b>Cost of fundraising events</b>	Museum shop	2,032	1,802
	Museum services costs	640	462
	Temporary exhibitions and collections	-	-
	Marketing	1,617	751
	Other Expenses	511	2,106
	<b>Total</b>	<b>4,800</b>	<b>5,120</b>
<b>Repairs and maintenance</b>	Building maintenance and service contracts	4,381	3,675
	Cleaning	6,165	5,734
		-	-
	<b>Total</b>	<b>10,546</b>	<b>9,409</b>
<b>Light and heat</b>	Utilities	4,749	2,839
		-	-
	<b>Total</b>	<b>4,749</b>	<b>2,839</b>
<b>Office Costs</b>	Telephone and internet	644	635
	Stationery, Office supplies and postage	48	322
	Computer	6,463	1,100
	Insurance	2,127	1,988
	Office Costs	288	355
	<b>Total</b>	<b>9,570</b>	<b>4,401</b>
<b>Legal and professional</b>	Professional services	3,222	3,190
	Bank Fees	523	409
	<b>Total</b>	<b>3,745</b>	<b>3,599</b>
<b>Project Costs</b>	Museum Development Project	18,250	3,180
	Going Green Project	-	-
	<b>Total</b>	<b>18,250</b>	<b>3,180</b>

**Section C Notes to the accounts (continued)**

**Note 5 Staff costs**

**5.1 Staff Costs**

	<b>This year</b>	<b>Last year</b>
	<b>£</b>	<b>£</b>
Gross wages, salaries and benefits in kind	29,090	31,934
Pension costs	685	693
Staff expenses		74
<b>Total staff costs</b>	<b>29,775</b>	<b>32,701</b>

**5.2 Average headcount**

The average head count of employees during the year was 75 (2018: 79) analysed as follows:

	<b>This year</b>	<b>Last year</b>
	<b>Number</b>	<b>Number</b>
Employed staff	1	1
Volunteers	65	65
Trustees	10	10
<b>Total</b>	<b>76</b>	<b>76</b>

**5.3 Defined contribution pension scheme**

	<b>This year</b>	<b>Last year</b>
	<b>£</b>	<b>£</b>
The costs of the scheme to the charity for the year	685	693
The amount of any contributions outstanding at the year end	-	-
The amount of any contributions prepaid at the year end	nil	nil

## Section C Notes to the accounts (continued)

### Note 6 Tangible fixed assets

#### 6.1 Cost or valuation

	Freehold land & buildings	Other land & buildings	Plant, machinery and motor vehicles	Fixtures, fittings and equipment	Payments on account and assets under construction	Total
	£	£	£	£	£	£
Balance brought forward	-	-	-	-	-	-
Additions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Balance carried forward	-	-	-	-	-	-

#### 6.2 Accumulated depreciation and impairment provisions

Balance brought forward	-	-	-	-	-	-
Depreciation charge for year	-	-	-	-	-	-
Impairment provisions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers	-	-	-	-	-	-
Balance carried forward	-	-	-	-	-	-

#### 6.3 Net book value

Brought forward	-	-	-	-	-	-
Carried forward	-	-	-	-	-	-

### Note 7 Creditors and accruals

	Amounts falling due within one year		Amounts falling due after more than one year	
	This year	Last year	This year	Last year
	£	£	£	£
Loans and overdrafts	-	-	-	-
Trade creditors	-	-	-	-
Other creditors	3,753	5,305	-	-
Accruals and deferred income	858	618	-	-
<b>Total</b>	<b>4,611</b>	<b>5,923</b>	<b>-</b>	<b>-</b>

**Brenda Peers-Ross**  
29 Drift Road  
Selsey  
Chichester  
West Sussex  
PO20 0PW

To the Trustees:  
**EAST GRINSTEAD MUSEUM**  
Registered CIO Number: 1171561

### **INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS**

#### **Responsibilities and basis of report.**

I have Independently Examined the Financial Statements for the financial year ending 31<sup>st</sup> March 2024.

#### **Respective responsibilities of Trustees and Examiner**

As the charity's trustees, you are responsible for the preparations of the accounts in accordance with the requirements of the Charities Act 2011 ("the 2011 Act"). The charity's Trustees consider an audit is not required for this year under section 144(2) of the Charities Act 2011 and that an independent examination is needed.

I report on my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### **Basis of Independent Examiner's Report**

My examination was carried out in accordance with general Directions given by the Charity Commission and in accordance with section 145 of the Charities Act 2011. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you the trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view', and the report is limited to those matters set out in the next statement.

#### **Independent Examiner's Statement**

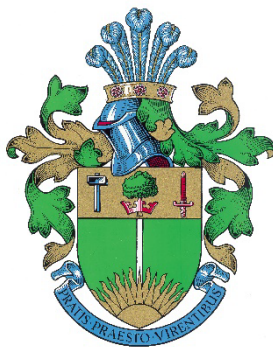
I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in material respect:

- the accounting records were not kept in accordance with section 130 of the 2011 Act: or
- the accounts did not accord with the accounting records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

*Brenda Peers-Ross*

Brenda Peers-Ross FMAAT ACIE  
30<sup>th</sup> January 2025



## FREEDOM OF INFORMATION PUBLICATION SCHEME

Issue Number	Date	Details of amendments
1	21 <sup>st</sup> March 2024	Reviewed
2	21 <sup>st</sup> March 2025	No Change

## **FREEDOM OF INFORMATION ACT 2000**

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

At the Town Council's meeting on 21<sup>st</sup> March 2024 members approved the new scheme to apply from 21<sup>st</sup> March 2024. This is in accordance with the template of information that the Information Commissioner expects a local council to hold and make available within each class. The table shows how the specific information can be obtained and if there is a cost involved.

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

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

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

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

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

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

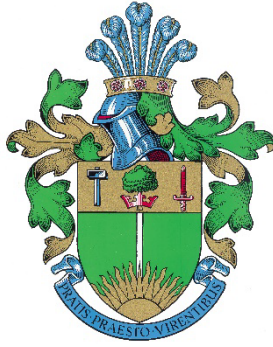
## SCHEDULE OF CHARGES

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

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

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

Adoption date:  
Reviewed: **21.03.2024**



# VEXATIOUS COMPLAINTS POLICY

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Issue Number	Date	Details of amendments
1	21 <sup>st</sup> January 2024	
2	21 <sup>st</sup> March 2025	No change

# 1. Introduction

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

# 2. Harassment

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

# 3. Bullying

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

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

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

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

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

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

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

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

- 5.3 If the council agrees with the assessment, it should prepare a brief statement of why it considers the complaint or correspondence to be vexatious, including its effect upon the Town Clerk, Councillors, staff and/or the Town. This should be accompanied by a report for the Council showing the workload effects and resource impact, and, if resources allow information about the related correspondence via email, telephone and letter, including information about whom the correspondence was addressed to, who it was copied to, and a brief description of each piece of correspondence.
- 5.4 Sanctions can include:
- Banning the complainant from making contact by telephone except through a third party e.g. solicitor/councillor/friend acting on their behalf
  - Banning the complainant from sending emails to individual and/or all council officers and insisting they only correspond by letter
  - Banning the complainant from accessing any Council premises except by appointment
  - Requiring contact to take place with one named member of staff only
  - Restricting telephone calls to specified days / times / duration
  - Requiring any personal contact to take place in the presence of an appropriate witness
  - Letting the complainant know that the council will not reply to or acknowledge any further contact from them on the same matter if no substantive new issue is raised.
  - Informing the complainant that any further correspondence and complaints deemed to be vexatious, the Town Clerk/Council will write to the correspondent advising them that their complaint and/or correspondence has been determined to be vexatious and giving the reason for that decision.
- 5.5 Setting of any sanctions will be tailored to deal with the individual circumstances of the complainant. Where the behaviour is so extreme or it threatens the immediate safety and welfare of staff, the council will consider other options, for example reporting the matter to the police or taking legal action. In such cases, the council may not give the complainant warning of that action.

## **6. Handing Correspondence and Complaints Deemed to be Vexatious**

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

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

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

7.2 Review of Sanction:

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

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

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

## **9. Persistent Communication on the Same Matter from Multiple Complainants**

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

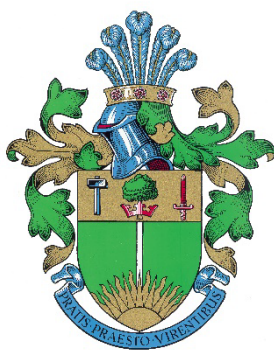
## **10. Review**

10.1 This document shall be reviewed periodically.

Signed:

Position:

Dated:



# HOME WORKING POLICY

## Contents

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Issue Number	Date	Details of amendments
1	March 2023	
2	1 <sup>st</sup> April 2025	Reformatted

# **1. Introduction**

- 1.1 Under agreement with both your line manager and the Town Clerk and where employees are able to work productively, it may be permitted to work from home on occasion or for agreed periods of time.
- 1.2 The home working environment and working practices are subject to the same working standards that are applied to the company's offices regarding confidentiality, access to company documents and Health and Safety.
- 1.3 A homeworking employee will not be at any disadvantage and will be given access to the same support, opportunities, training and development as their office based colleagues.

# **2. Eligibility**

- 2.1 The Council maintains discretion to offer homeworking to staff.
- 2.2 The employee must have successfully completed their probation period and any training attached to their role.
- 2.3 The recent appraisal for the employee must be satisfactory and there must be no formal disciplinary procedures.
- 2.4 The home environment must be suitable for home working.
- 2.5 Not all roles will be suitable for home or hybrid working.

# **3. Application**

- 3.1 Applications for new and changes to existing homeworking and hybrid working arrangements (splitting work between home and office) must be put in writing and approved by the line manager and the Town Clerk. The application must include the date from which the arrangements are intended to start, the proposed number of days and hours to work from home and details of how consistency will be maintained.
- 3.2 Any applications or changes should give a minimum of 1 month's notice, subject to the discretion of the Town Clerk.
- 3.3 Decisions will be made on an individual basis taking into account specific roles and the needs of the Council. This may be subject to a consultation and a trial period.

## 4. Homeworking Agreement

- 4.1 If homeworking is approved, the approved number of days and hours will be reflected in the employee terms and conditions. Specific days will not be guaranteed and staff will be expected to work from the office to meet the business needs of the Council. This may involve working a full week in the office on occasion.
- 4.2 The Council reserve the right to terminate the homeworking arrangement at any time for any reason on reasonable notice.
- 4.3 If any issues arise that causes an employee to no longer meet the eligibility criteria at the outset of this policy, the Council will review the homeworking arrangement and may terminate on reasonable notice.
- 4.4 The employee is responsible for providing any necessary equipment to facilitate home working, except for Council-issued laptops, which must be used for all Council-related business. If the employee is unable to provide suitable equipment, they should discuss alternative arrangements with their line manager at the earliest opportunity.
- 4.5 The homeworker should make sure their home insurer has been informed that it is being used for business purposes and that you are not in breach of any of their terms and conditions.
- 4.6 The costs of electricity, water, heating, telephone, broadband and other utilities will not be covered by the Council and remain at the cost of the homeworker.

## 5. Hours of Work

- 5.1 Homeworking employees should be available at all times during their agreed hours of work. They will be expected to work the core office hours of 10am to 4pm. Flexible working will still apply, however anyone not working their normal work pattern should ensure their line manager is aware.
- 5.2 Whilst working from home the employee should be contactable at all times during your agreed working hours.

<b>Days Worked</b>	<b>Maximum days that can be considered for Home Working</b>
5	2
4	1
3	1
2	0
1	0

- 5.3 Where an employee works from home as part of their regular working pattern and wishes to book annual leave or TOIL, they must review their planned home working days to ensure they are attending the workplace for a reasonable proportion of that week. For the purposes of this policy, a "reasonable" in-office presence is defined as a minimum of 50% of their working days in that week. This is to maintain appropriate levels of in-person collaboration, communication, and team cohesion.

## **6. Dependants**

- 6.1 Employees working from home are expected to be fully available and focused during their agreed working hours. Home working is not a substitute for childcare. Therefore, employees must not undertake home working while they have sole responsibility for a young child or any other dependent requiring active supervision during their working time.
- 6.2 It is the employee's responsibility to ensure appropriate childcare arrangements are in place. If this is not possible, the employee should consider using annual leave, parental leave, or another form of authorised absence, subject to agreement with their line manager.

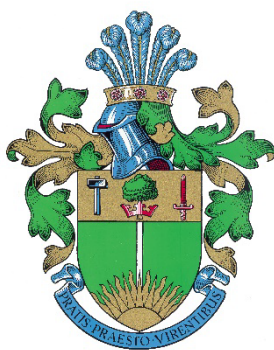
## **7. Homeworking Environment**

- 7.1 The employee should have a designated work area. It is the responsibility of the employee to ensure that the work area does not create any health or safety hazards. The environment must be made available (by appointment) for a visit from the line manager to approve the suitability and working arrangements if requested.
- 7.2 The employee is responsible for managing their own health and safety and for carrying out their own regular workstation assessments.
- 7.3 If the employee moves home, the working arrangement will be reassessed. If the Council considers the house move would make homeworking unsuitable, this may result in the homeworking period coming to an end.

## **8. Confidentiality**

- 8.1 Precautions must be taken to ensure third parties; including members of your family, visitors or other persons visiting or residing in your home do not become aware of any information which is confidential. Information must not be left unattended and when materials are not in use they should be locked away in a secure place. Similar precautions must be taken when transporting documents.
- 8.2 Use of any computer equipment owned by the Council are limited to business use alone. Personal information should not be stored any Council issued equipment.

Adoption date:  
Reviewed:



# FREEDOM OF THE PARISH POLICY

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Issue Number	Date	Details of amendments
1	27 <sup>th</sup> January 2025	No Change

# 1. Introduction

- 1.1 This document sets out the criteria, procedure and arrangements relating to the selection and appointment process for granting of Freedom of Parish of East Grinstead to individuals.

# 2. Legislation

- 2.1 The Town Council has a power under Section 249 (5) of the Local Government Act 1972 as amended by Section 29 of the Local Democracy, Economic Development and Construction Act 2009 to confer the Freedom of the Parish on any person who of the place or area for which it is the authority.

# 3. Criteria

- 3.1 There is no statutory guidance that sets out any criteria for the appointment of Freemen and Freewomen.
- 3.2 As the Freedom of the Parish is awarded in recognition of exceptional service to the Parish, it would be inappropriate to set out strict judging criteria. However, when considering a person, or persons, for Freedom of the Parish of East Grinstead the following should be considered:
- There must be, or have been, a strong and continuing connection with and commitment to the Parish, or
  - The person or persons will be making, or have made, a major contribution to parish life and in doing so have enhanced the reputation of the Parish.
- 3.3 The commitment, or contribution, to the community will be expected to have been:
- delivered in a way that has brought distinction to Parish life and enhanced the Parish's reputation in the area or activity concerned,
  - contributed in a way to improve the lives of those less able to help themselves, in particular the young, the elderly and vulnerable persons living within the Parish; or
  - demonstrated innovation and entrepreneurship which is delivering results in the Parish. The title will not be conferred, or considered, for a member, contractor, or employee of the council whilst still acting as a councillor, contractor or employee.

# 4. Cost

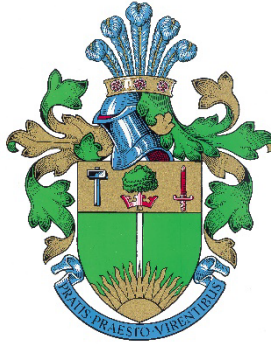
- 4.1 Section 249(9) of Local Government Act 1972 allows Councils to spend "such reasonable sum as it thinks fit" on presenting a casket or address to a Honorary Freeman or Honorary Freewoman.

- 4.2 The Town Council has determined that in order to mark the award of Freedom of the Parish, a framed commemorative 'scroll' or certificate will be provided to the recipient.

## **5. Procedure for Granting of Freedom of the Parish**

- 5.1 In keeping with the special nature of the award it shall be strictly limited to residents from any walk of life who have made a very significant voluntary contribution to East Grinstead Parish and who have demonstrated "service above self", or a significant national contribution relative to East Grinstead Parish.
- 5.2 It would be expected that the nominee will have given extensive and distinguished service to the community e.g. service to other organisations, voluntary and community groups, in a largely voluntary capacity. The nominee must have made an outstanding contribution to the Parish so as the nominee's contribution can be demonstrably seen to stand head and shoulders above the contributions made by most other people.
- 5.3 The Town Council's decision on the award of the title is final and no discussion or correspondence will be entered into on the matter.
- 5.4 There is no limit to the number of nominations or holders of the title, but the nature of the nomination criteria means it is unlikely that the honour will be frequently awarded and will therefore remain distinctive. The award will be conferred for the life of the title holder but is not hereditary in nature.
- 5.5 Nominations must be made by a serving Town Councillor, though any local resident may approach a Councillor and recommend a nomination. Nominations must be made by a Councillor in writing to the Town Clerk.
- 5.6 All nominations of Honorary Freeman or Freewoman are to be treated in the strictest of confidence. The nominee should not be informed that they have been nominated as it is not fair to raise expectations in case they are not met. It is imperative that submissions are not discussed with any other persons. Any disclosure will make the application invalid.
- 5.7 Once a nomination has been received it will be considered by a meeting at the next Full Council meeting. This discussion will be held under 'confidential business' and will therefore exclude members of the public. The whole Council must resolve by at least a two-thirds majority that the distinction of 'Honorary Freeman or Freewoman of the Parish of East Grinstead' be conferred upon the nominee.
- 5.8 Following a recommendation by Full Council that an award is justified the title of 'Honorary Freeman or Freewoman of the Parish of East Grinstead' will be granted by the Town Mayor and the title holder presented with a scroll/certificate citing the grounds for the award.
- 5.9 The presentation of a scroll/certificate would be made by the Town Mayor at a suitable appropriate event. A copy of the scroll will be held on record by the Town Clerk. The title holder will be able to style themselves 'Honorary Freeman or Freewoman of the Parish of East Grinstead'. The title does not convey any legal or financial privileges on the holder.

Adoption date: **27<sup>th</sup> January 2025**  
Reviewed:



# COMMUNICATIONS & PUBLICITY POLICY

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Issue Number	Date	Detailed Amendments
1	21 <sup>st</sup> March 2024	
2	1 <sup>st</sup> April 2025	No Change

## **1. Introduction**

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

## **2. Approach to Publicity**

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

## **3. Principles of Communication**

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

## **4. Official Council Press Releases**

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

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

## **5. Requests for Interview**

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

## **6. Publicity During Elections**

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

## 7. Social Media

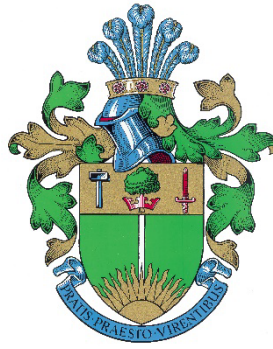
- 7.1 The Council recognises that for some residents, accessing information via social media platforms is their preferred method. While there are too many social media sites to include all of them, the council will endeavour to use those which are most widely used, and regularly review the type and number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

## 8. General Guidance for Councillors and Officers

- 8.1 Councillors and officers must ensure they do not disclose information that is of a confidential nature. This includes any discussion with the press or other media on any matter which has been discussed under confidential items on council or committee agendas or at any other private briefing.
- 8.2 Councillors and officers should act with integrity at all times when representing or acting on behalf of the council.
- 8.3 Councillors should be mindful of using the prefix Councillor when writing to the press. They should be clear in their correspondence as to whether they are writing as to their view as a ward Councillor or stating Council policy. It should also be made clear as to which Council they are writing on behalf (if the Councillor represents more than one Council).
- 8.4 Any councillor failing to follow the guidelines set out in this policy may find themselves in breach of the Members' Code of Conduct and subject to a complaint to the Monitoring Officer.
- 8.5 Any officer failing to follow the guidance set out in this policy could face disciplinary action.

Adoption date: **21.03.2024**

Reviewed:



## Social Media Policy – Staff

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Issue Number	Date	Details of amendments
1	1 <sup>st</sup> April 2025	New policy

# 1. Introduction

- 1.1 East Grinstead Town Council recognizes the value of social media in promoting transparency, communication, and engagement with the community. However, the use of social media by Council staff must be conducted in a professional manner that adheres to relevant laws, guidelines, and regulations. This Social Media Policy sets out the expectations and responsibilities for all staff members regarding the use of social media in both professional and personal contexts.
- 1.2 This policy aims to protect the reputation of East Grinstead Town Council, ensure compliance with relevant legislation, and guide staff in the responsible use of social media.

# 2. Purpose

- 2.1 The purpose of this policy is to:
- Ensure that staff understand their responsibilities when using social media.
  - Protect the reputation of East Grinstead Town Council and its staff.
  - Ensure compliance with data protection laws, including the Data Protection Act 2018 and General Data Protection Regulation (GDPR).
  - Promote appropriate engagement with the public and the community.
  - Provide guidance on appropriate use of social media in both professional and personal contexts.

# 3. Scope

- 3.1 This policy applies to all staff members of East Grinstead Town Council who use social media, whether in a professional capacity or in their personal lives. This includes the use of:
- Social networking sites (e.g., Facebook, Twitter, LinkedIn, Instagram)
  - Microblogging platforms (e.g., Twitter)
  - Video sharing platforms (e.g., YouTube, Vimeo)
  - Online forums, blogs, and discussion groups
  - Any other forms of social media, including personal websites, or any other platform where content can be shared publicly.

## 4. Legal Considerations

4.1 When using social media, staff must comply with the following relevant legislation:

- **Data Protection Act 2018 & GDPR:** Staff must ensure that they handle any personal or sensitive data in line with the Council's Data Privacy Policy. Personal data must not be disclosed without consent or legal obligation, and all social media interactions must respect confidentiality and data protection principles.
- **Freedom of Information Act 2000:** Any content posted on official Council social media channels may be subject to disclosure under the Freedom of Information Act. Staff should ensure they do not post anything that could later be subject to a public request.
- **Equality Act 2010:** Social media interactions should promote respect and inclusivity. Any posts that could be seen as discriminatory or harassing may breach equality legislation.
- **Copyright, Designs, and Patents Act 1988:** Ensure that any images, content, or other media shared on social media platforms respect copyright laws. Staff should avoid using copyrighted material without permission.
- **Defamation Law:** Defamatory statements made on social media can harm the reputation of individuals or organizations and may lead to legal action. Staff should refrain from making any negative, misleading, or defamatory comments about others.

## 5. Professional Use of Social Media

5.1 When using social media for Council-related purposes, the following guidelines must be adhered to:

- **Representation:** Staff must ensure that when representing East Grinstead Town Council on social media, they present information in a professional, respectful, and accurate manner. All posts, tweets, and responses should reflect the Council's values and adhere to the Town Council's objectives.
- **Official Accounts:** Only authorized individuals should post content on official Council social media accounts. All content should align with the Council's communications strategy and be approved by relevant senior staff or managers.
- **Accuracy and Transparency:** Posts related to Council matters should be factual and based on reliable sources. If you are sharing personal opinions, make it clear that the views expressed are your own and not those of the Council.

- **Engagement with the Public:** When engaging with the public on social media, staff should remain professional and respectful at all times. All interactions should be polite, responsive, and non-confrontational, even when dealing with criticism or challenging situations.

## 6. Personal Use of Social Media

6.1 Staff must be aware that their personal use of social media can have an impact on their professional reputation and the reputation of East Grinstead Town Council. The following guidelines apply to personal use:

- **Separation of Personal and Professional Accounts:** Staff should ensure that there is a clear distinction between personal and professional social media accounts. When discussing Council-related matters on personal accounts, staff should make it clear that their views are personal and do not represent the views of the Council.
- **Confidentiality:** Staff must not disclose confidential, sensitive, or private information about the Council, its staff, or its operations. This includes discussing Council business, employee issues, or any non-public information gained through work.
- **Respect and Professionalism:** Staff should be mindful of how their posts may be perceived by others. Staff must refrain from making offensive, discriminatory, or inappropriate comments on social media, particularly when it may be linked to their role within the Town Council.
- **Political Neutrality:** Council staff should remain politically neutral and avoid posting or endorsing any political opinions or content that could be seen as inappropriate for public servants. The principle of political neutrality is a key requirement for all local government employees.

## 7. Social Media Use During Work Hours

7.1 **Work-Related Social Media Usage:** Staff members who use social media for work purposes (e.g., Council communications, engagement with the public) should ensure that this is done during work hours and in a manner consistent with their job duties.

7.2 **Personal Use During Work Hours:** Personal use of social media during working hours should be kept to a minimum and should not interfere with job responsibilities. Social media use should not distract from work tasks or negatively impact productivity.

## 8. Privacy and Security

8.1 **Personal Data:** Staff must not post any personal data about residents, Council staff, or any other individuals unless consent has been obtained. This includes personal contact information, photographs, or other identifying details.

- 8.2 **Cybersecurity:** Staff must be aware of the potential risks associated with social media, including phishing attacks, malware, and data breaches. Ensure that privacy settings are applied, and do not share sensitive data through social media platforms.
- 8.3 **Security Protocols:** If staff access Council accounts or sensitive information via social media, they should use secure methods (e.g., VPNs, secure passwords) and adhere to the Council's IT security protocols.

## 9. Consequences of Policy Violations

- 9.1 Failure to adhere to the East Grinstead Town Council Social Media Policy may result in disciplinary action, including verbal or written warnings, suspension, or termination of employment for staff.
- 9.2 Serious breaches, including illegal activities, defamation, or breach of confidentiality, may result in immediate action.

## 10. Monitoring and Review

- 10.1 East Grinstead Town Council may monitor the use of social media for compliance with this policy. This includes reviewing official Council social media accounts and ensuring that posts align with the Council's objectives.
- 10.2 This policy will be reviewed annually or in response to significant changes in legislation, technology, or Council needs.

## 11. WhatsApp Groups

- 11.1 To maintain professionalism, clear communication, and appropriate boundaries, the following guidelines apply to WhatsApp groups used for East Grinstead Town Council (EGTC) business:

### Group Composition and Purpose:

- **EGTC Caretaking Team:**

Includes all caretakers, Estates Team (Manager, Assistant), Bookings Co-ordinator, and PA to Clerk. Used for coordinating caretaking tasks, shift updates, and day-to-day operational communication related to caretaking and immediate estate management.

- **EGTC Estates Team:**

Includes all ODS staff, Handyman, Caretaker Supervisor, Estates Manager & Assistant, Cemetery Manager & Assistant, Bookings Co-ordinator, and PA to Clerk. This group manages estate-wide coordination, operational updates, and cross-team communications.

- **EGTC Cemetery Services Information:**

Includes only ODS, Cemetery Manager, and Cemetery Assistant. Used exclusively for cemetery-related operational updates and coordination.

- **EGTC Sunnyside Barn:**

Includes Estates Team, Caretakers, Handyman, ODS Foreman, Bookings Manager, and Youth Club Co-ordinator. Used for coordinating activities, bookings, and maintenance related to Sunnyside Barn.

- **EGTC Electrics:**

Includes Cemetery Manager, Caretakers, Estates Team, Handyman, and Electricians. Dedicated to electrical maintenance and repairs coordination within Council properties.

- **EGTC Staff Group:**

Includes all staff members only—**no councillors**. Used for general staff communication, updates, and coordination.

- **EGTC Amenities & Tourism:**

Includes Estates Manager, Tourism Manager, Cemetery Manager, and councillors serving on this committee. This group provides councillors with timely updates on developments and activities between committee meetings. It is the only group where councillors and staff are members together. Professionalism and confidentiality must always be maintained.

- **EGTC Repairs & Maintenance:**

Includes Estates Team, Cemetery Team, Caretakers, Handyman, ODS Foreman, and Bookings Co-ordinator. Used for coordinating repair and maintenance tasks across Council facilities.

- **EGTC Festive Lights:**

Includes Estates Manager, Estates Assistant, and the Festive Lighting Company. Used for coordinating festive lighting installations and related activities.

Usage Guidelines:

- 11.2 WhatsApp groups are to be used only for **work-related communication**. Personal conversations are not permitted.
- 11.3 Communication must be confined to **working hours only** to respect members' personal time and maintain professionalism.
- 11.4 Councillors and staff must **not** be in the same WhatsApp group.

- 11.5 Sensitive or confidential information should only be shared within groups authorized and secured for such purposes and in compliance with the Council's data protection policies.
- 11.6 Official decisions are not to be made on WhatsApp Groups. Any decisions or important communications made will be shared in the relevant WhatsApp groups.

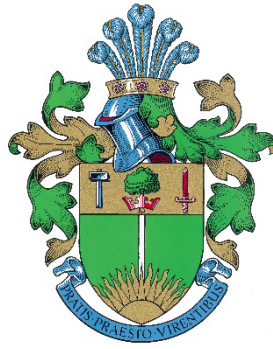
Compliance:

- 11.7 Failure to comply with these WhatsApp group guidelines may result in disciplinary action as outlined in Section 9 of this policy.

## **12. Conclusion**

- 12.1 By adhering to this Social Media Policy, East Grinstead Town Council staff can use social media responsibly, ethically, and securely.
- 12.2 Social media provides a valuable opportunity for engagement with the public and the promotion of Council initiatives, but it must be used in a way that protects the reputation of the Council, respects legal requirements, and promotes a positive public image.
- 12.3 This Social Media Policy ensures that East Grinstead Town Council staff use social media responsibly, in compliance with relevant laws and regulations, while protecting the Council's reputation and maintaining a professional approach to public engagement.

**Adoption date:**  
**Reviewed:**



# Respectful Workplace Policy (Bullying, Harassment & Sexual Harassment)

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Issue No	Date	Details of amendments
1	August 2025	New policy – amalgamated bullying, harassment & sexual harassment policy

# 1. Purpose and Introduction

- 1.1 East Grinstead Town Council (EGTC) is committed to providing a workplace where everyone is treated with dignity, respect and fairness. This single policy covers bullying, harassment (including harassment related to protected characteristics) and sexual harassment, and sets out the standards of behaviour we expect and the procedures for reporting and resolving concerns.
- 1.2 This policy reflects the Council's legal obligations under the **Equality Act 2010** and the **Worker Protection (Amendment of Equality Act 2010) Act 2023** and follows best practice guidance from the Equality and Human Rights Commission (EHRC) and ACAS on preventing and responding to workplace harassment and bullying.

## 2. Scope

2.1 This policy applies to:

- All employees (permanent, fixed-term, casual), workers, volunteers, agency workers, contractors and consultants engaged by EGTC.
- Councillors where behaviour relates to council business (and to councillors' conduct where relevant and actionable).
- Behaviour at all work-related events, during work-related travel, and conduct online or on social media where it relates to work or affects working relationships or the Council's good name.
- Third-party interactions (customers, suppliers, members of the public) where relevant to the safety and wellbeing of staff.

## 3. Legal framework and employer duties (summary)

- 3.1 **Equality Act 2010:** Prohibits harassment and discrimination related to protected characteristics, and recognises sexual harassment as unlawful. Protected characteristics include sex, gender reassignment, race, disability, sexual orientation, religion or belief, age, pregnancy and maternity, marriage and civil partnership.
- 3.2 **Worker Protection (Amendment of Equality Act 2010) Act 2023:** Reinforces and extends protections and employer duties to take reasonable steps to prevent harassment and provide appropriate redress (policy must state the Council's commitment to those duties).
- 3.3 **EHRC / ACAS guidance:** Employers should adopt proportionate prevention measures (risk assessment, training, incident logs), ensure prompt, impartial investigations, protect confidentiality where possible, and guard against victimisation.

- 3.4 EGTC will take all reasonable steps to prevent bullying, harassment and sexual harassment; to investigate complaints promptly and fairly; and to take disciplinary or other action where necessary.
- 3.5 Note: staff may have a right to bring a claim to an employment tribunal. Relevant time limit: claims of discrimination/harassment must normally be presented to a tribunal within three months less one day from the date of the last act complained of (or from the date of knowledge of a continuing series of acts). (This policy does not replace legal advice.)

## 4. Definitions

- 4.1 **Bullying:** Offensive, intimidating, malicious or insulting behaviour, misuse or abuse of power that undermines, humiliates or injures the recipient. Can be physical, verbal, non-verbal or online.
- 4.2 **Harassment:** Unwanted conduct related to a protected characteristic that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.
- 4.3 **Sexual harassment:** Unwanted conduct of a sexual nature (physical, verbal, non-verbal or digital) that violates dignity or creates an offensive or hostile environment.
- 4.4 **Victimisation:** Detrimental treatment because someone has made (or is believed to have made) a complaint or supported a complaint under this policy.
- 4.5 **Third-party harassment:** Harassment committed by someone who is not an employee (e.g., a member of the public, contractor, supplier).

## 5. Examples (non-exhaustive)

- 5.1 Unwelcome touching, indecent exposure, sexual propositions or pressure for sexual favours.
- 5.2 Sexual comments, jokes, innuendo, or sharing pornographic material.
- 5.3 Displaying offensive images, graffiti, or using derogatory nicknames.
- 5.4 Exclusion from work-related communications, withholding information, setting unrealistic deadlines.
- 5.5 Persistent unwanted contact by digital means: abusive emails, texts, social media posts.
- 5.6 Coercion (threats relating to job/security in exchange for sexual favours).
- 5.7 Any other conduct a reasonable person would regard as humiliating, intimidating or hostile.

## 6. Prevention and risk reduction

6.1 EGTC will take reasonable steps to prevent and reduce the risk of harassment and bullying:

- Include bullying/harassment prevention in induction, role-specific training and regular refresher training.
- Train managers in handling reports and conducting fair investigations.
- Carry out risk assessments for roles or activities with elevated risk (e.g., lone working, events, public-facing roles).
- Maintain a confidential incident log to identify patterns and repeat offenders.
- Communicate this policy widely and ensure easy access for all staff.
- Where appropriate, make reasonable workplace adjustments for victims (per Equality Act duties).

## 7. Reporting and support

If you experience or witness bullying/harassment:

- If safe and appropriate, tell the person their behaviour is unacceptable and ask them to stop. You may do this directly or ask a colleague/manager to support you.
- Report the incident to your line manager. If your line manager is implicated, report to their manager or the Leader of the Council (or the Town Clerk where appropriate).
- For complaints involving councillors, report to the Clerk or the Chair of the Council as applicable.

Support available:

- A trusted manager or colleague
- Employee Assistance Programme
- Trade union or nominated representative
- Referral to occupational health or counselling where appropriate

7.1 EGTC will treat complaints sensitively and confidentially as far as practicable, while recognising that a proper investigation may require disclosure to those who need to know.

## 8. Informal resolution

8.1 Where appropriate and with the complainant's consent, EGTC will offer informal resolution options:

- Direct conversation (with or without a supporter present).
- Mediation or facilitated discussion by a trained neutral.
- Manager intervention to clarify expected behaviour and set boundaries.

8.2 Informal resolution will not be used in cases involving alleged criminal conduct, serious sexual misconduct, or where the complainant does not agree to an informal route.

## 9. Formal investigations

### Making a formal complaint

9.1 Submit the complaint in writing to your line manager or to the nominated alternative if the line manager is implicated. Give full details, dates, witnesses and any supporting evidence.

### Investigation

9.2 Complaints will be acknowledged promptly and in line with our Grievance Policy. Investigations will be impartial, proportionate and timely.

9.3 Investigations may include interviews with the complainant, the alleged perpetrator, and witnesses, and review of relevant documents or electronic evidence.

9.4 Investigations will be conducted by trained investigators, or externally where impartiality is a concern.

### Outcomes

9.5 If the complaint is upheld, disciplinary action (up to and including dismissal) may be taken. For contractors/agency staff, engagements may be terminated.

9.6 If a complaint is not upheld, the Council will consider remedial steps to restore working relationships where appropriate.

9.7 Both complainant and respondent will be informed of the investigation outcome (subject to confidentiality and data protection constraints).

## 10. False allegations and malicious reports

10.1 Allegations made in good faith will be supported. Malicious or knowingly false allegations are a disciplinary matter and may lead to sanctions.

## **11. Victimisation and protection of witnesses**

- 11.1 EGTC will not tolerate any victimisation of complainants or witnesses. Any retaliation is itself misconduct and subject to disciplinary action.
- 11.2 Where a complainant or witness fears retaliation, the Council will consider protective measures (e.g., temporary change of duties, supervised contact, alternative working arrangements).

## **12. Third-party harassment**

- 12.1 The Council will take reasonable steps to prevent third-party harassment (e.g., customer/supplier) and to protect staff. Measures may include warnings to third parties, banning individuals from Council premises, or seeking police involvement if criminal behaviour is suspected.

## **13. Data protection and confidentiality**

- 13.1 Personal data collected during investigations will be handled in accordance with EGTC's Data Protection Policy and the Employee Privacy Notice. Records will be kept securely for a defined retention period in line with legal and operational requirements.

## **14. Record keeping, monitoring and review**

- 14.1 The Council will maintain an incident log (anonymised where appropriate) to monitor patterns and the effectiveness of prevention measures.
- 14.2 This policy and related procedures will be reviewed regularly or when new legislation or guidance requires changes.

## **15. Links to other procedures**

- 15.1 Disciplinary Procedure
- 15.2 Grievance Procedure
- 15.3 Code of Conduct for Councillors (where applicable)
- 15.4 Lone Working policy / Health & Safety policies
- 15.5 Employee privacy and data protection policies

## **16. Responsibilities**

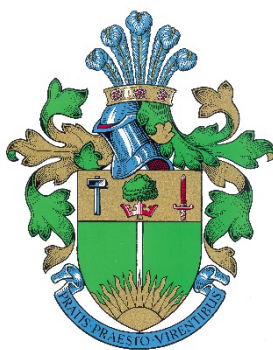
- 16.1 **Employees:** treat colleagues with respect, report incidents, cooperate with investigations.

16.2 **Managers:** take reports seriously, act promptly, maintain confidentiality, ensure fair handling.

16.3 **Town Clerk / Leader of the Council:** ensure training, monitor compliance, and keep records.

**Adoption date:**

**Reviewed:**



# ICT Policy

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Issue Number	Date	Details of amendment
1	28.08.25	New policy – ICT Policy & Use of Computers etc merged

# 1. Introduction

- 1.1 East Grinstead Town Council recognises that Information and Communication Technology (ICT) plays a vital role in delivering efficient and effective services to the community. ICT enhances communication, record keeping, and public engagement, but it also introduces risks related to data protection, cybersecurity, and reputational damage. This policy combines and updates existing ICT and communications policies into one comprehensive framework, aligned with the NALC Practitioners' Guide 2025.

# 2. Executive Summary

- 2.1 This policy governs how staff, councillors, contractors, and volunteers use Council ICT systems, including email, internet, and social media. It promotes secure, responsible, and lawful use of digital resources, ensures compliance with legislation, and protects Council reputation, assets, and data integrity. It also meets the requirements of the 2025 NALC Practitioners' Guide, including the mandatory use of Council-owned email domains and compliance with Assertion 10: Data Compliance.

# 3. Purpose of the Policy

- 3.1 Promote lawful, secure, and efficient ICT use.
- 3.2 Protect Council assets from cyber threats, misuse, and data loss.
- 3.3 Ensure compliance with the UK GDPR, Data Protection Act 2018, Equality Act 2010, and related legislation.
- 3.4 Ensure compliance with the NALC Practitioners' Guide 2025, including the explicit requirements for Council-owned email domains and Assertion 10.
- 3.5 Provide clear standards for ICT, email, internet, and social media use.
- 3.6 Support operational continuity and public trust in Council services.

# 4. Scope

- 4.1 Applies to:
- All Council staff, councillors, contractors, volunteers, and authorised users.
  - All Council-issued ICT equipment and services (computers, laptops, tablets, phones, cloud systems, networks, email accounts, and social media accounts).
  - All Council-related activities carried out in offices, remotely, or via hot desking.

4.2 Personal devices must not be used for Council business. All official work must be conducted using Council-issued equipment.

## **5. Acceptable Use of ICT Resources**

5.1 ICT resources are provided for Council business.

5.2 Limited personal use may be permitted if it does not impact security, productivity, or reputation.

5.3 Prohibited uses include:

- Downloading or distributing offensive, discriminatory, or unlawful material.
- Harassment, bullying, or abuse.
- Political or commercial activities unrelated to Council work.
- Circumventing security, hacking, or installing unauthorised software.
- Gambling or playing electronic games.

## **6. Working Practices – Office, Hot Desking, and Remote Use**

6.1 Devices must be shut down daily and locked when unattended.

6.2 Files must be saved only to approved Council storage (e.g., OneDrive, SharePoint).

6.3 Devices must never be left unsecured in shared/public areas.

6.4 Remote workers must use Council laptops, secure Wi-Fi, and keep devices in safe locations.

## **7. Equipment and Software Controls**

7.1 Only Council-approved software (managed by Wessex IT) may be installed.

7.2 Updates, licences, and patches are managed centrally.

7.3 Faults or issues must be reported immediately to Wessex IT via the Clerk.

7.4 USBs or external drives require prior authorisation.

## **8. Data Protection and Privacy**

8.1 The Council complies with the six principles of data protection: lawfulness, fairness, transparency, purpose limitation, minimisation, accuracy, storage limitation, and security.

8.2 Requirements:

- Collect/store only necessary data.
- Use encrypted cloud storage.
- Share data only with authorised parties.
- Follow retention and disposal schedules.
- Prevent unauthorised processing or disclosure.
- Comply with Assertion 10: Data Compliance under the NALC Practitioners' Guide 2025.

## **9. Email and Messaging**

9.1 All Council business must use @eastgrinstead.gov.uk addresses or another Council-owned domain as required by the 2025 Practitioners' Guide.

9.2 Emails must be professional, respectful, and checked before sending.

9.3 Emails are subject to Freedom of Information (FOI) disclosure.

9.4 Councillors must not send contractual or binding instructions—officers only may do so.

9.5 Email accounts may be accessed by the Council in prolonged absences.

9.6 Inappropriate or excessive personal use is prohibited.

9.7 Messages via text must be clear, professional, and Council-related.

## **10. Use of the Internet**

10.1 Internet access is primarily for work purposes. Limited personal use is acceptable only in exceptional circumstances.

10.2 Prohibited activities include:

- Accessing or distributing offensive, pornographic, or unlawful material.
- Fraud, piracy, hacking, or malware distribution.

- Sharing confidential information without authorisation.
- Misrepresenting personal opinions as Council views.

10.3 The Council may monitor internet usage and block inappropriate sites.

## **11. Social Media and Networking**

11.1 Only authorised officers may post on official Council accounts.

11.2 Personal use of social media must not bring the Council into disrepute.

11.3 Councillors should keep personal and Council roles separate.

11.4 Users must not:

- Make derogatory, discriminatory, or defamatory comments about the Council, members, staff, or the public.
- Use Council email addresses for personal accounts.
- Disclose confidential or sensitive information.

11.5 Staff and councillors are personally responsible for published content. Breaches may result in disciplinary or legal action.

11.6 This section aligns with NALC Social Media Policy Guidelines (2024).

## **12. Passwords and Access Control**

12.1 Strong, unique passwords must be used for all accounts.

12.2 Passwords must not be shared.

12.3 Two-factor authentication (2FA) must be enabled where possible.

12.4 Passwords should be changed regularly and kept confidential.

12.5 Access is on a need-to-know basis only.

## **13. Backup and Data Recovery**

13.1 Data is backed up automatically by Council IT systems.

13.2 Users must not create their own backup copies.

13.3 Data recovery is managed by Wessex IT in line with Council protocol.

## **14. Incident Reporting and Security Breaches**

- 14.1 All ICT issues or suspected breaches must be reported immediately to the Clerk or Wessex IT.
- 14.2 Incidents will be investigated and, where necessary, reported to the ICO.

## **15. Staff Training and Assertion 10**

- 15.1 Mandatory annual ICT and data security training covers:
- Data protection and confidentiality.
  - Recognising phishing and scams.
  - Safe cloud storage and remote use.
  - Equality and respectful communication.
- 15.2 Training supports Assertion 10: Data Compliance as defined in the NALC Practitioners' Guide 2025.

## **16. Misuse of ICT Systems**

- 16.1 Examples include:
- Accessing another user's account.
  - Downloading malware or prohibited content.
  - Using Council systems for bullying or harassment.
  - Leaving devices unsecured in public.
  - Wasting ICT resources.
  - Ignoring Council protocols.
- 16.2 Misuse may lead to disciplinary action or legal referral.

## **17. Monitoring and Compliance**

- 17.1 The Council reserves the right to monitor ICT, email, internet, and social media use.
- 17.2 Monitoring will be lawful, proportionate, and GDPR-compliant.
- 17.3 Email and internet use may be audited for productivity, misconduct, or system security.

## **18. Policy Review**

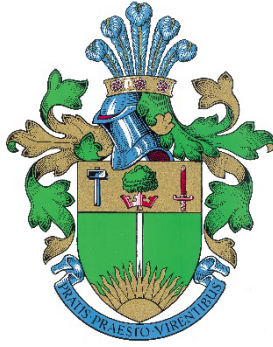
- 18.1 This policy will be reviewed annually or when legislation/technology changes.
- 18.2 Updates will be shared with all users, who must confirm understanding.
- 18.3 Reviews will ensure continued compliance with the NALC Practitioners' Guide 2025.

## **19. Conclusion**

- 19.1 By following this policy, users ensure the responsible, lawful, and secure use of ICT, email, internet, and social media in support of East Grinstead Town Council's services and reputation, while meeting the requirements of national legislation and NALC guidance.

**Adoption date:**

**Reviewed:**



# Alcohol & Substance Abuse Policy

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Issue	Date	Details of amendments
1	1 <sup>st</sup> April 2025	New policy

# 1. Introduction

- 1.1 East Grinstead Town Council is committed to providing a safe, healthy, and productive working environment for all employees.
- 1.2 This policy addresses alcohol and substance misuse within the workplace, outlining how such issues will be managed in compliance with current legislation.
- 1.3 It aims to support employees in addressing any misuse problems, ensuring that all staff are treated fairly, and maintaining a work environment that is safe and productive for all.
- 1.4 This policy adheres to relevant UK laws, including the Health and Safety at Work Act 1974, the Misuse of Drugs Act 1971, and the Equality Act 2010.

# 2. Policy Statement

- 2.1 East Grinstead Town Council is committed to ensuring that no employee is under the influence of alcohol or illegal substances while at work or performing job-related duties.
- 2.2 We recognise that alcohol or substance misuse can have serious implications for health, safety, and wellbeing, and we are committed to providing appropriate support and assistance to those affected.
- 2.3 The Council will take all necessary steps to prevent alcohol and substance misuse in the workplace, while providing avenues for support and rehabilitation where needed.

# 3. Definitions

- 3.1 **Alcohol Misuse:** The consumption of alcohol in a manner that affects an employee's ability to work safely or competently, or in a way that harms their health or the safety of others.
- 3.2 **Substance Misuse:** The inappropriate or illegal use of any drugs (including prescribed medication, over-the-counter drugs, or illegal substances) that affects an individual's ability to perform their duties or compromises workplace safety.

# 4. Responsibilities for Managers

- 4.1 Managers at East Grinstead Town Council are responsible for ensuring that this policy is followed, as well as addressing any alcohol or substance misuse issues in the workplace. Specific responsibilities include:
  - 4.1.1 **Awareness & Prevention:** Ensuring that all employees are aware of the Alcohol & Substance Abuse Policy and its contents. Managers should also ensure that employees understand the risks and implications of alcohol and substance misuse.

- 4.1.2 **Monitoring and Early Intervention:** Observing employee behaviour and performance for signs of alcohol or substance misuse. Early intervention is essential to ensure the health and safety of employees and others in the workplace.
- 4.1.3 **Supporting Affected Employees:** Offering support to employees who may be struggling with alcohol or substance misuse, including referring them to appropriate services, such as the Employee Assistance Program (EAP), medical professionals, or rehabilitation services.
- 4.1.4 **Investigation of Suspected Misuse:** If an employee is suspected of being under the influence of alcohol or drugs, managers must conduct a fair and confidential investigation. This may include conducting tests (with consent), gathering evidence, and addressing any performance issues.
- 4.1.5 **Disciplinary Action:** When necessary, managers must initiate appropriate disciplinary procedures in line with the Council's Disciplinary Policy for cases of alcohol or substance misuse in the workplace. This may include issuing formal warnings, suspension, or dismissal if the misuse is serious or persistent.

## 5. Responsibilities for Employees

- 5.1 Employees of East Grinstead Town Council are expected to comply with this policy and attend work fit for duty. Specific responsibilities include:
- **Fitness for Work:** Employees must not be under the influence of alcohol or drugs whilst at work or traveling to and from the work place. They are responsible for attending work in a state that does not affect their ability to perform their duties safely and effectively.
  - **Disclosure of Health Issues:** If an employee is prescribed medication or using substances that may impair their ability to perform their job safely, they must inform their line manager. Employees should seek guidance from their GP, pharmacist, or other medical professionals regarding the potential impact of any medication or substance use on their work.
  - **Reporting Concerns:** Employees are encouraged to report any concerns they may have about their own alcohol or substance misuse or that of a colleague. Concerns should be raised with their manager or HR.
  - **Seeking Help:** Employees are encouraged to seek assistance from the Employee Assistance Program (EAP) or other support services if they believe they have an alcohol or substance misuse problem. Confidential support and rehabilitation services are available to employees who require help.

## 6. Procedures for Managing Alcohol and Substance Misuse

### Identification of Misuse

Signs of Alcohol or Substance Misuse: Managers and colleagues should be aware of potential signs of alcohol or substance misuse, which may include:

- Decreased performance or productivity.
- Unusual behaviour, including aggression, irritability, or mood swings.
- Lateness or increased absenteeism.
- Physical signs of intoxication or impairment (e.g., unsteady walking, slurred speech, unusual smells).

6.1 **Raising Concerns:** If an employee is suspected of being under the influence of alcohol or drugs, their line manager should approach the individual in a discreet and confidential manner to discuss concerns.

### Investigation Process

6.2 **Reasonable Suspicion:** If there is reasonable suspicion that an employee is under the influence of alcohol or drugs, a manager will initiate an investigation. The employee will be given an opportunity to explain their actions.

6.3 **Alcohol or Drug Testing:** If appropriate, and with the employee's consent, alcohol or drug testing may be carried out. Testing may be required in the event of an accident or incident, or when an employee's performance or behaviour is deemed impaired.

6.4 **Confidentiality:** All investigations, testing, and any subsequent actions will be conducted in confidence, in line with the Data Protection Act 2018 and General Data Protection Regulation (GDPR).

6.5 **Support and Guidance:** Employees undergoing investigation will be offered support throughout the process, and they will be informed of their rights, including the opportunity to seek assistance from a representative or union representative, if applicable.

### Disciplinary Procedures

6.6 If the investigation confirms that an employee has been under the influence of alcohol or drugs while at work, the employee may be subject to disciplinary action. The level of discipline will be determined by the severity and frequency of the offence, and in accordance with the Council's Disciplinary Policy.

6.7 **Disciplinary action may include:**

- A formal warning.
- Suspension (pending further investigation or treatment).
- Dismissal (for serious or repeated breaches of the policy).

6.8 The Council will take a supportive approach in cases of first-time or minor misuse, helping through counselling or rehabilitation programs, where appropriate.

#### Support and Rehabilitation

6.9 **Employee Assistance Program (EAP):** The Council offers an Employee Assistance Program that provides confidential support and counselling services for employees experiencing alcohol or substance misuse problems. Employees are encouraged to seek support from this program.

6.10 **Referral to External Services:** Employees identified as having alcohol or substance misuse problems may be referred to medical professionals or external rehabilitation services for treatment. The Council will cooperate with external providers to ensure employees receive the necessary support.

6.11 **Rehabilitation and Adjustments:** Employees who are undergoing rehabilitation may be granted time off for treatment and recovery, in accordance with the Council's Sickness and Absence Policy. The Council may also offer adjustments to working hours or duties during the rehabilitation process, as appropriate.

## 7. Alcohol and Substance Misuse Awareness Training

7.1 The Town Council will provide training for managers and staff to raise awareness of alcohol and substance misuse and how it can affect performance, safety, and health. This training will ensure that all employees understand the signs, risks, and procedures outlined in this policy.

## 8. Legal Compliance

8.1 This policy complies with relevant UK legislation, including:

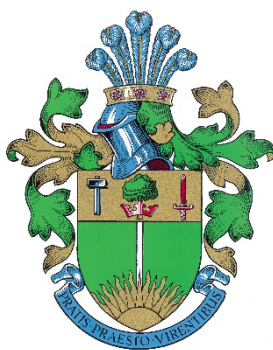
- **Health and Safety at Work Act 1974:** Ensuring a safe working environment free from risks related to alcohol or substance misuse.
- **Misuse of Drugs Act 1971:** Compliance with the legal requirements for managing the misuse of illegal drugs in the workplace.
- **Equality Act 2010:** Offering support to employees with substance misuse problems as a disability under the Act, where appropriate, and providing reasonable adjustments to assist in recovery.

## **9. Conclusion**

- 9.1 East Grinstead Town Council is committed to providing a safe and supportive workplace.
- 9.2 The Council recognises the need to manage alcohol and substance misuse in a fair and consistent way while offering employees the necessary support to address any issues they may face.
- 9.3 Employees are encouraged to seek help if they are experiencing problems with alcohol or substance misuse, and the Council will take appropriate action to ensure a healthy and safe workplace for all staff.

**Adoption date:**

**Reviewed:**



# Adverse, Severe Weather, Snow and Ice Policy

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Issue	Date	Details of amendment
1	September 2025	Merged adverse weather & snow & Ice policy

# 1. Introduction

1.1 East Grinstead Town Council is committed to ensuring the safety and well-being of its staff, councillors, and the public during adverse and severe weather conditions, including snow, ice, heavy rain, flooding, high winds, and storms. This policy provides clear guidance on managing risks and maintaining Council services safely and effectively in all such conditions.

## 2. Scope

2.1 This policy applies to:

- All staff of East Grinstead Town Council, including full-time, part-time, temporary, and contract employees.
- All elected councillors of East Grinstead Town Council.
- Council-owned and leased properties, including buildings, car parks, pathways, and public spaces under Council responsibility.
- Events held at East Court Mansion, including East Court Live, weddings, parties, and other functions.

## 3. Responsibilities of the Council

3.1 East Grinstead Town Council will take reasonable steps to ensure safety by:

- Clearing snow, ice, and other weather-related hazards from Council-owned properties as quickly as possible following snowfall or icy weather.
- Using grit, salt, sandbags, barriers, or other appropriate measures to reduce risks in hazardous conditions.
- Implementing plans for regular monitoring and maintenance of affected areas throughout adverse weather periods, including winter months.
- Conducting risk assessments for events and Council services impacted by severe weather.
- Assigning the outdoor services team to inspect trees and grounds before and after storms or high winds to mitigate public safety risks.
- Maintaining contingency plans to ensure service continuity, including staff cover, service diversion, remote work arrangements, and public emergency contact information.

## 4. Responsibilities of Staff and Councillors

- 4.1 **Health and Safety:** Staff and councillors should prioritise personal safety when traveling to and from work or Council duties during adverse weather.
- 4.2 **Weather Monitoring:** Staff must regularly check local weather forecasts, public transport availability, and Council communications, especially during periods of severe weather.
- 4.3 **Travel and Attendance:**
- Staff should make all reasonable efforts to attend work but may work remotely if conditions are unsafe.
  - Councillors should use discretion when traveling and inform the Town Clerk if unable to attend meetings or events.
  - Staff facing difficult journeys home or childcare issues (e.g., unexpected school closures) may leave early at line manager discretion.
- 4.4 **Reporting Hazards:** Staff and councillors should promptly report any weather-related hazards (e.g., ungritted walkways, flooding, storm damage) to the Council's designated contact.
- 4.5 **Equipment and Preparation:** Staff expected to work remotely during severe weather should take home necessary equipment (laptops, chargers, work materials) in advance.
- 4.6 Staff are expected to make up time missed due to adverse weather through TOIL, annual leave or unpaid leave.

## 5. Snow and Ice Management

- 5.1 **Priority Areas:** High-traffic zones such as entrances, exits, main pathways, car parks, and emergency routes will be prioritised for snow and ice clearance.
- 5.2 **Clearing and Treatment:** Snow will be cleared promptly from Council premises using appropriate equipment. Grit and salt will be applied in designated areas to prevent ice formation and improve safety.
- 5.3 **Ongoing Monitoring:** Staff will regularly monitor and maintain affected areas during working hours to manage new snow or ice accumulation.
- 5.4 **Equipment Readiness:** The Council ensures availability and readiness of gritting and salting equipment throughout winter.

## 6. Severe Weather Procedures

- 6.1 **Flooding:** Sandbags, drainage clearance, and temporary barriers will be used to manage flood risks.

6.2 **High Winds & Storms:** Loose items will be secured, unsafe areas restricted, and tree inspections conducted to prevent hazards.

6.3 **Heavy Rain:** Water ingress risks will be monitored and managed.

**6.4 Events:**

- Outdoor events (weddings, parties) may be moved indoors or cancelled if severe weather presents safety risks.
- Public events like East Court Live may be cancelled or stopped mid-event for safety, with updates provided promptly via official Council channels.

## **7. Communication and Support**

7.1 The Council monitors official weather alerts and provides timely updates via email, text, phone, and social media.

7.2 Support will be offered to vulnerable staff members, such as those with mobility challenges or childcare responsibilities.

7.3 Event organisers and attendees will receive prompt communication regarding changes or cancellations.

## **8. Impact on Council Activities**

8.1 Meetings may be rescheduled or held virtually during severe weather.

8.2 Public events may be relocated indoors or cancelled if weather conditions pose safety risks.

8.3 Events in progress may be stopped if immediate hazards arise, ensuring safe egress of attendees.

## **9. Health and Safety Considerations**

9.1 Staff remaining at work must continue to follow health and safety requirements, including when working in extreme conditions or during heating failures.

9.2 Continuous hazard monitoring and prompt reporting are essential during adverse weather.

## **10. Policy Review**

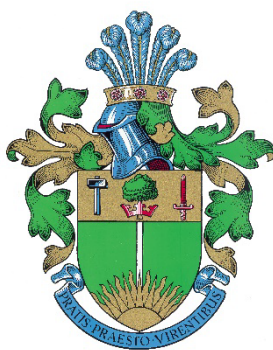
10.1 This policy will be reviewed annually or after significant adverse weather events to ensure effectiveness and compliance with current best practices.

## 11. Conclusion

- 11.1 East Grinstead Town Council is dedicated to protecting the safety and well-being of its staff, councillors, and the public during adverse, severe, snow, and icy weather conditions. Through proactive planning, clear communication, and responsive action, the Council will minimize risks and support the continuation of services and events wherever safe to do so.

**Adoption date:**

**Reviewed:**



# Compassionate Leave Policy

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Issue Number	Date	Details of amendment
1	July 2025	New Policy

# 1. Executive Summary

- 1.1 This report sets out a revised Compassionate Leave Policy for East Grinstead Town Council. Drawing on national legislation, National Association of Local Councils and Sussex Association of Local Councils best practice guidance, and East Grinstead's own internal values, the policy is designed to ensure staff receive appropriate support and flexibility in times of personal crisis. This includes bereavement, serious illness in the family, and unexpected emergencies involving dependants.

## 2. Purpose of the Review

- 2.1 This review was commissioned to:
- Reflect recent updates in employment legislation, including carers' rights
  - Embed best practice principles from NALC and SALC
  - Address a wider definition of close relationships (e.g. those who raised or cared for the employee)
  - Preserve the Council's internal values, including the flexibility outlined in the Staff Handbook
  - Provide clear guidance for both employees and managers while allowing for individual discretion

## 3. Legal and Policy Context

### Legislation

- 3.1 The revised policy complies with:
- **Employment Rights Act 1996** – right to unpaid time off to care for dependants
  - **Parental Bereavement Leave and Pay Act 2018** – up to two weeks' statutory leave for eligible parents
  - **Carer's Leave Regulations 2024** – right to one week's unpaid leave annually to care for a long-term dependant

### Sector Guidance

- 3.2 The framework also draws from:
- **NALC's model Compassionate Leave Policy (2024)**

- **SALC's guidance for small councils on managing bereavement and carer support**

## 4. Proposed Compassionate Leave Framework

### Flexible and Individualised Approach

- 4.1 In accordance with the Council's Staff Handbook:

*"Reactions to bereavement may vary greatly according to individual circumstances, and the setting of fixed rules for time off is therefore inappropriate. You should discuss your circumstances with your Line Manager and agree appropriate time off."*

- 4.2 This statement underpins the policy, which prioritises discretion, compassion, and individual context over rigid entitlements.

### Bereavement Leave

- 4.3 Employees may be granted up to five working days of paid compassionate leave following the death of a significant person.

- 4.4 Managers may grant additional paid or unpaid leave depending on emotional impact, funeral arrangements, caring responsibilities, or travel needs.

### Serious Illness/Emergency Leave

- 4.5 Where a close relative, dependant, or the person who raised the employee is critically ill, hospitalised, or requires urgent care, employees may be granted up to five working days of paid leave, with further flexibility at the manager's discretion.

### Parental Bereavement Leave

- 4.6 In line with statutory entitlements, employees who suffer the loss of a child under 18 or a stillbirth after 24 weeks may take **up to two weeks of paid or unpaid parental bereavement leave**. This may be taken in one block or in two separate one-week periods.

### Dependants' Emergency Leave

- 4.7 Employees may take **short unpaid leave (typically one or two days)** to deal with unforeseen emergencies involving dependants. Managers may approve paid time off in exceptional cases.

### Carer's Leave

- 4.8 Employees caring for a dependant with long-term health or support needs are entitled to **one week of unpaid carer's leave annually**, as per the Carer's Leave Regulations 2024. This may be extended or paid depending on circumstances and Council discretion.

## Exceptional Circumstances

- 4.9 If an employee experiences multiple losses, complex family responsibilities, or significant logistical needs (such as overseas funerals), managers may approve **additional paid or unpaid leave**. This ensures a tailored, human approach to exceptional situations.

## 5. Request and Approval Process

- 5.1 Employees should notify their line manager as early as possible. An initial verbal discussion is appropriate, with written confirmation to follow when feasible. Information to provide includes:

- The nature of the situation (bereavement, serious illness, etc.)
- The relationship to the affected person
- Estimated duration of leave needed

- 5.2 For longer periods of leave, employees may be asked for limited supporting evidence (e.g. funeral notice or hospital letter), to be handled with discretion and confidentiality.

## 6. Managerial Guidance and Confidentiality

- 6.1 Managers must approach each request with compassion, always maintaining discretion and confidentiality. Considerations include:

- The significance of the relationship (including non-traditional caregiving roles)
- The employee's mental and emotional wellbeing
- Operational flexibility and possible adjustments to duties or hours
- Signposting to support services or follow-up conversations after return

- 6.2 Confidentiality and data protection obligations must be strictly followed.

## 7. Implementation Plan

- 7.1.1 Following formal adoption, the policy will be:

- Integrated into the Staff Handbook
- Shared with all employees via internal communication channels
- Supported by a short training session for managers to ensure consistent application

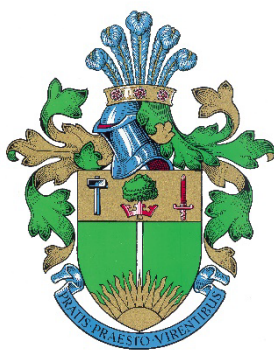
## **8. Monitoring and Review**

- 8.1 This policy will be reviewed every two years, or earlier if required by legal changes, NALC/SALC updates, or internal feedback. Any revisions will be presented to and approved by the HR Subcommittee.

## **9. Conclusion**

- 9.1 The revised Compassionate Leave Policy reflects East Grinstead Town Council's enduring commitment to compassion, fairness, and respect for individual circumstances. By explicitly including those who raised or cared for the employee, and by removing arbitrary distinctions in grief responses, this policy reflects a modern and humane approach to staff wellbeing.

**Adoption date:**  
**Reviewed:**



# Grievance Policy – Town Clerk

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Issue	Date	Details of amendments
1	August 2025	New Policy

## 1. Introduction

- 1.1 East Grinstead Town Council is committed to providing a supportive and fair working environment for all its employees. This policy sets out the process for employees to raise grievances specifically relating to the conduct or actions of the Town Clerk.
- 1.2 Our aim is to resolve concerns promptly, confidentially, and in accordance with employment law and best practice, ensuring that all parties are treated fairly and with respect.

## 2. Purpose

- 2.1 This policy explains how employees may raise a grievance relating to the conduct or actions of the Town Clerk. The Council is committed to handling such grievances fairly, confidentially, and promptly in line with best practice and employment legislation.

## 3. Scope

- 3.1 This policy applies to all East Grinstead Town Council employees who wish to raise a grievance against the Town Clerk concerning their employment.

## 4. About the Personnel Working Group

- 4.1 The Personnel Working Group is a group of elected councillors appointed by East Grinstead Town Council to oversee staffing matters.
- 4.2 The Committee ensures all staffing decisions are made fairly, transparently, and in line with legal requirements. It acts as the main governance body for personnel issues and works closely with the Personnel Working Group to support the Council's employees.

## 5. Informal Resolution

- 5.1 Where appropriate, employees are encouraged to first raise concerns informally with a member of the Personnel Working Group. If the grievance cannot be resolved informally, or if the matter is serious, the formal procedure should be followed.

## 6. Formal Grievance Procedure

### Submission of Grievance

- 6.1 The employee must submit their grievance **in writing** to Chair of the Personnel Working Group.

- 6.2 The grievance should include a clear explanation of the complaint, relevant facts, and any supporting evidence.

#### Appointment of Grievance Panel

- 6.3 The Personnel Working Group will establish a grievance panel comprising **three councillors** who have no direct involvement in the grievance.
- 6.4 The panel will appoint a Chair to oversee the process.

#### Investigation

- 6.5 The grievance panel may appoint an independent investigator (internal or external) to gather facts.
- 6.6 The investigation may involve interviewing the employee raising the grievance, the Town Clerk, and any witnesses.
- 6.7 The investigator will provide a written report summarizing the findings for the panel.

#### Grievance Hearing

- 6.8 The panel will invite the employee who raised the grievance to a hearing, giving reasonable notice (normally within 14 calendar days).
- 6.9 The employee may be accompanied by a colleague or trade union representative.
- 6.10 At the hearing, the employee will present their grievance and evidence and respond to questions.
- 6.11 The Town Clerk will be given the opportunity to respond to the grievance and answer questions.
- 6.12 The panel may adjourn to consider further information.

#### Decision

- 6.13 The panel will notify the employee and the Town Clerk of its decision in writing, usually within 7 calendar days.
- 6.14 The letter will include any action the Council intends to take and the employee's right to appeal.

## **7. Appeal**

- 7.1 If dissatisfied with the outcome, the employee may appeal in writing to the Personnel Working Group within 7 calendar days of receiving the decision.
- 7.2 The appeal will be heard by councillors not previously involved or by an external panel if needed.

- 7.3 The appeal decision will be final and communicated in writing, usually within 14 calendar days of the hearing.

## **8. Confidentiality**

- 8.1 All grievance matters will be treated confidentially, with information shared only on a need-to-know basis, in compliance with data protection laws.

## **9. Protection from Retaliation**

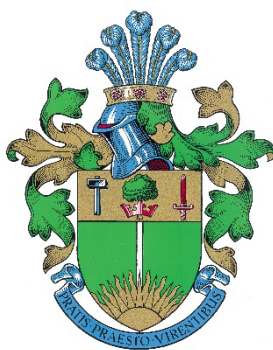
- 9.1 The Council will protect employees raising grievances in good faith from any form of retaliation or victimisation.

## **10. Review**

- 10.1 This policy will be reviewed regularly by the Personnel Working Group to ensure ongoing effectiveness and compliance with legislation.

**Adoption date:**

**Reviewed:**



# Grievance Policy - Staff

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Issue	Date	Details of amendments
1	August 2025	New Policy

# 1. Introduction

- 1.1 East Grinstead Town Council is committed to providing a positive and respectful working environment. Occasionally, issues or concerns may arise in the workplace. This policy provides a clear and fair way for staff to raise grievances, with the aim of resolving matters promptly, informally if possible, and formally if necessary.
- 1.2 The Council will treat all grievances seriously and handle them in line with employment law, including the:
- **Employment Rights Act 1996**
  - **Equality Act 2010**
  - **ACAS Code of Practice (2024)**
  - **UK GDPR / Data Protection Act 2018**
- 1.3 This policy applies to all employees of East Grinstead Town Council. It does not apply to councillors or involve them in grievance decisions.

# 2. Purpose

- 2.1 To outline the process for employees to raise concerns about work and ensure these are resolved fairly, confidentially, and without fear of retaliation.

# 3. What You Can Raise

- 3.1 You can raise a grievance about:
- Your working conditions, hours, duties or pay
  - Treatment by colleagues or managers
  - Discrimination, bullying, or harassment
  - Health and safety concerns
  - Any other matter affecting your employment
- 3.2 If your concern is about a councillor, a different process applies (see Section 5.3).

# 4. Principles

- 4.1 **Resolve issues informally first where possible**
- 4.2 **Right to be accompanied** by a colleague or union rep at formal meetings

**4.3 Grievances are confidential**

4.4 **No retaliation** for raising a grievance in good faith

4.5 **Adjustments** can be made for medical, or accessibility needs

## **5. Informal Process**

5.1 Speak to your manager about your concern.

5.2 If the issue involves your manager, speak to the Clerk or a member of the Personnel Working Group.

### Complaints About Councillors

5.3 Can be raised **informally** as above.

5.4 If unresolved, contact the **Monitoring Officer**, who will advise if it falls under the **Councillor Code of Conduct**.

5.5 You **cannot use the formal stages** of this policy for complaints about councillors

## **6. Formal Grievance Process**

### Submitting a Grievance

6.1 Write to the **Clerk**

6.2 Include the nature of your concern, any evidence, and your desired outcome

### Investigation

6.3 An internal or external person may investigate

6.4 Interviews and document review may be included

6.5 A summary of findings will be provided before the hearing

### Grievance Meeting

6.6 Usually held within **14 calendar days**

6.7 Led by the **Clerk** or another senior staff member not involved in the issue

6.8 You may bring a **colleague or union rep**

6.9 Witnesses or evidence may be presented

## Decision

- 6.10 A written decision will be provided, usually within **14 calendar days**
- 6.11 It will confirm the outcome and explain your right to appeal

## **7. Appeal Process**

- 7.1 Appeals must be submitted in writing within **14 calendar days** of the decision
- 7.2 Your appeal will be reviewed by a different senior staff panel or an external party
- 7.3 A final written outcome will normally follow within **14 calendar days**
- 7.4 **The appeal decision is final**

## **8. Additional Information**

- 8.1 Mediation may be offered to help resolve the issue
- 8.2 Grievances raised during a disciplinary process may be postponed until that process is complete
- 8.3 No disciplinary action will be taken for grievances raised in good faith, even if not upheld
- 8.4 Audio/video recordings are not permitted, unless needed as a medical adjustment

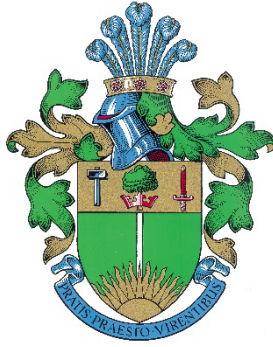
## **9. Confidentiality and Data Protection**

- 9.1 All grievance matters are confidential and handled in line with **UK GDPR**.
- 9.2 Information will only be shared with those directly involved.
- 9.3 Records are stored securely and kept only as long as necessary.

## **10. Conclusion**

- 10.1 East Grinstead Town Council encourages open communication and early resolution of workplace concerns. Employees are assured that grievances will be handled with respect, care, and fairness. No one will be treated less favourably for raising a genuine grievance.
- 10.2 This policy will be reviewed regularly to ensure it stays up to date and reflects best practice.

**Adoption date:**  
**Reviewed:**



# Disciplinary Policy – Town Clerk

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Issue Number	Date	Detail of amendments
2	17 <sup>th</sup> September 2025	Reviews process

# 1. Introduction

- 1.1 This policy sets out the disciplinary process that applies specifically to the Town Clerk of East Grinstead Town Council. It ensures the Town Clerk is treated fairly and consistently should concerns arise about conduct or performance, in accordance with current employment legislation and principles of natural justice.
- 1.2 The Council aims to resolve issues informally where possible but reserves the right to initiate formal procedures where necessary. This policy should be read alongside the Council's general employment policies and any relevant contractual obligations.

# 2. Personnel Working Group

## Purpose

- 2.1 The Personnel Working Group (PWG) is a formal working group of East Grinstead Town Council, established **solely to oversee matters relating to the Town Clerk's employment, performance, conduct, and well-being.**

## Key Responsibilities

- Supporting and supervising the Town Clerk in their role
- Leading on Town Clerk recruitment
- Managing grievances and disciplinary matters **concerning the Town Clerk only**
- Appointing independent investigators or hearing panels **when Town Clerk issues arise**
- Ensuring employment practices concerning the Town Clerk comply with legislation and best practice

## Composition

- 2.2 The PWG consists of a small number of councillors appointed annually by full council.
- 2.3 Members are selected to ensure impartiality and maintain confidentiality.
- 2.4 **No councillor with a personal connection to the matter under discussion may take part in related meetings or decisions.**

## Scope Regarding Other Staff

- 2.5 The PWG **does not oversee or intervene in staffing matters unrelated to the Town Clerk.**

2.6 Any involvement in other staff matters will only occur if the Town Clerk deems it necessary and requests their input.

### **3. Scope**

3.1 This policy applies exclusively to the Town Clerk of East Grinstead Town Council.

3.2 It ensures:

- A fair and thorough investigation of any allegations
- The Town Clerk is informed in writing of concerns and given the opportunity to respond
- The right to be accompanied at all formal meetings by a trade union representative or colleague
- Confidentiality and data protection requirements are maintained
- The right to appeal any formal disciplinary outcome

### **4. Informal Resolution**

4.1 For minor concerns, the Chair of the Personnel Working Group or Mayor may attempt informal resolution, which may include:

- Clarifying expectations
- Providing constructive feedback
- Agreeing performance improvement plans

4.2 Informal steps do not form part of the formal disciplinary record.

### **5. Suspension**

5.1 In cases of alleged gross misconduct or to safeguard an investigation, the Town Clerk may be suspended on full pay by resolution of the Personnel Working Group.

#### Key Points:

- Suspension is not disciplinary action.
- The Clerk will be informed in writing of the reason and expected duration.
- Investigations will proceed without unnecessary delay.

## 6. Investigation

### Independent Investigator

- An independent person (e.g., external HR consultant or impartial councillor not on the Personnel Working Group) will conduct the investigation.

### Terms of Reference

- Clearly define the specific allegations
- Clarify whether a recommendation is required
- Specify the process for collecting and presenting evidence
- Set reporting timescales

### Communication with the Clerk

- The Town Clerk will receive and the right to respond.
- All relevant documentation, including witness statements, will be shared in advance of any disciplinary hearing.

## 7. Disciplinary Hearing

### Panel Composition and Notice

- A disciplinary panel of three councillors, none involved in the investigation, will hear the case.
- At least one panel member should have previous HR or employment procedure training.

The Clerk will receive written notice **at least 14 calendar days in advance**, including:

- Allegations in detail
- Copies of all evidence and witness statements
- Right to be accompanied by a trade union representative or colleague
- Hearing date, time, and location

### Hearing Procedure

- The Chair will outline the process at the start.

- The investigator presents findings and evidence.
- The Town Clerk or representative responds, presents evidence, and calls witnesses.
- The panel may question all parties.
- The panel deliberates in private and reaches a decision based on the evidence.

#### Decision Communication

- 7.1 The panel's decision, with written reasons, will be communicated to the Town Clerk within 7 working days.

## 8. Outcomes

#### Possible Outcomes

- 8.1 Depending on the severity, the panel may issue:
- **No Action:** If allegations are not substantiated
  - **First Written Warning:** For minor misconduct or poor performance
  - **Final Written Warning:** For repeated issues or serious misconduct
  - **Dismissal:** For gross misconduct or failure to improve after a final warning

#### Written Record

- 8.2 A summary of the decision, including reasons, will be provided in writing.

## 9. Appeal

#### Grounds for Appeal

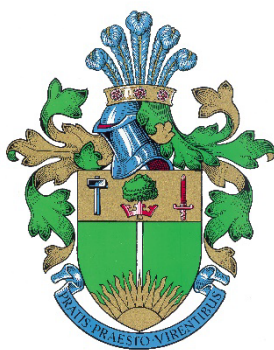
The Town Clerk may appeal in writing within 14 calendar days of receiving the outcome, citing grounds such as:

- Procedural error
- New evidence
- Disproportionate outcome

### Appeal Panel

- An Appeal Panel of three councillors, not previously involved, will hear the appeal.
- The appeal hearing will take place within a reasonable timeframe.
- The outcome of the appeal will be final.

**Adoption date:**  
**Reviewed:**



# Disciplinary Policy - Staff

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Issue Number	Date	Details of amendment
3	17.09.25	Removal of council involvement in this policy

# 1. Introduction

- 1.1 East Grinstead Town Council is committed to maintaining high standards of conduct and performance among its employees.
- 1.2 This Disciplinary Policy provides a clear framework for addressing misconduct or poor performance in a fair, transparent, and consistent manner. It ensures employees are treated respectfully and given the opportunity to improve where standards are not met.
- 1.3 The policy complies with relevant employment legislation, including the Equality Act 2010, and reflects best practice guidance from local government and similar councils.

# 2. Scope

- 2.1 This policy confirms that:
  - All cases will be investigated thoroughly by the Town Clerk and senior management.
  - Misconduct and unsatisfactory performance are distinct; the disciplinary procedure applies to performance only when performance management has been ineffective.
  - Employees will be informed in writing of complaints and given an opportunity to respond.
  - Written evidence and witness statements will be provided where appropriate before hearings.
  - Employees may be accompanied by a workplace colleague, trade union representative, or trade union official at investigatory, disciplinary, or appeal meetings. Companions may address the meeting and confer with the employee but cannot answer questions on their behalf.
  - Employees will receive reasonable notice of meetings and are expected to attend; meetings may proceed without them if they fail to attend.
  - If a companion is unavailable, a postponement can be requested within 14 calendar days.
  - Time limits may only be changed by mutual agreement.
  - Disciplinary information is confidential and stored per GDPR requirements.
  - Audio or video recording of meetings is prohibited unless agreed as a reasonable adjustment for medical reasons.

- Employees may appeal disciplinary decisions; the appeal decision is final.
- Grievances raised during disciplinary procedures will normally be heard after the disciplinary process concludes.
- Disciplinary actions include written warnings, final warnings, and dismissal.
- The procedure may begin at any stage depending on the seriousness of the misconduct.
- Except in cases of gross misconduct, dismissal will not occur at the first incident.
- Suspension, if necessary, will be on full pay and confirmed in writing; suspension is not a disciplinary sanction.
- Mediation may be considered at any stage, subject to consent, particularly in disputes involving communication issues, bullying, or harassment.

### **3. Management Structure**

- 3.1 Employees report to their designated line managers. The Town Clerk holds overall responsibility for all employees and oversees the disciplinary process with support from senior management.

### **4. Misconduct**

Examples of misconduct (non-exhaustive):

- Unauthorised absence
- Poor timekeeping
- Misuse of Council resources (phone, email, internet)
- Inappropriate behaviour
- Refusal to follow reasonable instructions
- Breach of health and safety rules

Examples of gross misconduct (non-exhaustive):

- Bullying, discrimination, harassment
- Being under the influence of alcohol or drugs at work
- Violent behaviour

- Fraud or theft
- Gross negligence or insubordination
- Serious policy breaches (Health & Safety, Equality & Diversity, Data Protection, IT policies)
- Serious deliberate property damage
- Accessing offensive or pornographic material on Council systems
- Disclosure of confidential information

#### Suspension

- 4.1 Allegations of serious or gross misconduct may result in suspension on full pay pending investigation.
- 4.2 Suspension does not imply guilt.
- 4.3 Suspended employees must be available during normal hours and avoid contacting involved parties.
- 4.4 Employees must not attend work during suspension but will have access to relevant information to respond.

#### Unsatisfactory Work Performance

- 4.5 Examples include inadequate application of instructions, poor IT skills, weak staff management, or unsatisfactory communication.

## **5. Procedure**

#### Preliminary Enquiries

- 5.1 The Town Clerk may conduct preliminary enquiries to determine if a disciplinary case exists.

#### Investigation

- If warranted, the Town Clerk or senior management may appoint an independent investigator.
- The Investigator's terms of reference will specify allegations, reporting requirements, recommendations, and points of contact.
- Findings are usually submitted within 14 calendar days. Minor issues may proceed directly to a disciplinary meeting.

- Employees are informed in writing of allegations, Investigator details, and the process, including the right to be accompanied.
- The Investigator collects evidence and meets with relevant parties.
- Findings include recommendations: no case, informal resolution, or formal disciplinary hearing.
- The Town Clerk and senior management decide on further action.
- If no disciplinary action is taken, mediation may be considered.

#### Disciplinary Meeting

- The Town Clerk and senior management will hear the case.
- Employees receive written invitations detailing the meeting, allegations, evidence, right to be accompanied, and witness arrangements.
- The Town Clerk opens the meeting; the Investigator presents findings.
- Employees (or companions) present their case and evidence, including witnesses.
- Questioning may occur; employees may sum up.
- The Town Clerk provides a written decision within 14 calendar days, including reasons and appeal rights.
- Meetings may be adjourned for further investigation if necessary.

## **6. Disciplinary Action**

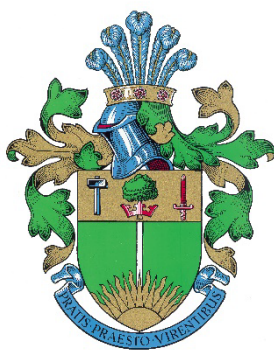
- 6.1 **First Written Warning** – For conduct below acceptable standards; includes reasons, required improvements, timescales, appeal rights, and duration on file (typically 12 months).
- 6.2 **Final Written Warning** – For serious misconduct or repeated issues; includes reasons, required improvements, timescales, appeal rights, and duration on file.
- 6.3 **Dismissal** – For gross misconduct or failure to improve after a final warning; includes written communication of reasons, termination date, and appeal rights.
- 6.4 No record remains on file if no disciplinary action is taken. Decisions remain unless modified on appeal.

## 7. Appeal

- 7.1 Employees have 14 calendar days from the disciplinary notice to submit a written appeal citing procedural errors, insufficient evidence, excessive sanction, or new evidence.
- 7.2 Appeals are heard by the Town Clerk and senior management who were not directly involved in the disciplinary decision.
- 7.3 Employees receive written notice of appeal meeting details at least 14 calendar days in advance and may be accompanied.
- 7.4 The Town Clerk introduces the panel; the employee presents the appeal.
- 7.5 A written decision will be provided, usually within 14 working days, which may uphold, reduce, or overturn the sanction.
- 7.6 If dismissal is overturned, continuity of service is preserved, and pay is reinstated.
- 7.7 Appeal decisions are final.
- 7.8

**Adoption date:**

**Reviewed:**



# Code of Conduct Policy – Staff & Councillors

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Issue	Date	Details of amendments
1	17/09/25	Merged Code of conduct staff & councillors

# 1. Introduction

- 1.1 East Grinstead Town Council is committed to maintaining the highest standards of conduct, integrity, and public service.
- 1.2 This Code of Conduct sets out the standards expected of all Councillors, staff, contractors, consultants, and volunteers representing the Council. It draws upon the **Seven Principles of Public Life (the Nolan Principles)** – Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership – and reflects the Council’s adoption of the **Civility and Respect Pledge**.
- 1.3 The Code provides clarity on expected behaviours, supports a positive and respectful culture, and helps protect the reputation of the Council and those who serve it.

# 2. Purpose

- 2.1 Promote ethical, lawful, and respectful conduct.
- 2.2 Maintain public confidence in the Council.
- 2.3 Ensure a safe, inclusive, and respectful working environment.
- 2.4 Provide a framework for accountability, transparency, and fair resolution of issues.

# 3. Scope

- 3.1 Applies to:
  - Councillors**
  - Council staff** (permanent, temporary, casual)
  - Volunteers, contractors, consultants**
- 3.2 Covers all conduct where individuals are acting, or perceived to be acting, on behalf of East Grinstead Town Council.

# 4. Legislative and Policy Framework

- 4.1 Localism Act 2011
- 4.2 Data Protection Act 2018 / UK GDPR
- 4.3 Equality Act 2010
- 4.4 Employment Rights Act & Health and Safety at Work Act

- 4.5 NALC Model Code of Conduct (2020, updated 2022)
- 4.6 Council's Standing Orders, Financial Regulations, and internal policies

## **5. Core Principles (For Everyone)**

- 5.1 **Civility & Respect** – Treat all people with dignity and fairness.
- 5.2 **Integrity & Honesty** – Be truthful, declare and manage interests properly.
- 5.3 **Lawfulness & Fairness** – Ensure actions are lawful, evidence-based, and in the public interest.
- 5.4 **Accountability & Leadership** – Be open to scrutiny, act as role models, and uphold high standards.
- 5.5 **Confidentiality** – Protect information entrusted to you.
- 5.6 **Responsible Use of Resources** – Use Council property and funds lawfully and only for Council business.

## **6. Conduct Expectations – Councillors**

- 6.1 **General Conduct** – Treat others with respect, avoid bullying or discrimination, support collective Council decisions.
- 6.2 **Interests & Transparency** – Register and declare relevant interests; withdraw from meetings where required.
- 6.3 **Working with Officers** – Respect staff roles; do not ask them to undertake political or inappropriate tasks.
- 6.4 **Social Media & Public Statements** – Differentiate personal views from Council views; avoid disrepute.
- 6.5 **Compliance & Sanctions** – Breaches investigated under the Councillor Code of Conduct Complaints Procedure; may involve referral to the Monitoring Officer.

## **7. Conduct Expectations – Staff & Volunteers**

- 7.1 **Professional Conduct** – Act with integrity, impartiality, and political neutrality.
- 7.2 **Equalities & Workplace Behaviour** – No bullying, harassment, or discrimination; promote inclusivity.
- 7.3 **Communications** – Be respectful and accurate, including on social media.
- 7.4 **Use of Resources** – Use responsibly and for authorised purposes only.

- 7.5 **Reporting Concerns & Whistleblowing** – Raise issues with the Town Clerk, Mayor, or Deputy Mayor; whistleblowers protected.
- 7.6 **Compliance & Sanctions** – Staff breaches handled via the Council’s Disciplinary Policy; volunteers/contractors may face review or termination of arrangements.

## **8. Reporting Concerns (All Representatives)**

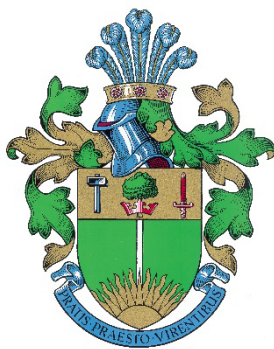
- 8.1 Concerns can be raised with the Town Clerk, Mayor, or Deputy Mayor.
- 8.2 Anonymous reports may be considered where evidence is sufficient.
- 8.3 Whistleblowers will not be disadvantaged and are protected under the Whistleblowing Policy.

## **9. Conclusion**

- 9.1 This Code is central to East Grinstead Town Council’s commitment to ethical governance, fairness, and respect.
- 9.2 By following this Code, **Councillors, staff, and volunteers help maintain public confidence, ensure high standards of service, and protect the reputation of the Council.**
- 9.3 All representatives of the Council therefore commit to:
- Upholding the Nolan Principles of Public Life.
  - Acting with civility, respect, and integrity.
  - Putting the interests of the community above personal or political interests.
  - Complying fully with legislation and Council policies.
- 9.4 Together, these standards create a culture of trust, accountability, and professionalism that strengthens both the Council and the community it serves.

**Adoption date:**

**Reviewed:**



# Driving For Work Policy

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Issue	Date	Details of amendment
1	July 2025	New Policy
2	September 2025	3.3 added

# 1. Introduction

1.1 East Grinstead Town Council is committed to ensuring the health, safety, and welfare of all employees, contractors, and members of the public in relation to work-related driving activities. This policy sets out standards, responsibilities, and procedures for safe driving while undertaking Council business.

1.2 It is designed to:

- Minimise risks associated with driving.
- Ensure compliance with legal and insurance obligations.
- Protect Council property and reputation.
- Promote a culture of responsibility and safety.

# 2. Purpose

2.1 This policy aims to:

- Ensure employees are aware of restrictions regarding personal use of Council vehicles.
- Highlight the potential installation of vehicle tracking devices, explain the data collected, and how it will be used.
- Reinforce the requirement to read and adhere to the latest Driving at Work Risk Assessment.

# 3. Scope

3.1 This policy applies to all employees who are required, as part of their employment, to drive or be passengers in vehicles provided by East Grinstead Town Council. It applies to both Council-owned and private vehicles used for Council business.

3.2 Employees must also read and comply with the latest Driving at Work Risk Assessment.

3.3 Employees using their own vehicle for Council business **must ensure that their insurance policy includes appropriate business use cover and provide evidence of this to management upon request.** Failure to do so may result in the employee being prohibited from using their personal vehicle for work purposes.

## **4. Driving Licence and Authority to Drive Council Vehicles**

- 4.1 You must hold a current valid driving licence and have your Line Manager's authority to drive a Council vehicle.
- 4.2 Your driving licence must be shown to your Line Manager prior to driving, or you may provide online access to your licence details.
- 4.3 Licences will be checked annually.
- 4.4 Any endorsements, changes, or disqualifications must be reported immediately.
- 4.5 Vehicles must only be used by authorised employees.

## **5. Fixtures, Fittings and Modifications**

- 5.1 No additions such as aerials, roof racks, towing equipment, or stickers may be added without prior written permission.
- 5.2 No alterations to the manufacturer's mechanical or structural specifications are permitted.

## **6. Warranty**

- 6.1 All warranty work must be reported to management before being carried out.

## **7. Cleaning and Maintenance**

- 7.1 Drivers are responsible for keeping vehicles clean and tidy and returning them in that condition.
- 7.2 Any maintenance, repairs, or tyre replacements must be reported to management for arrangement.

## **8. Use of Mobile Phones Whilst Driving**

- 8.1 The Council prohibits mobile phone use while driving, including hands-free. Drivers must pull over safely before making or receiving calls. Missed calls should be returned as soon as safely possible.

## **9. Fuel, Vehicle Checks and Expenses**

- 9.1 Drivers must check oil, water, brake fluid, tyre pressure, and tread weekly.
- 9.2 Fuel is usually provided before use; where cash is given, receipts must be retained, and any unused funds returned.

- 9.3 Employees may claim reimbursement for parking costs incurred while conducting Council business. However, mileage cannot be claimed for journeys made within the parish of East Grinstead.

## **10. Fines and Penalties**

- 10.1 Employees are responsible for fines or penalties incurred while driving on Council business. The Council may pay fines received and deduct costs from employee monies owed.

## **11. Damage or Injury**

- 11.1 Drivers must provide required details (name, address, registration, insurance) after an accident but give no further comment.
- 11.2 Incidents involving injury or certain animals must be reported to police within 24 hours.
- 11.3 Insurance documents are kept with vehicles and must be present at all times.
- 11.4 Where employees use their own vehicles on Council business, they must ensure that their insurance policy covers business use. The Council accepts no liability for incidents where adequate business insurance is not in place.

## **12. Loss and Theft**

- 12.1 Theft of vehicles or contents must be reported to police and management immediately.
- 12.2 Only Council property is insured; employees must insure personal belongings separately.
- 12.3 Vehicles must be locked when unattended, valuables hidden.

## **13. Accident Procedure**

- 13.1 All accidents must be reported immediately, regardless of severity.
- 13.2 Accident report forms must be completed within 24 hours, including photographs, witness, and police details.
- 13.3 Repairs require insurance approval before proceeding.

## **14. Road Fund Licence**

- 14.1 The Council will renew road tax automatically when due.

## **15. Permitted Use**

15.1 Council vehicles may only be used for authorised business unless prior approval for personal use is given. Vehicles must not be used for hire, reward, or motorsports.

## **16. Personal Liability for Damage**

16.1 If damage is caused by negligence, employees may be required to pay for repairs or insurance excess.

## **17. Vehicle Tracking Devices**

17.1 Council vehicles are fitted with GPS trackers to:

- Plan routes and schedules.
- Recover stolen vehicles.
- Reduce emissions and costs.
- Defend insurance claims.
- Assign traffic infringements.
- Monitor driving behaviour if misconduct is suspected.

17.2 Data collected includes location, speed, fuel use, acceleration, braking, and idle time. Data is retained for 5 years and may be used in disciplinary investigations.

## **18. Driver Welfare**

18.1 Do not drive if unfit, tired, or under influence of alcohol, drugs, or medication affecting driving.

18.2 Have regular eye tests and wear corrective lenses if needed.

18.3 Always follow speed limits and adapt driving for conditions.

18.4 Seatbelts must be worn at all times.

## **19. Driving to and from Work (Commuting)**

19.1 Commuting is generally not considered work driving; the Council's legal responsibility is limited. Employees are encouraged to keep vehicles roadworthy, drive only when fit, and avoid unsafe conditions.

## **20. Monitoring and Review**

- 20.1 Licence checks will be conducted annually.
- 20.2 Vehicle maintenance records monitored.
- 20.3 Incidents reviewed to improve safety.
- 20.4 Policy reviewed annually or after significant incidents or legislative changes.

## **21. Conclusion**

- 21.1 Safe driving is essential to protect employees and the public. This policy must be followed at all times when operating Council vehicles or driving for work.
- 21.2 Non-compliance may lead to disciplinary and legal consequences. The Council commits to regularly reviewing this policy to ensure fairness, effectiveness, and alignment with best practices.

**Adoption date:**

**Reviewed:**

# Appendix 1

## East Grinstead Town Council Vehicle Use

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### Scope

This policy applies to all employees who are required as part of their employment to drive, or be a passenger in, vehicles provided by East Grinstead Town Council. This does not include lease cars. This should be read in conjunction with the latest version of the 'Driving at Work' risk assessment.

### Purpose

The policy aims to ensure that employees are aware of the restrictions that are in place in relation to the personal use of Council vehicles and to highlight the possibility that vehicle tracking devices may be installed into any vehicle provided by the Council, the data gathered by these devices and how this data will be used.

### A) DRIVING LICENCE AND AUTHORITY TO DRIVE COUNCIL VEHICLES

- 1) You must be in possession of a current driving licence and have the authority of your Line Manager to drive one of our vehicles.
- 2) Your driving licence must be produced for scrutiny by your Line Manager prior to driving any of our vehicles. Alternatively, we may require you to provide us with the ability to access your driving licence details online.
- 3) If at any time your licence is endorsed, or you are disqualified from driving, we must be informed immediately.
- 4) It is your responsibility to see that the vehicle is not used by anyone other than authorised employees.

### B) FIXTURES, FITTINGS AND MODIFICATIONS

- 1) No fixtures such as aenials, roof racks, towing apparatus, stickers, may be attached to any of our vehicles without prior written permission.
- 2) No change or alterations may be made to the manufacturer's mechanical or structural specification of the vehicle.

### C) WARRANTY

All warranty work must be reported to us prior to it being carried out.

### D) CLEANING AND MAINTENANCE

- 1) When you drive one of our vehicles it is your responsibility to ensure that it is kept clean and tidy and that it is returned to us in that condition after use.
- 2) Any maintenance or repair work, or replacement of parts, including tyres, must be reported to us so that we can organise for it to be carried out.

### E) USE OF MOBILE PHONE WHILST DRIVING

It is illegal to use a mobile phone whilst driving (without a hands free set). It is our Council policy that you should not use any mobile phones whilst driving. You should pull over to the side of the road in an appropriate place before making or receiving any telephones calls. In the event of you being unable to pick up a call because you cannot find a safe place to stop, you must return the call as soon as conveniently possible.

### F) FUEL ETC.

- 1) Before you use one of our vehicles, and on its return, you are responsible for ensuring that the oil and water levels, battery and brake fluid and tyre pressures are maintained and that the tread of all tyres conforms to the minimum legal requirements.
- 2) Normally fuel will be supplied for use prior to you using a Council vehicle or you may be supplied with cash for the purpose of filling a vehicle with fuel if you are to use it for an extended period. If this is the case you should retain receipts and return any money left over from fuel purchases.

#### **G) FINES**

We will not be held responsible for any fines (e.g. parking, speeding, etc) incurred by you whilst working for us. If we receive the summons on your behalf, we may pay the fine and deduct the cost from any monies owing to you.

#### **H) DAMAGE OR INJURY**

- 1) If you are the driver of any of our vehicles and it is involved in an accident which causes damage to property or another vehicle, or injury to any person or animal, you are required to give your name and address, the name and address of the Owner, the registration number of the vehicle and the name of the Insurance Company to any person having reasonable grounds for requiring such information. It is important that you give no further information. If for some reason it is not possible to give this information at the time of the accident, the matter must be reported to the police as soon as possible, but within twenty-four hours of the occurrence.
- 2) In addition in the case of an incident involving injury to another person or to notifiable animals (i.e dogs), you are responsible for notifying the police of the occurrence, and must produce your insurance certificate to a Police Officer attending the accident, or any other person having reasonable grounds for seeing it. The accident must be reported to a police station or to a Police Officer within twenty-four hours. If you are not then able to produce the certificate, you must, in any event, produce it in person within five days after the accident, to such police station as you may specify at the time of first reporting the accident.
- 3) For security reasons, insurance certificates are kept by us. However, a copy of the certificate of insurance is provided with each vehicle and this will be renewed annually. You should make sure that it is with the vehicle at all times. Replacement copies can be obtained from us if necessary.

#### **I) LOSS**

- 1) In the case of theft of one of our vehicles, the police and ourselves must be informed immediately. Full details of the contents of the vehicle must also be given. If any contents are stolen from the vehicle the police and ourselves should be notified immediately.
- 2) Please note that only Council property is insured by us and you should make your own arrangements to cover personal effects.
- 3) The vehicle should be kept locked when not in use and the contents should be stored out of sight, preferably in the boot if it is a car. If a vehicle is stolen we are required to prove to the Insurance Company that there has been no negligence and, therefore, we must hold you responsible in the event of such negligence.

#### **J) ACCIDENT PROCEDURE**

- 1) It is a condition of the insurance policy that the insurers are notified of all accidents, even if apparently of no consequence. You must, therefore, as soon as possible after the accident, obtain an accident report form from us which must be completed and returned to us within twenty-four hours. All the information required on the form must be completed. You should note, that whenever possible the following particulars should appear in the form:-
  - a) The name and address of the other driver and the name and address of his/her insurers.
  - b) The names and addresses of all passengers in both our vehicle and the third party's vehicle.

- c) Names and addresses of all witnesses. It will be of considerable assistance if statements can be obtained from all witnesses at the time of the accident.
  - d) Particulars of the police attending i.e. name, number and division.
- 2) A detailed sketch must be provided showing the relative position of the vehicle before and after the accident, together with details of the roads in the vicinity, e.g. whether they are major or minor roads and as many relevant measurements as possible.
  - 3) If our vehicle is not driveable you are responsible for making adequate arrangements for the vehicle to be towed to a garage, and the name and address of the garage where the vehicle may be inspected must be stated on the claim form.
  - 4) We will organise for repairs to be carried out.
  - 5) Under no circumstances may repairs be put in hand until the Insurance Company has given its agreement. We will notify you when this has been done.
  - 6) You should not under any circumstances express any opinion one way or the other on the degree of responsibility for the accident. Only exchange particulars mentioned in 1) above and nothing more.

#### **K) ROAD FUND LICENCE**

The road fund licence for each vehicle will be renewed automatically when due.

#### **L) PERMITTED USE**

Subject to the restrictions already stipulated, our vehicles may only be used for our authorised business unless previous arrangements for private domestic or social use have been agreed with us in advance. They may not be used for the carriage of passengers for hire or reward, nor may they be used for any type of motoring sport, including racing, rallying or pace making, whether on the public highway or on private land.

#### **M) PERSONAL LIABILITY FOR DAMAGE TO VEHICLES**

- 1) Where any damage to one of our vehicles is due to your negligence or lack of care, we reserve the right to insist on your rectifying the damage at your own expense or paying the excess part of any claim on the insurers.

#### **N) INSTALLATION OF VEHICLE TRACKING DEVICES IN COUNCIL VEHICLES**

1. Vehicle tracking devices "trackers" may be used for the following reasons:
  - a) To assist in work planning (e.g. planning routes and schedules, reducing 'dead' mileage, knowing which vehicle is closest to an emergency, making best use of vehicles, etc.);
  - b) To assist in recovering stolen vehicles;
  - c) To reduce carbon emissions and costs by monitoring and improving fuel use;
  - d) To help defend insurance claims;
  - e) To ensure that traffic infringements are correctly assigned;
  - f) To provide information on driver behavior to improve safety.

2. Trackers will not be used to monitor employee working hours or individual driver's behavior, except where there is a suspicion of misconduct. Data Recorded by Vehicle Tracking Devices Trackers vary, but those used by the Council will be linked to the vehicle's onboard systems and so will routinely capture the following information:
  - a) Location;
  - b) Speed;
  - c) Fuel consumption;
  - d) Acceleration;
  - e) Braking;
  - f) Idle time.
  
3. This information is not stored within the tracker unit itself but will be transmitted to the equipment supplier and made available to relevant Council managers and supervisors via the supplier's website. Information will be deleted after 5 years. The information obtained will remain the property of the Council and will be subject to the provisions of the Freedom of Information Act. Any data collected may be disclosed where a request is received under that act however any personal information which is subject to the Data Protection Act will usually be excluded from disclosure. Links to the Disciplinary Policy and Procedure Where there is a suspicion of misconduct the provisions of the Council's Disciplinary Policy and Procedure will apply. In such instances evidence may be gathered from the tracking device as part of a disciplinary investigation and may be used for the purposes of a disciplinary hearing.

**O) DRIVER WELFARE**

- 1) Ensure you are fit and well to drive. It must be emphasised that you must never drive under the influence of alcohol, or drugs, including medicines which may affect your driving.
- 2) Ensure you have regular eye tests and wear glasses where recommended.
- 3) **DO NOT DRIVE** if tired. Always take regular breaks from the vehicle.
- 4) Always drive within the speed limit and reduce speed where weather conditions require you to.
- 5) Use seat belts at all times and comply with local traffic conditions.

**I have read and I understand the above terms.**

<b>SIGNATURE:</b>		<i>Employee</i>
<b>NAME:</b>		<i>Print</i>
<b>DATE:</b>		

## Appendix 2

### Driver Vehicle Condition Checklist

**Completed by:**

**At:**

**On:**

Vehicle Registration Mark: \_\_\_\_\_

Vehicle Licence Number: \_\_\_\_\_

Driver Licence Number: \_\_\_\_\_

Vehicle Mileage: \_\_\_\_\_

Area	Requirement	Faulty	Correct
Brakes	Foot/service brake works correctly and does not have any excess travel		
	Hand/parking brake works correctly and does not have any excessive travel		
Horn and steering	Horn control is easily accessible from driver's seat		
	Horn works when its control is operated		
	Steering has no excessive play		
Obligatory lights and lenses	All lights and indicators work correctly		
	All lenses are present, clean, in good condition and are the correct colour		

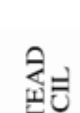
Area	Requirement	Faulty	Correct
	Stop lamps come on when the service brake is applied and go out when released		
	<p>All dashboard warning lamps work correctly, including (if fitted)</p> <p>automatic braking system (ABS)</p> <p>airbags - (SRS)</p> <p>main beam headlamp warning lamp</p> <p>parking brake warning lamp</p>		
Mirrors and glass	<p>All required mirrors are fitted and should be properly aligned and secure</p> <p>Your view of the road in all directions must not be obscured by damaged, excessively tinted or discoloured glass, or obstructions, i.e., stickers, advertisements</p> <p>All windows operational</p>		
Seats and seat belts	<p>All seats are secure</p> <p>All seat belts must operate correctly and must be free from cuts and any damage</p>		
Washers and wipers	<p>Wipers move as per manufacturer design when switched on</p> <p>Wiper blades must clear the windscreen effectively</p> <p>Washers point at the windscreen and are operational</p> <p>Washer fluid is topped up</p>		
Battery	<p>Battery is held securely in place by the correct means</p> <p>Battery is not leaking</p>		

Area	Requirement	Faulty	Correct
	Battery terminals are secure and free from corrosion		
Fluids, fuel and oil	<p>The brake fluid, engine coolant, engine oil, power steering fluid, windscreen washer fluid and water levels must be maintained at an effective level and without leaks.</p> <p>The fuel filler cap must be securely fitted and the seal is not torn, perished or missing</p> <p>There must not be any brake fluid, power steering fluid or water leaks</p> <p>With the engine off, look for puddles on the ground - if leaks are detected, trace the cause before using the vehicle</p> <p>With the engine on, check underneath the vehicle for any fuel and oil leaks - look for puddles on the ground.</p>		
Bodywork and doors	<p>All doors must shut properly, must be secure when closed and must stay open when required for passenger entrance or exit</p> <p>There must not be any sharp edges or excess corrosion</p> <p>All body panels and sills must not be loose or in danger of falling off and free from excessive damage</p>		
Exhaust (if applicable)	The exhaust be secure, free from leaks and must not emit excessive amounts of smoke..		
Tyres and wheels	<p>Check as much of your tyres and wheels as you can see. There must be:</p> <p>a minimum tread depth of 1.6mm across the centre 75% of the tread</p>		

Area	Requirement	Faulty	Correct
	<p>correctly inflated</p> <p>no deep cuts in any tyre sidewall</p> <p>no cord visible anywhere on any tyre</p> <p>no missing or insecure wheel nuts</p> <p>Space saver tyres when fitted are not sufficient for use for hire and reward- can be used merely to get the vehicle to where a full-size tyre can be fitted.</p>		
<p>Licence Plates Discs and other identifiers</p>	<p>Drivers must ensure:</p> <p>all required plates and mandatory signs must be in place on the vehicle before use.</p> <p>when displayed the licence plate must not obstruct/ obscure the vehicle registration plate in such a way as to hide the name of the issuing authority or other identifying details.</p> <p>taxi roof light is safe and operational (if fitted).</p> <p>Taxi meter (if fitted) seal is intact.</p>		

**WARNING: Drivers are found using a defective vehicle in breach of the duty to check could be at risk of sanction, especially if the condition of the vehicle is such that it is obvious no routine checks have occurred over a number of days.**

# Appendix 3

<b>RISK ASSESSMENT</b>	
<b>RISK ASSESSMENT FOR:</b>	<b>Driving at Work</b>
Legislation	Management of Health and Safety Regulations 1999 Health & Safety at Work Act 1974
Assessment by:	Alison Merricks / Ellie Lester
	
Date Assessed: 08/11/2024 / 23/07/2025	
Date of Next Review: 08/11/2026	

No.	Hazard / Risk	Who and What is the Risk	Control Measures in Place	Assessment of Likelihood	Assessment of Impact	Grade (combined)	Additional Control Measures
1	<b>Defective Equipment</b>	<ul style="list-style-type: none"> <li>Injury to operatives</li> <li>Cuts / Lacerations</li> <li>Bruises</li> <li>Accident resulting in injury or death</li> </ul>	<ul style="list-style-type: none"> <li>All vehicles have appropriate MOT certificates and are fully maintained, serviced and roadworthy.</li> <li>Maintenance is only conducted by a competent person.</li> <li>All persons who drive on behalf of the Town Council are personally responsible for ensuring that they are fit to drive, comply with all driving legislation and hold an appropriate type of driving licence.</li> <li>All persons who drive department vehicles must present their driving licence for inspection on an annual basis to ascertain their continued qualification to drive.</li> <li>Completion of the Drivers Declaration Form is also essential for drivers of departmental vehicles.</li> <li>After MOT, the Town Council undertake all suggested repairs</li> </ul>	1	4	4	Vehicle users notified if licence is pending renewal
2	<b>Driving to and from Work (General Risk)</b>	<ul style="list-style-type: none"> <li>Employees, other road users; risk of accidents during commuting, especially in poor weather, darkness, or fatigue</li> </ul>	<ul style="list-style-type: none"> <li>Although commuting is not usually considered "driving at work," the Council promotes safe practices:</li> <li>Staff should ensure their vehicles are roadworthy and properly insured.</li> <li>Drivers must be fit to drive and obey road laws.</li> <li>Avoid commuting when excessively tired.</li> <li>Staff encouraged to report if they are late due to unsafe conditions or delays.</li> </ul>	2	3	6	

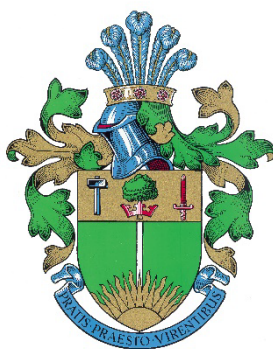
No.	Hazard / Risk	Who and What is the Risk	Control Measures in Place	Assessment of Likelihood	Assessment of Impact	Grade (combined likelihood and impact)	Additional Control Measures
3	<b>Lateness, Rushing, Car Accident on Way to Work</b>	<ul style="list-style-type: none"> <li>Employees, other road users, passengers; risk of accident, stress, and fatigue</li> </ul>	<ul style="list-style-type: none"> <li>Risk awareness promoted in winter or poor visibility periods.</li> <li>Employees should allow extra time to travel.</li> <li>Rushing to work increases accident risk and worsens lateness.</li> <li>Employees involved in accidents must notify their manager as soon as possible.</li> <li>Safety prioritised over punctuality.</li> <li>Staying late to make up time is permitted but fatigue monitored.</li> <li>Managers avoid creating time pressure.</li> <li>Use of breathalyser tests may be required following an accident to ensure fitness to drive.</li> <li>Promote safe commuting practices.</li> </ul>	2	4	8	
4	<b>Inexperience Drivers, Inability of Driver to Drive Vehicles</b>	Road Accidents arising from inexperience, inability of driver to drive vehicles resulting in injury or death	<ul style="list-style-type: none"> <li>Authorised persons hold a full driving licence</li> <li>Only persons over the age of 21 permitted to drive company vehicles</li> <li>Authorised drivers must report any change in driving endorsements</li> <li>The Town Council will reimburse the cost of eye site test</li> <li>Authorised drivers must report any medical condition (in accordance with DVLA guidelines) and medication that may affect their ability to drive.</li> <li>Drivers must follow the Highway Code, speed limits and parking regulations at all times</li> <li>Follow best practice in respect of driving and rest hours</li> <li>Drivers must not take any substances which affect their ability to drive or drive whilst under the influence of alcohol</li> <li>Drivers and Passengers must wear their seatbelts at all times</li> <li>No smoking is permitted whilst using the company vehicles or the employee's own car for working purposes.</li> </ul>	1	4	4	Operatives are encouraged to make eye site appointment. Update policy.

No.	Hazard / Risk	Who and What is the Risk	Control Measures in Place	Assessment of Likelihood	Assessment of Impact	Grade (combined likelihood and impact)	Additional Control Measures
			<ul style="list-style-type: none"> <li>Mobile phones are not permitted to be used whilst driving</li> <li>Safe Driving at Work Handbook given to all authorised drivers</li> <li>All operatives have been advised to park according to Highway Code and be extra careful while loading and unloading equipment from the back of the vehicles</li> <li>Prescription glasses are mandatory at work.</li> </ul>				
5	<b>Road Accident</b> <ul style="list-style-type: none"> <li>Injuries could occur as a result of a collision with another vehicle</li> </ul>	Drivers, Passengers, Pedestrians & Third Parties <ul style="list-style-type: none"> <li>Serious Injury / Fatality</li> <li>Road Accident – injuries could occur as a result of a collision with another vehicle</li> </ul>	<ul style="list-style-type: none"> <li>Driver to stop in a safe position and switch off the engine</li> <li>Driver to assess the immediate safety of passengers</li> <li>If safe to do so, display warning triangle or turn on hazard beacon</li> <li>Evacuate the vehicle if risk of fire</li> <li>Call emergency services as required</li> <li>Exchange details with Third Party</li> <li>Notify Administrative Department of incident</li> <li>Emergency Services and Manager must be contacted to notify of situation.</li> <li>Complete a Statement of Fact – Motor Vehicle Accident Form. This form is issued to the driver with the minibuss keys. Further details on what to do</li> </ul>	1	4	4	
6	<b>Failure to plan journey or route</b>	<ul style="list-style-type: none"> <li>Environment</li> <li>Drivers, Passengers, Pedestrians &amp; Third Parties</li> </ul>	<ul style="list-style-type: none"> <li>Consideration is given to the need for each journey with individual journey assessments considering who, where and what associated with each journey</li> </ul>	1	4	4	
7	<b>Making Long Journeys</b> <ul style="list-style-type: none"> <li>Driving whilst tired</li> </ul>	<ul style="list-style-type: none"> <li>Increased risk of accident due to lack of concentration, impairment judgement or delayed reactions</li> </ul>	<ul style="list-style-type: none"> <li>Always ensure two people in the vehicle when longer journeys undertaken</li> <li>Journey planning arrangements allowing time for rest breaks of 15 minutes during every two hours with a minimum of 45 minutes every four and half hours.</li> </ul>	1	4	4	
8	<b>Vehicle breakdown, theft of vehicles, loss of keys or accidents in remote areas</b>	<ul style="list-style-type: none"> <li>Isolation and vulnerability</li> <li>Exposure to weather</li> <li>Impact with other vehicles</li> <li>Injuries due to darkness, hostile environment or</li> </ul>	<ul style="list-style-type: none"> <li>The vehicles are regularly serviced as recommended by the manufacturer and checked as appropriate on a daily/weekly basis by the user</li> <li>Staff always carry mobile phones</li> <li>Torches are supplied in each vehicle</li> </ul>	2	3	6	

No.	Hazard / Risk	Who and What is the Risk	Control Measures in Place	Assessment of Likelihood	Assessment of Impact	Grade (Controlled and Likelihood)	Additional Control Measures
		adverse weather conditions					
9	Driving in poor environmental conditions	<ul style="list-style-type: none"> <li>Increased risk of severity of road traffic accident</li> </ul>	<ul style="list-style-type: none"> <li>Allow for extra journey time</li> <li>Avoid minor road or remote routes in poor weather or in hours of darkness</li> <li>Only essential journeys only</li> <li>Screen wash bottles checked and de-icing products available during winter months.</li> </ul>	1	4	4	
10	Service demands on drivers Unpredictable nature of passengers & pedestrians	<ul style="list-style-type: none"> <li>Increase risk of road traffic accident</li> </ul>	<ul style="list-style-type: none"> <li>Managers do not pressure drivers to take risks due to tight deadlines</li> <li>All staff always adhere to the speed limits</li> <li>Care taken when driving in areas where there is considerable pedestrian activity</li> <li>Slower speed limit near schools</li> <li>Staff not permitted to transport children</li> <li>Drivers never use mobiles whilst driving</li> </ul>	1	4	4	
11	Distractions <ul style="list-style-type: none"> <li>Eating &amp; Drinking</li> <li>Smoking</li> <li>Reading Maps</li> <li>Using in-vehicle technology</li> <li>Sat Nav</li> <li>Mobile phones</li> </ul>	<ul style="list-style-type: none"> <li>Increase risk of road traffic accident</li> </ul>	<ul style="list-style-type: none"> <li>Never make or receive calls whilst moving</li> <li>Never send or read texts whilst moving</li> <li>Never send or receive emails whilst moving</li> <li>Never surf the internet whilst moving</li> <li>Never take, send or receive photos or films</li> <li>Never use maps</li> <li>Pull over when safe and park the vehicle, applying the handbrake.</li> </ul>	2	4	8	Drivers reminded that mobiles cannot be used when <ul style="list-style-type: none"> <li>Stopped at Traffic Lights</li> <li>Queuing in Traffic Supervising a Learner</li> </ul>
12	Manual Handling	<ul style="list-style-type: none"> <li>Posture and positioning</li> </ul>	<ul style="list-style-type: none"> <li>Adjust the position of your seat to avoid twisting</li> <li>Loading and unloading equipment should be done according to Manual Handling Protocol</li> </ul>	1	4	4	Operatives participated in a Manual Handling course

KEY (Likelihood x Impact)	
GRADE	RECOMMENDED ACTIONS FOR GRADES OF RISK
GREEN (1-4)	To be monitored - no action is required unless grading increases over time.
AMBER (5-8)	Keep under review to assess what (if any) mitigation actions are possible to reduce the likelihood and seriousness of the risk identified. Assessment of costing to be completed for possible action (if funds permit).
RED (9-16)	Priority review needed to reduce the likelihood and implement subsequent appropriate actions / contingency plans as a priority.

RISK ASSESSMENT				
Impact	Likelihood			
	LOW (1)	MEDIUM (2)	HIGH (3)	VERY HIGH (4)
(1) MINIMAL Minor disruption to service delivery / no injury / adverse public reaction / low financial cost	GREEN 1	GREEN 2	GREEN 3	GREEN 4
(2) NOTICEABLE Some disruption to service delivery / minor injury / reduced public confidence / unplanned financial cost	GREEN 2	GREEN 4	AMBER 6	AMBER 8
(3) MAJOR Significant disruption to service delivery / serious injury / serious public criticism / large financial cost	GREEN 3	AMBER 6	RED 9	RED 12
(4) DISASTER Significant failure in service delivery / fatality / total loss of public confidence / major financial crisis	GREEN 4	AMBER 8	RED 12	RED 16



# Maternity, Paternity and Adoption Leave Policy

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Issue Number	Date	Details of amendments
1	2023	
2	1 <sup>st</sup> April 2025	Reformatted policy, added sections 3, 5,6 & 7
3	3 <sup>rd</sup> November 2025	Updated 4.11, 5.1, 5.7. Added section 9 & 10

# 1. Introduction

1.1 East Grinstead Town Council recognises the need to balance family responsibilities with paid work. We recognise the need for adequate maternity provision to provide pregnant employees with peace of mind and to ensure their and the child's health and welfare during the maternity period. This policy is supported by similar policies such as:

- Paternity Leave Policy
- Parental Leave Policy
- Adoption Leave Policy

1.2 This policy covers all employees of East Grinstead Town Council.

# 2. Maternity Leave

2.1 All pregnant employees are entitled to take up to one year's (52 weeks) maternity leave, regardless of length of service. Maternity leave and pay are separate entitlements. Maternity leave is a single continuous period with no gap between and is made up of:

- Ordinary Maternity Leave (26 weeks)
- Additional Maternity Leave (26 weeks)

2.2 An employee must notify the Town Clerk in writing by the 15th week before their Expected Week of Childbirth (EWC) of the week the baby is expected to be born, stating their intention to take maternity leave and when they would like the maternity leave to start.

2.3 The employee must attach their original Maternity Certificate (MATB1) signed by the midwife to the letter. Without this form, Statutory Maternity Pay (SMP) cannot be paid.

2.4 The Town Clerk will respond in writing to this notification of leave within 28 days, setting out the day on which the employee is expected to return to work. Unless otherwise notified, the date on which the employee will return to work will normally be the first working day 52 weeks after maternity leave begins. This is because all employees are entitled to 26 weeks Ordinary Maternity Leave and a further 26 weeks Additional Maternity Leave.

2.5 If an employee wishes to change the start date of their maternity leave they must give 28 days' notification, unless there is a good reason why this is not possible (for example, the baby is born early).

2.6 The earliest date an employee can take their maternity leave will be the beginning of the 11th week before the baby is due.

2.7 Maternity leave is available if:

- the baby is stillborn after 24 weeks of pregnancy
- the baby is born at any point in the pregnancy but dies later

2.8 If childbirth occurs before the date of notification, the Maternity Leave period will start automatically on the date of birth of the child (even if this is before the 11th week before the EWC). In order to preserve their rights to maternity leave and SMP, the employee must as soon as is reasonably practicable give the Town Council notice in writing of the date of childbirth and evidence of the date the baby was expected. A MatB1 from the doctor or midwife can be used as evidence.

#### Compulsory Maternity Leave

2.9 No employee may return to work within 2 weeks of the date of childbirth

#### Maternity Pay

2.10 To qualify for maternity pay, the following conditions need to be met:

- over one year's local government service at the 11th week
- 26 week's continuous service with East Grinstead Town Council at the 15th week before the EWC,
- plus earnings over the national insurance lower earnings limit.

Assuming these criteria are met employees are entitled to:

- 100% pay (i.e. higher rate SMP) for the first 6 weeks
- Basic rate Statutory Maternity Pay (SMP) for the next 33 weeks.
- During weeks 7 – 18 if employees have provided written notification that they will return to work, they also receive half their normal pay. These will be without deduction unless the combined half pay and SMP exceed full pay in which case the half pay will be reduced accordingly.

2.11 Pregnant employees with less than one year's local government service at the 11th week before the EWC but more than 26 week's continuous service with East Grinstead Council at the 15th week before the EWC, plus earnings over the national insurance lower earnings limit are entitled to:

- 100% pay (i.e. higher rate SMP) for the first 6 weeks
- Basic rate SMP for the remaining 33 weeks.

- 2.12 Pregnant employees with less than 26 weeks East Grinstead Town Council Service at the 15th week before the EWC and earnings over the national insurance lower earnings limit may be entitled to:
- 39 weeks Maternity Allowance (Length of service insufficient to qualify for SMP)
- 2.13 Pregnant employees with more than 26 week's service with East Grinstead Town Council but below the national insurance lower earnings limit may be entitled to:
- 39 weeks Maternity Allowance (Earnings insufficient to qualify for SMP)

#### Contract of Employment

- 2.14 All terms and conditions of employment except remuneration will be protected during Maternity Leave.
- 2.15 Statutory and bank holidays accrue during Ordinary and Additional Maternity Leave.
- 2.16 The contract of employment continues throughout maternity leave ensuring that this period counts towards the employee's period of continuous employment for the purposes of entitlement to other statutory employment rights (for example redundancy, pension rights, annual leave and increments).
- 2.17 Maternity Leave will not be treated as sick leave and will therefore not be considered for the calculation of the period of entitlement to sickness leave.

#### Pension

- 2.18 While an employee is undertaking paid maternity leave (i.e. receiving SMP), the employers pension contributions will continue throughout this period as if the employee was working normally.
- 2.19 Employee contributions will be based on the amount of pay received during the maternity leave period. For the duration of the unpaid maternity leave the employee can elect to pay contributions on their return. On returning to work from maternity leave all employees must contact the Finance Section regarding pension implications.

#### Employees not Returning

- 2.20 For those employees who do not intend to return to work, the first 6 weeks will be paid at 100% of a week's pay offset against payments made by the way of Statutory Maternity Pay (SMP) and the next 33 weeks at SMP. The remaining 13 weeks will be unpaid.

### Antenatal Care

- 2.21 All female employees are entitled to reasonable paid time off during working hours to enable them to receive antenatal care. This includes medical examinations and parenthood and relaxation classes, as long as a medical practitioner, registered midwife or health visitor advises these.
- 2.22 Should an employee wish to accompany their partner or family member or friend/colleague as a designated birth partner at an antenatal appointment, they will be required to arrange this with the Line Manager/Head of HR.
- 2.23 Employees are requested to give the Head of HR or Line Manager as much notice as is reasonably possible of their appointments.
- 2.24 With the exception of the employee's first appointment, their line manager may ask to see their appointment card and/or certificate signed by their GP, midwife or health visitor stating that they are pregnant

### Pregnancy Related Illness

- 2.25 An employee's maternity leave will automatically start if they are absent from work for a pregnancy related illness during the four weeks before the start of their EWC or a repeated sickness, regardless of when they stated that they wanted the maternity leave to start.

### Health & Safety

- 2.26 The Management of Health and Safety at Work Regulations 1999 require employers to assess risks to their employees, including new and expectant mothers, and to do what is reasonably practicable to control those risks.
- 2.27 As soon as the employee informs their line manager that they are pregnant, a specific risk assessment should be carried out, paying particular attention to risks that could affect the health of an expectant mother. A copy of this risk assessment should be given to the employee.
- 2.28 Employees are advised to notify their line manager of their pregnancy as soon as possible to ensure health and safety risks are mitigated.
- 2.29 Pregnant women do not need to stop working with VDUs. However, if an employee is worried about working with a VDU during their pregnancy they should discuss their concerns with the Line Manager.
- 2.30 During the pregnancy the employee should ask for assistance with physical work, including lifting heavy objects.
- 2.31 If the nature of work is likely to put the pregnant employee at risk, the Council will endeavour to find alternative employment for until such time as maternity leave begins.

### Contact During Maternity Leave

- 2.32 The Council may contact an employee (and vice-versa) while they are on maternity leave, if the amount and type of contact is not unreasonable. Contact may take place for several reasons including to discuss the employee's return to work plans, or to keep them informed of important developments in the workplace. The frequency and nature of this contact will be agreed between the Line Manager and employee prior to her maternity leave commencing.
- 2.33 Employees will be kept informed of relevant promotion opportunities or job vacancies that arise while they are on maternity leave.

### Returning to Work Period of Notice

- 2.34 If an employee wishes to return to work on the date set out in their original letter, they do not need to provide any further notice.
- 2.35 If an employee wishes to return to work before the end of the full maternity leave period, as set out in their original letter, they must give eight weeks' notice in writing of the date they intend to return to work. This notice requirement applies during both ordinary and additional maternity leave.
- 2.36 The Council can accept less, or no, notice at its discretion. However, if an employee attempts to return to work earlier than the end of their maternity leave without giving eight weeks' notice, the Council reserves the right to postpone their return until the full eight weeks' notice has been given. However, the return-to-work date may not be postponed any later than the end of the maternity leave period.
- 2.37 Following a return to work the normal provisions for termination notice shall apply.

### Return after Ordinary Maternity Leave

- 2.38 An employee who returns to work after Ordinary Maternity Leave (i.e. has taken no more than 26 weeks maternity leave) is entitled to return to the same job on the same terms and conditions of employment as if they had not been absent.

### Returning after Additional Maternity Leave

- 2.39 An employee who returns to work after Additional Maternity Leave (i.e. has taken more than 26 weeks maternity leave) is entitled to return to the same job on the same terms and conditions of employment as if they had not been absent, unless there is a reason why it is not reasonably practicable for them to return to their old job, in which case they should be offered a similar job on terms and conditions which are not less favourable than their original job.

## Return to Work Health & Safety

- 2.40 Prior to the employee's return to work their line manager should carry out a specific risk assessment, paying particular attention to risks that could affect the health of a new mother, a breastfeeding mother or her child. A copy of this risk assessment should be given to the employee.
- 2.41 The Council will provide, if required, facilities for employees to breastfeed, express milk and to store expressed milk. If you wish to use these facilities, please inform the Line Manager

## **3. Neonatal Care**

- 3.1 'Neonatal care' is defined in law as medical care that may be received in hospital, or out of hospital providing the child was originally an inpatient and the care is under the direction of a consultant. Neonatal care also covers children receiving palliative or end of life care.
- 3.2 Employees have a statutory right to neonatal care leave from day one of employment where they are responsible for a child receiving neonatal care, subject to eligibility requirements. We recognise that this can be a difficult and worrying time, both physically and mentally. This policy explains your rights to time off, pay during time off and other support offered. Employees will not be subject to detriment for taking neonatal care leave.

### Entitlement

- 3.3 You may take neonatal care leave if you have parental or other prescribed responsibility for a child who is receiving, or who has received, neonatal care. This will apply if you are:
- a) the child's parent, intended parent, or partner of the child's mother at the date of birth
  - b) in cases of adoption, the child's adopter, prospective adopter, or the partner of either, at the date the child is placed.
- 3.4 You are entitled to take neonatal care leave where you are responsible for a child receiving neonatal care that lasts for at least 7 consecutive days and starts within 28 days beginning with the day after the child's birth.
- 3.5 You are entitled to take one week of neonatal care leave for each consecutive 7-day period that your child is receiving neonatal care, up to a maximum of 12 weeks.

### Notice Requirements

- 3.6 You can take neonatal care leave during two periods:

- a) “tier 1 period” – starts from the day the child starts receiving neonatal care, ending with the 7th day after the child stops receiving neonatal care. Leave taken in this period can be taken in non-consecutive weeks.
  - b) “tier 2 period” – any period which is outside of “tier 1” during which you are entitled to neonatal care leave. Leave taken in this period must be taken consecutively.
- 3.7 You must provide the following information when you notify us of your intention to take neonatal care leave:
- a) your name
  - b) the child’s date of birth; and date of placement if adoption
  - c) date(s) the child started receiving neonatal care
  - d) date neonatal care ended if the child is no longer receiving it
  - e) date you want the leave to begin
  - f) number of weeks’ leave you want to take
  - g) declaration that you are taking the leave to care for the child
  - h) declaration that you meet the eligibility requirements.
- 3.8 If you wish to take neonatal care leave in the tier 1 period you must simply notify us verbally by contacting line manager before you are due to start work on your first day of leave, unless it is not reasonably practicable to do so, in which case you must notify us as soon as it is reasonably practicable. In practice, this means that no advance notice is needed but you must let us know before you start work on that day, where reasonably practicable.
- 3.9 Where you have given notice in the tier 1 period of your intention to take neonatal care leave before the child has stopped receiving neonatal care, you must tell us the date that the neonatal care ends, as soon as is reasonably practicable after that date.
- 3.10 Where the child starts to receive neonatal care again after you have told us that neonatal care has ended, you must tell us the date that the neonatal care started again and the date when it ends, as soon as reasonably practicable after each date.
- 3.11 If you wish to take neonatal care leave in the tier 2 period you must give us the required notice in writing no later than 15 days before the first day of leave when taking a single week, or no later than 28 days before the first day of leave when taking two or more weeks.

- 3.12 If you change your mind about taking neonatal care leave, you can withdraw your notice by following the same notice periods that you are required to give to take leave.
- 3.13 Notwithstanding the above, we may agree to waive the notice requirements where appropriate depending on the circumstances.
- 3.14 Your neonatal care leave will start on the day specified when you give notice unless the leave is due to start on the same day as the notice is given, or you are at work on that day, then it will start the day after.

#### Taking Leave

- 3.15 You cannot take neonatal care leave before the day after the first 7-day uninterrupted period of neonatal care. Neonatal care leave can only be taken in minimum blocks of one week.
- 3.16 You must take the leave before the end of a period of 68 weeks beginning with the child's date of birth or date of placement in cases of adoption.
- 3.17 If you accrue neonatal care leave after already starting another period of statutory family leave, such as maternity or paternity leave, then you can take the neonatal care leave after the end of the statutory family leave, providing it is within 68 weeks beginning on the child's date of birth or placement.

#### Pay During Leave

- 3.18 You are entitled to statutory neonatal care pay during neonatal care leave if you:
  - a) are eligible for statutory neonatal care leave
  - b) have 26 weeks' continuous service by the relevant week
  - c) earn at least the lower earnings limit on average calculated over the period of eight weeks ending with the relevant week
  - d) are still in employment in the week before neonatal care starts.
- 3.19 Where you are entitled to another form of statutory family leave payment, such as statutory maternity pay, the relevant week is the same as the qualifying week for that payment. In all other cases, the relevant week is the week immediately before neonatal care starts.
- 3.20 If you are eligible, you are entitled to a maximum of 12 weeks' statutory neonatal care pay, paid at one week per every 7 uninterrupted days of care the child receives.
- 3.21 The weekly rate of statutory neonatal care pay is the lower of:
  - a) the current statutory rate

b) 90% of your normal weekly earnings.

- 3.22 If you are eligible for statutory neonatal care pay, you need to give us notice in writing of your intention to claim it alongside your notice of intention to take neonatal care leave.
- 3.23 Where you are claiming statutory neonatal care pay in the tier 1 period, you must provide notice before the end of 28 days after the first day of the pay week the notice refers to.
- 3.24 If you are claiming statutory neonatal care pay in the tier 2 period, you must provide notice no later than 15 days before the first day of the relevant pay week when taking a single week, or no later than 28 days before the first day of the first relevant pay week when taking two or more weeks.
- 3.25 The notice must include:
- a) your name
  - b) the child's date of birth; and date of placement if adoption
  - c) date(s) the child started receiving neonatal care
  - d) date neonatal care ended if the child is no longer receiving it
  - e) declaration that the week you are claiming pay for was taken to care for the child
  - f) declaration that you meet the eligibility requirements.

#### Returning to Work

- 3.26 You have the right to return to work to the same job unless you return after a specific point at which you will have the right to return to a similar job on no less favourable terms if it is not practicable for you to return to the same job. Your manager will explain how this affects you based on your individual circumstances.

#### Use of Neonatal Care Leave

- 3.27 Employees who take time off under this policy for reasons other than those for which the statutory right to neonatal care leave is intended may be subject to investigation and subsequent disciplinary proceedings

## **4. Paternity Leave**

- 4.1 An employee must notify their Line Manager in writing by the 15th week before their Expected Week of Childbirth (EWC) of the week the baby is expected to be born and that they are planning to take paternity. The employee must confirm that they are the child's father or married to, or the civil partner of the mother or birth parent – this includes same-sex partners.

- 4.2 Paternity Leave is a period of time off work that a new father or partner can take to bond with a new child, support their partner, or care for a new baby after birth or adoption
- 4.3 The employee can choose to start statutory paternity leave:
- On the day their baby is born or the day after if they're at work on that day
  - On an agreed date after their baby is born
  - a set number of days after their baby is born – for example one week after
- 4.4 The employee must confirm the dates of their leave, 28 days before starting leave. They must also confirm if they are taking leave to care for either or both the child or the child's mother or birth parent.
- 4.5 An employee can take their statutory paternity leave at any time in the first 52 weeks after the birth. They cannot start leave before the birth but they could agree with their employer to take another type of leave before paternity leave, for example holiday.
- 4.6 The Town Clerk will respond in writing to this notification of leave within 28 days, confirming the dates the employee has requested.
- 4.7 If the employee is not eligible for statutory paternity pay while they're on paternity leave, the employer must tell them in writing and provide a non-payment of statutory paternity pay SPP1 form detailing the reasons why you do not qualify.
- 4.8 If the employee wants to change the date they start paternity leave, they must usually give the employer 28 days notice of the change, for example if the baby is born early or late or needs to stay in hospital for a time after the birth.
- 4.9 Paternity rights still apply if the baby is stillborn after 24 weeks of pregnancy or is born alive but only lives for a short time. Paternity leave can be taken within 8 weeks of the baby's death.

#### Paternity Leave (Including Entitlement)

- 4.10 Employees who meet the eligibility criteria are entitled to take up to two weeks' paternity leave. This leave may be taken as a single block of two consecutive weeks or as two separate one-week blocks within 56 days (eight weeks) of the child's birth or placement for adoption.
- 4.11 Employees must have at least 26 weeks' continuous service by the 15th week before the Expected Week of Childbirth (EWC) and must remain employed until the date of birth or placement.

- 4.12 Paternity leave is available to the child's father, the mother's spouse, civil partner or partner (including same-sex partners), or the adopter's partner. During this period, employees are entitled to two weeks' full pay. Employment rights, including pay rises, holiday accrual and the right to return to the same job, are protected.
- 4.13 Employees must provide written notice by the 15th week before the EWC (or within seven days of being matched with a child in adoption cases). The Town Clerk will respond within 28 days confirming the leave dates. Any changes to start dates require 28 days' notice where possible.
- 4.14 Paternity leave also applies in cases of stillbirth after 24 weeks of pregnancy.

#### Paternity Pay

- 4.15 The employee is entitled to full pay for 2 weeks, to be taken as one week of leave, 2 weeks together or as 2 separate weeks.

#### Employment rights when on leave

- 4.16 Employment rights are protected while on paternity leave, this includes the right to pay rises, holiday accrual and return to work.

#### Shared Parental Leave and Statutory Shared Parental Pay

- 4.17 To be eligible for Shared Parental Leave, both parents must share responsibility for the child at birth and meet work and pay criteria which is different depending on which parent wants to use the shared parental leave and pay. The employee must have been employed continuously by the Council for at least 26 weeks by the end of the 15th week before the due date and still be employed by the Council until you start your SPL.
- 4.18 The employee can share up to 50 weeks of leave and up to 37 weeks of pay between the couple. To qualify for SPL, your partner has to take less than the 52 weeks of maternity or adoption leave and use the rest as SPL or take less than the 39 weeks of maternity or adoption pay and use the rest as shared statutory paternity pay.
- 4.19 The employee must share the pay and leave in the first year after the child is born or placed with the family.
- 4.20 The employee must give the Line Manager 8 weeks written notice of their intended leave dates and give at least 8 weeks' notice of any date changes.
- 4.21 The leave can be taken in blocks separated by periods of work or taken in one go. The employee can also choose to be off work together or to stagger the leave and pay.

#### Notification

- 4.22 On becoming an expectant parent, an employee should notify the Line Manager as soon as they feel able to do so.

- 4.23 By the end of the Qualifying Week (the 15th week before the Expected Week of Childbirth), or as soon as reasonably practicable afterwards, an employee is required to notify the Council when the baby is due, whether they are seeking to take one- or two-weeks' paternity leave and when they expect the leave to begin.
- 4.24 If an employee fails to follow the above notification requirements, they may not be eligible for Statutory Paternity Pay.
- 4.25 The Council will respond in writing within 28 days of notification, setting out the employee's rights and entitlements to and during paternity leave.
- 4.26 If an employee wishes to change their paternity leave start date, they should give the Council at least 28 days' notice where possible. The employee does not need to give a specific date for the leave to start, for example they may wish to say the day after the birth or one week after the birth.

#### Antenatal Appointments

- 4.27 While there is no legal right to paid time off for expectant fathers or partners of expectant mothers, the Council understands the importance of attendance at antenatal classes and appointments and will therefore allow paid time off for these appointments, provided adequate notice is given to the employee's line manager of such a request for time off work.
- 4.28 If required, the Council may ask for proof of appointments.

#### Paternity Leave Entitlement

- 4.29 Paternity leave is available for a period of one or two weeks. The leave must be consecutive and not taken as ad hoc days.
- 4.30 To be eligible for paternity leave, an employee must:
- Have or expect to have responsibility for the child's upbringing and;
  - Be the biological father of the child or the mother's husband or partner and;
  - Have worked continuously for the Council for 26 weeks leading into the 15th week before the baby is due and be employed continuously during the pregnancy up to the actual date the baby is born
- 4.31 Paternity leave must be taken within 56 days of the child being born and may only start after the actual birth.

#### Paternity Pay

- 4.32 Statutory Paternity Pay (SPP) is payable for up to two weeks. An employee is entitled to SPP if;

- They have been continuously employed by the Council for at least 26 weeks at the end of the Qualifying Week and;
  - They are employed up to the actual date of birth and;
  - Their average weekly earnings in the eight weeks up to and including the Qualifying Week are not less than the lower earnings limit for National Insurance contributions and;
  - They have given the correct notice
- 4.33 The employee will receive 2 weeks full pay
- 4.34 The council will round up SPP to pay an employee full weekly salary.
- 4.35 SPP is still payable in the event of; a stillbirth after the start of the 24th week of pregnancy or the baby being born alive at any point of pregnancy.
- 4.36 The Council is eligible to reclaim a percentage of SPP payments made (currently 92%).

#### Employment Rights

- 4.37 All employment rights are protected, and the employee shall suffer no detriment from taking paternity leave. An employee is entitled to return to the same job after up to two weeks.

## **5. Adoption Leave**

- 5.1 Statutory Adoption leave is 52 weeks consisting of:
- Ordinary Adoption Leave (26 weeks)
  - Additional Adoption Leave (26 weeks)
- 5.2 Only one person in a couple can take adoption leave. The other parent could take paternity leave instead. Employees taking adoption leave are also entitled to paid time off to attend up to 5 adoption appointments.
- 5.3 Notification and proof requirements remain as previously set out. Adoption leave can start:
- Up to 14 days before the date the child starts living with you (UK adoptions)
  - When the child arrives in the UK or within 28 days of that date (overseas adoptions)
  - The day the child is born or the day after (in surrogacy arrangements)

- 5.4 An employee must notify the Line Manager in writing within 7 days of being matched with a child, confirming how much leave you are requesting, the start date of leave and the date the child is being placed with you.
- 5.5 The Line Manager will respond in writing to this notification of leave within 28 days, confirming the dates the employee has requested.
- 5.6 The employee must provide proof of the adoption which shows:
- employee name and address and that of the agency
  - the match date and the matching certificate
  - the date of placement, for example a letter from the agency
  - the relevant UK authority's official notification confirming the right to adopt (overseas adoptions only)
  - the date the child arrived in the UK if applicable

#### Statutory Adoption Pay

- 5.7 Employees who meet the qualifying criteria are entitled to up to 39 weeks of Statutory Adoption Pay (SAP) during adoption leave.
- 5.8 SAP is paid at:
- 100% of average weekly earnings for the first 6 weeks
  - The statutory rate (£187.18 as of April 2025) or 90% of average weekly earnings (whichever is lower) for the next 33 weeks
- 5.9 To qualify, employees must have 26 weeks' continuous employment by the week they are matched with a child and must earn above the National Insurance lower earnings limit. Proof of adoption, such as a **matching certificate or official notification**, must be provided.
- 5.10 The Council may reclaim 92% of SAP payments.

#### Proof of Adoption

- 5.11 In order to qualify for SAP, the employee must give the Council proof of adoption. Proof is not needed for entitlement to adoption leave unless the Council wishes to request it.
- 5.12 For adoption, the proof must show the:
- a. Name and address of the agency and employee and;
  - b. Date the child was matched e.g. the matching certificate and;

- c. The expected or actual date of placement (e.g. a letter from the agency) and;
  - i. The relevant UK authority's 'official notification' confirming the parent is allowed to adopt (overseas adoptions only) and;
  - ii. The date the child arrived in the UK e.g. a plane ticket (overseas adoptions only)

#### Exemptions

- 5.13 An employee will not qualify for either adoption leave or pay if they;
- Become a special guardian or kinship carer or;
  - Adopt a stepchild or;
  - Adopt a family member or stepchild or;
  - Adopt privately e.g. within permission from a UK authority or adoption agency

#### Adoption Appointments

- 5.14 An employee is entitled to paid time off to attend adoption appointments.
- 5.15 Single adopters are entitled to paid time off to attend up to five adoption appointments. These must be taken in the period between the employee being notified of a match with a child and the date that the child joins the family.
- 5.16 In the case of joint adoptions, one of the adopters will be entitled to paid time off to attend up to five adoption appointments. The other adopter will be entitled to unpaid time off to attend up to two adoption appointments.

#### Paternity Leave with Adoption

- 5.17 If an employee is a secondary adopter and is seeking to take paternity leave sections 10 to 15 above apply with the amendments below.

#### Notification

- 5.18 An employee adopting a child must give the Council an SC4 form (the Council can provide this) for:
- Leave – no later than seven days of their co-adopter or partner being matched with a child and;
  - Pay – 28 days before they want their pay to start

- For overseas adoptions the form and notice period are different. Information on these can be found online on the [www.gov.uk](http://www.gov.uk) website.

### Eligibility

5.19 An employee adopting a child must;

- Have worked for the Council continuously for at least 26 weeks by the end of the week they were matched with the child (UK adoptions) or;
- Have worked for the Council continuously for at least 26 weeks by either the date the child arrives in the UK or when they want their pay to start (overseas adoptions) and;
- Confirm that their partner is getting statutory adoption pay in writing and;
- Meet the other eligibility conditions for paternity leave and pay (as detailed in the above 'Paternity Leave' section of this policy)

### Leave Start Date

5.20 An employee taking paternity leave because they are adopting can start their leave;

- On the date of placement or;
- An agreed number of days after the placement or;
- On the date the child arrives in the UK or an agreed number of days after this (overseas adoptions)
- For overseas adoptions, the leave must be taken within 56 days of the placement or the child's arrival in the UK.

### Return To Work

5.21 On resuming work after adoption leave, the employee is entitled to return to the same job on the same terms and conditions of employment as if they had not been absent. They also have the right to receive any pay rises or improvements to terms and conditions for the job as if they had not been on leave.

5.22 If however, there is a reason why it is not reasonably practicable for the Council to take them back in their original job, they will be offered suitable alternative work of equivalent status and responsibility and on terms and conditions that are no less favourable than would have applied if they had not been absent.

### Date of Return

- 5.23 Unless the Council is notified otherwise, the employee will be expected to return to work on the date in which the 52-week adoption leave period ends.
- 5.24 If the employee intends to bring forward their return-to-work date, they should notify the Council in writing providing at least eight weeks' notice where possible. If they fail to do so, the Council has the right to postpone their return to such a date as will give the Council eight weeks' notice, provided this is not later than their expected return date.
- 5.25 If the employee is unable to return to work due to sickness or injury, the Council's normal arrangements for sickness absence will apply.

### Resignation

- 5.26 If an employee decides not to return to work after adoption leave they should submit their resignation in the normal manner, providing adequate notice as per their terms and conditions of employment.

### Record Keeping

- 5.27 For a period of three years after the tax year that it relates to, the Council must keep records of;
1. Proof of adoption
  2. The date SAP started
  3. The payments of SAP made including dates
  4. The payments the Council has reclaimed
  5. Any weeks not paid and the reason

## **6. Part Time/Changed Hours**

- 6.1 If they decide to return to work after adoption leave, an employee has a right to request changed hours if they wish, either on a temporary or permanent basis. The Council will consider this request and to look at whether this can be accommodated.
- 6.2 In order to allow the Council time to give full consideration to the request, such a request should be put in writing as far in advance of the return-to-work date as possible, with a minimum of six weeks' notice. The Council will respond in writing as soon as practically possible, within 14 days at the latest. The Council will always consider such requests in line with the operational requirements of the Council's business.

## 7. Surrogacy Arrangements

- 7.1 Surrogacy is when another woman carries and gives birth to a baby for the intended parents. The woman who gives birth to the child will be treated as the mother; however, parental responsibility can be transferred by either an adoption or parental order.
- 7.2 If using a surrogate to have a baby, the employee must notify the Town Clerk in writing by the 15th week before their Expected Week of Childbirth (EWC) of the week the baby is expected to be born.
- 7.3 The employee must also provide a written statement (statutory declaration) to confirm they have applied or will be applying for a parental order within 6 months after the child's birth. This must be signed in the presence of a legal professional.

### Surrogate Mothers

- 7.4 Pregnant employees have the right to 52 weeks' maternity leave and to return to their job after maternity leave. Whatever the birth mother does with the child in a surrogacy arrangement following the birth it has no impact on her right to maternity leave.

### Intended Parents

- 7.5 Adoption leave and pay is available to eligible employees who become legal parents following an application for adoption or parental order. Paternity leave and pay, and shared parental leave and pay may also be available to eligible employees.
- 7.6 While there is no legal right to paid time off for intended parents, the Council understands the importance of attendance at antenatal classes and appointments and will therefore allow paid time off for two appointments alongside a birth mother, provided adequate notice is given to the employee's line manager of such a request for time off work.
- 7.7 If required, the Council may ask for proof of appointments.

### Unpaid Carers Leave

- 7.8 Employees are entitled to unpaid leave to give or arrange care for a dependent who has:
- a physical or mental illness or injury that means they're expected to need care for more than 3 months
  - a disability (as defined in the Equality Act 2010) when the child arrives in the UK or within 28 days of this date (overseas adoptions)
  - care needs because of their old age

- 7.9 The dependent does not have to be a family member, it can be anyone who relies on them for care.
- 7.10 Employees are entitled to carers leave from their first day of work for their employer. Employment rights such as holidays and returning to their job are protected during carers leave.
- 7.11 Employees can take up to one week of leave every 12 months. A week means the length of time they usually work over 7 days. They can take either a whole week off or take individual days or half days throughout the year.

#### Notification of leave

- 7.12 The employee needs to give their manager notice before they want their leave to start.
- If the request is for half a day or a day, the notice period must be at least 3 days
  - If the request is for more than one day, the notice period must be at least twice as long as the requested leave
- 7.13 The notice period needs to be in full days.
- 7.14 The request does not have to be in writing. The employee does not need to give evidence of their dependants care needs.
- 7.15 The Council cannot refuse a carers leave request but can ask the employee to take it at a different time. They can only do this if the employees absence would cause serious disruption to the Council. If leave is delayed, the Council must agree another date within one month of the requested date for the leave and put the reason for the delay and new day in writing within 7 days of the original request and before the requested start date of the leave.

#### Unpaid Parental Leave

- 7.16 Eligible employees can take unpaid leave to look after their child's welfare, for example to:
- spend more time with their children or family
  - look at new schools or settle into new childcare arrangements
- 7.17 Parental leave is unpaid and employees are entitled to 18 weeks leave for each child and adopted child up to their 18th birthday.
- 7.18 The employee can take 4 weeks for each child in one year and must take leave in whole weeks rather than individual days. The leave does not have to be taken in one block. A week equals the length of time an employee normally works over 7 days.

- 7.19 Parental leave applies to each child not job and can therefore be carried over from a previous job.

## 8. Shared Parental Leave

- 8.1 Shared Parental Leave enables eligible mothers, fathers, partners and adopters to choose how to share time off work during the first year after a child is born or placed for adoption.
- 8.2 Parents will be able to share a pot of leave and decide to be off work at the same time and/or take it in turns to have periods of leave to look after the child.
- 8.3 Eligible employees may take up to 50 weeks shared parental leave during the child's first year in their family.
- 8.4 The number of weeks available is calculated using the mother's/adopter's entitlement to maternity/adoption leave. If they decide not to take all 52 weeks' maternity/adoption leave, the remaining leave can be taken as shared parental leave

### Notification

- 8.5 An employee must give the Council at least eight weeks' notice of their entitlement/request for shared parental leave to start.
- 8.6 The employee will need to inform the Council;
- a) The name of the other parent and;
  - b) The start and end dates of any maternity/adoption leave or pay, or maternity allowance, taken in respect of the child and the total amount of shared parental leave available and;
  - c) The date on which the child is expected to be born/the actual date of birth or in the case of adoption, the date on which the employee was notified of having been matched with the child and the date of placement for adoption and;
  - d) The amount of shared parental leaves the employee and their partner each intend to take and;
  - e) A non-bonding indication of when the employee expects to take the leave
- 8.7 The employee will also need to provide the Council with a signed declaration stating;
- a) That they meet, or will meet, the eligibility conditions and are entitled to take shared parental leave

- b) That the information they have given is accurate
- c) If they are not the mother/adopter they must confirm that they are either the father of the child or the spouse, civil partner or partner of the mother/adopter
- d) That should they cease to be eligible that they will immediately inform the Council

8.8 In addition to the above, the employee will also need to provide the Council with a signed declaration from their partner confirming;

- a) Their name, address and National Insurance number
- b) That they are the mother/adopter of the child, or they are the father of the child or spouse, civil partner or partner of the mother/adopter
- c) That they satisfy the 'employment and earnings test' and had at the date of the child's birth or placement for adoption the main responsibility for the child, along with the employee
- d) That they consent to the amount of shared parental leave that the employee intends to take
- e) That they consent to the Council processing the information contained in the declaration form
- f) (in the case whether the partner is the mother/adopter) that they will immediately inform their partner should they cease to satisfy the eligibility conditions

8.9 The Council may, within 14 days of the above notification, request;

- a) The name and business address of the partner's employer (if the partner is no longer employed or is self-employed, their contact details should be given instead) and;
- b) In the case of biological parents, a copy of the child's birth certificate or;
- c) In the case of an adopted child, documentary evidence of the name and address of the adoption agency, the date of which they were notified of having been matched with the child and the date on which the agency expects to place the child for adoption

8.10 The employee must, to be eligible for shared parental leave, respond to the above request within 14 days.

8.11 The Council will respond in writing no later than 14 days after the initial request has been received (or in the case of further information being requested by the Council, 14 days after the employee has provided this information).

## Eligibility

- 8.12 To be eligible for shared parental leave the employee must be:
- a) The mother/adopter, or
  - b) Either the father of the child or the spouse/civil partner/partner of the child's mother/adopter
- 8.13 In addition to this, the employee will need to satisfy all the following criteria:
- a) The mother/adopter of the child must be/must have been entitled to statutory maternity/adoption leave or if not entitled to statutory maternity/adoption leave they must be/must have been entitled to SMP/SAP or maternity allowance and must have ended or given notice to reduce any maternity/adoption entitlements.
  - b) The employee must still be working for the Council at the start of each period of shared parental leave
  - c) The employee must pass the 'continuity test' requiring them to have a minimum of 26 weeks' service at the end of the 15th week for the child's expected due date/matching date.
  - d) The other parent must have worked for at least 26 of 66 weeks before the expected birth date or adoption match date, earned an average of at least £30 a week in any 13 weeks of those 66 weeks (that's £390 in total)
  - e) The employee must correctly notify the Council of their entitlement and provide evidence as required

## Leave Entitlement

- 8.14 The amount of leave available is calculated on the date of which the mother/adopter returns to work and the amount of maternity/adoption leave they have left remaining of the initial 52 weeks' entitlement.
- 8.15 Providing all eligibility and notification requirements are met by both parents, they may choose whether to share the remaining leave. There are various ways in which the leave can be shared, and each request would have to be considered on its own merit and circumstances.
- 8.16 All shared parental leave must be taken with the first year of the child being born/being matched with the child.

## Continuous Leave

- 8.17 Continuous leave is several weeks taken in a single unbroken period of leave e.g. if the mother/adopter returns to work after 22 weeks, a block booking of up to 30 weeks could be chosen.

- 8.18 An employee has the right to take a continuous block of leave notified in a single notification, so long as it does not exceed the total number of weeks of shared parental leave available to them and the Council has been given at least eight weeks' notice.
- 8.19 An employee may submit up to three separate notifications for continuous periods of leave.

#### Discontinuous Leave

- 8.20 A single notification may also contain a request for two or more periods of discontinuous leave, which means asking for a set number of weeks of leave over a period, with breaks between the leave where the employee returns to work. An example is an arrangement is where an employee will take six weeks of shared parental leave and work every other week over a period of three months.
- 8.21 The Council will consider a discontinuous leave notification but does have the right to refuse it. Upon receipt of a notification for discontinuous leave the Council will arrange a meeting to discuss this with the employee. All requests will be carefully considered, weighing up the potential benefits to the employee and the Council against any adverse impact on the Council's activities.
- 8.22 Where a request is refused the employee can either withdraw the request within 15 days of giving it or can take the leave in a single continuous block, providing the correct notification requirements are met.

#### Shared Leave

- 8.23 Shared parental leave may be taken at the same time so both parents are taking leave together, providing they do not exceed the total amount of leave entitlement.

#### Variation

- 8.24 The employee is permitted to vary or cancel an agreed and booked period of shared parental leave, provided that they advise the Council in writing at least eight weeks before the date of variation. Any variation will be confirmed in writing by the Council within 14 days of receiving notification of the variation.

#### Shared Paternal Pay

- 8.25 Statutory Shared Parental Pay
- 8.26 Eligible employees may be entitled to up to 37 weeks Statutory Shared Parental Pay (ShPP) while taking shared parental leave. The number of weeks available will depend on the amount by which the mother/adoption reduces their maternity/adoption pay period or maternity allowance period.

- 8.27 ShPP may be payable during some or all shared parental leave, depending on the length and timing of the leave.
- 8.28 In addition to meeting the eligibility requirements for shared parental leave an employee seeking to receive ShPP must also meet each of the following criteria;
- a) The mother/adopter must be/have been entitled to SMP/SAP or maternity allowance and must have reduced their maternity/adoption pay period or maternity allowance period
  - b) The employee must intend to care for the child during the week in which ShPP is payable
  - c) The employee must have average weekly earnings for the period of eight weeks leading up to and including the 15th week before the child's expected due date/matching date are not less than the lower earnings limit in force for National Insurance contributions
  - d) The employee must remain in continuous employment until the first week of ShPP has begun
  - e) The employee must give proper notification in accordance with the rules set out below
- 8.29 An employee entitled to ShPP should usually include this notification to the Council in the same notification as the leave itself.
- 8.30 The notification from the employee must include each of the following;
- a) The start and end dates of any SMP/SAP or maternity allowance
  - b) The total amount of ShPP available and the amount of ShPP the employee and their partner each intend to claim
  - c) A signed declaration from the employee confirming that the information they have given is correct, that they meet, or will meet, the criteria for ShPP and that they will immediately inform the organisation should they cease to be eligible
- 8.31 It must also be accompanied by a signed declaration from the employee's partner confirming;
- a) Their agreement to the employee claiming ShPP and for the Council to process any ShPP payments to the employee and;
  - b) (in the case where the partner is the mother/adopter) that they have reduced their SMP/SAP or maternity allowance and;
  - c) (in the case where the partner is the mother/adopter) that they will immediately inform their partner should they cease to satisfy the eligibility conditions

- 8.32 The standard rate of ShPP is reviewed every April by the Government. From April 2025 ShPP is £187.18 per week. If, when calculated, 100% of an employee's average weekly earnings in the eight weeks leading up to the child's expected week of birth/week they were matched with a child is less than the rate of ShPP, the employee will receive the lower figure. ShPP is treated as earnings and is therefore subject to income tax and National Insurance contributions. If part of the pension scheme, contributions will be taken based on the amount of shared parental pay received. The Council will continue to contribute for any time the employee is in receipt of ShPP based on the salary the employee would have been receiving had they not been on shared parental leave. When on unpaid shared parental leave, an employee can opt to make additional pension contributions; this should be discussed with the Council's Finance Manager.
- 8.33 The Council is eligible to reclaim a percentage of ShPP payments made (currently 92%)

#### Return To Work

- 8.34 The employee will have been formally advised in writing by the Council of the end date of any period of shared parental leave. The employee is expected to return to work the next working day after this date, unless they notify the Council otherwise.
- a) If they are unable to attend work due to illness or injury, the Council's normal arrangements for sickness absence will apply.
  - b) If the employee wishes to return to work earlier than planned, they must provide the Council at least eight weeks' notice of their early return where possible.
  - c) On returning to work after shared parental leave, the employee is entitled to return to the same job if the employee's aggregate total statutory maternity/paternity/adoption leave and shared parental leave amounts to less than 26 weeks. This must be on the same terms and conditions of employment as if they had not been absent.
  - d) If the employee's maternity/paternity/adoption leave and shared parental leave combined amounts to 26 weeks or more, the employee is entitled to return to the same job they held before commencing the leave or, if this is not reasonably practicable, to another job which is both suitable and appropriate on terms and conditions no less favourable.

#### Resignation

- 8.35 If an employee decides not to return to work after shared parental leave, they should submit their resignation in the normal manner, providing adequate notice as per their terms and conditions of employment.

## 9. Keeping in Touch During Leave

- 9.1 Employees may work for a limited number of days during Maternity, Adoption, or Shared Parental Leave without bringing the leave to an end.
- 9.2 These are called Keeping in Touch (KIT) Days for Maternity and Adoption Leave, and Shared Parental Leave In Touch (SPLIT) Days for Shared Parental Leave.
- Up to **10 KIT Days** may be used during Maternity or Adoption Leave.
- Up to **20 SPLIT Days** may be used during Shared Parental Leave.
- 9.3 These days allow employees to attend meetings, training, or work-related activities by mutual agreement.
- 9.4 Any work performed counts as a full day, and employees will receive their normal pay for the hours worked, offset against any statutory payments.
- 9.5 There is **no obligation** to undertake KIT or SPLIT days, and the leave period is not extended by them.

## 10. Annual Leave During Family Leave

- 10.1 Annual leave and bank holidays continue to accrue during all types of statutory family leave, including **Maternity, Paternity, Adoption, Shared Parental, and Neonatal Care Leave**.
- 10.2 Employees are encouraged to take any accrued annual leave before starting their period of family leave or after returning to work.
- 10.3 Annual leave cannot be taken during statutory leave periods.

## 11. Notice Requirements Summary Table

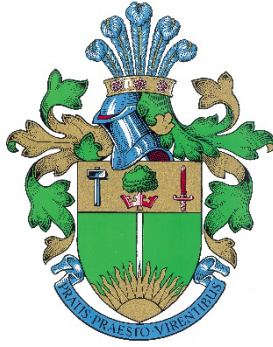
Leave Type	Notice to Start Leave	Notice to Return Early
Maternity Leave	15th week before Expected Week of Childbirth (EWC)	8 weeks' written notice
Paternity Leave	15th week before EWC or within 7 days of adoption match	8 weeks' written notice
Adoption Leave	Within 7 days of being matched (UK) or 28 days of arrival (Overseas)	8 weeks' written notice
Shared Paternal Leave	8 weeks before leave start date	8 weeks' written notice
Neonatal Care Leave	As soon as reasonably practicable	N/A
Carers Leave	3 days for one day/half-day requests, or twice the length of leave requested	N/A

## 12. Employee Assistance Programme

- 12.1 Employees have access to a 24-hour confidential telephone counselling service at 0800 0474097.
- 12.2 As part of our Employee Assistance Programme, staff also have access to an online wellbeing tool, Wisdom AI, via the Health Assured portal at [healthassuredap.com](http://healthassuredap.com). This service provides wellbeing information, practical advice, and immediate support.

Adoption date:

Reviewed:



# TOIL & OVERTIME POLICY

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Issue Number	Date	Details of amendments
1	July 2024	Reformatted and new Policy
2	31/10/25	Updated 2 – Accrual & Approval

# 1. Introduction

- 1.1 East Grinstead Town Council recognises the valuable contribution its employees make to the smooth running of Council operations, including outside of normal working hours. From time to time, employees may be asked—or may choose—to work beyond their contracted hours, particularly in support of Council events, facility viewings, or community engagement activities.
- 1.2 This policy sets out the terms under which Time Off in Lieu (TOIL) or paid overtime may be accrued and taken, ensuring clarity, fairness, and consistency. It is designed to support staff wellbeing, maintain operational efficiency, and align with national guidance from the National Association of Local Councils (NALC) and good practice from other UK local councils.
- 1.3 The policy applies to all staff, with specific guidance for those whose roles regularly involve out-of-hours commitments. It ensures both employees and managers understand their responsibilities and provides a framework for fair compensation for time worked beyond the contract.

## 2. Time Off in Lieu (TOIL)

### Definition

- TOIL refers to paid time off granted in lieu of additional hours worked beyond an employee's contracted weekly hours.

### Eligibility

- All employees are eligible to accrue TOIL unless stated otherwise.
- Managerial staff are not eligible for paid overtime but may accrue TOIL where premium pay would otherwise apply.

### When TOIL Can Be Accrued

TOIL may be accrued under the following circumstances:

- **Contractual Duties:** Employees whose roles require out-of-hours or weekend work (e.g. organising town events, facilitating hall bookings, managing viewings or maintenance) may accrue TOIL for hours worked beyond their standard contracted hours, including weekends and evenings, with prior approval.
- **Additional Voluntary Duties:** Employees who volunteer to support Council activities or events outside of their normal role or contracted hours may accrue TOIL with prior manager approval (e.g., volunteering at public events, helping at charity stalls, etc.).

### Clarification of Roles

- For staff whose roles include weekend or evening duties (e.g. Events Officers, Facilities Coordinators), TOIL is intended to offset irregular working hours and ensure work/life balance.
- These employees should still attempt to flex their working week where possible, but TOIL may accrue when this is not feasible.
- For staff who work occasional additional hours not as part of their usual responsibilities, accrual of TOIL is limited to volunteered hours or special one-off support, with line manager permission.

### Accrual and Approval Process

- Both accruing and taking TOIL requires manager approval.
- TOIL is not a flexitime arrangement.
- All TOIL must be recorded accurately using the Council's approved TOIL log, these must be shared with Line Manager & HR when TOIL requests are made.
- Staff with regular weekend or out-of-hours duties must keep an accurate weekly log of excess hours worked and seek monthly manager sign-off to confirm TOIL accrual.

### Notice to Take TOIL

Employees must give a minimum notice period equal to the time they wish to take off. For example:

- 1 hour TOIL = 1 hour notice
- ½ day TOIL = ½ day notice

### Accrual Limits and Volunteering

- Employees should not accrue more TOIL through volunteering than their normal contracted weekly hours in any calendar year unless agreed in advance by their Line Manager (unless attendance is mandatory).
- Employees must obtain permission from their line manager before volunteering, and only where sufficient need exists.
- The limit of not accruing more TOIL than one's weekly contracted hours per year applies only to voluntary activity.
- Staff with contracted weekend/event responsibilities may exceed this threshold if justified and pre-approved, provided the total hours are reviewed monthly by their line manager.

### TOIL Rates of Accrual

Day	Rate
Monday – Friday	Flat Rate
Saturday	Time and a half (if full week worked)
Sunday/Bank Holiday	Double Time (if full week worked)

Note: If the full contracted week is not worked due to sickness, the accrual reverts to flat rate.

### TOIL Usage and Expiry

- TOIL should be taken within 3 months of accrual.
- In exceptional circumstances, TOIL may be carried forward with line manager approval.

### Responsibilities

Employees Must:

- Seek prior approval for TOIL accrual and usage.
- Record hours accurately.
- Only volunteer when help is required.

Managers Must:

- Monitor TOIL accrual and ensure it remains within policy limits.
- Ensure no overstaffing at events.
- Consider offering paid overtime if TOIL would exceed permitted limits.

### Flexibility for Event-Based Roles

- Where an employee's contracted role involves organising or supporting Council events (including weekends or evenings), managers may agree to offset additional hours within the same week or subsequent weeks through flexing or TOIL accrual, subject to operational need.

### 3. Overtime

#### Definition

- Overtime refers to additional hours worked by staff, which are paid, rather than taken as time off in lieu.

#### Eligibility

- Overtime must be pre-authorized by a line manager.
- Normally only payable if the employee has worked their full contractual hours that week.
- Managerial staff are not eligible for overtime unless agreed by the Town Clerk.

#### Overtime Pay Rates

Day	Rate
Monday – Friday	Flat Rate
Saturday	Time and a half (if full week worked)
Sunday/Bank Holiday	Double Time (if full week worked)

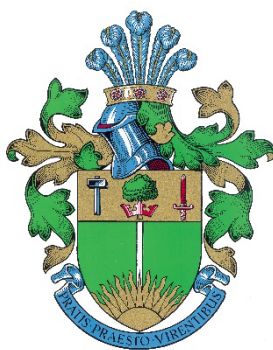
- Note: If the employee was absent due to sickness, the rate defaults to flat.

### 4. Leavers

- 4.1 Outstanding TOIL should be used before leaving.
- 4.2 With Town Clerk approval, unused TOIL may be paid at the employee's basic rate.
- 4.3 If TOIL taken exceeds hours accrued, the Council may deduct excess from final salary.

Adoption date:

Reviewed:



# Flexible Working Policy

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Issue Number	Date	Details of amendments
1	July 25	New policy
2	31.10.25	Amended 4.1 & 12.4

# 1. Purpose

- 1.1 To support a healthy work–life balance while maintaining high-quality services to our community, promoting fairness, and aligning with NALC guidance and statutory requirements.

# 2. Scope

- 2.1 This policy applies to all EGTC employees—full-time, part-time, fixed-term, and permanent. Agency workers and volunteers are excluded; however, alternative arrangements may be considered at management discretion.

# 3. Definition

- 3.1 Flexible working includes any change to working patterns, such as:

- Part-time work
- Compressed hours
- Flexi-time core hours
- Remote (home) working
- Term-time arrangements
- Job-share or split roles
- Career breaks

# 4. Eligibility

- 4.1 From first day of employment, employees they are entitled to make a **statutory flexible working application**. Employees may make **two statutory request per 12-month period**. Non-statutory informal requests may be discussed at any time.

# 5. Types of Flexible Working at EGTC

- **Core Hours & Flexi-time:** Core hours are 10:00–16:00 Mon–Fri; employees may flex start/finish times with manager approval.
- **Remote Working:** Up to two days per week with secure network access and successful completion of a remote working agreement. - See Home Working Policy for specific details
- **Compressed Hours:** Full-time working (37 hours per week) compressed into four days where operationally viable.

- **Part-Time and Job Share:** Encouraged, especially for administrative or multi-role posts.
- **Other Options:** Career breaks, term-time working, or adjusted hours may be considered on a case-by-case basis.

## 6. How to Apply for Flexible Working

6.1 Employees wishing to make a formal request for flexible working should follow the steps below:

### Submit a Written Request to Your Line Manager or Service Manager

6.2 The request should be in writing and include:

- The date of the application
- A clear statement that it is a statutory request under the Employment Rights Act 1996
- The specific change being requested (e.g., hours, days, location)
- The proposed start date
- An explanation of how you think the request might impact the council and how this could be managed
- Whether you've made a previous request and if so, when
- Any proposed trial period or review arrangements (optional)

### Initial Informal Discussion (Optional but Encouraged)

6.3 You are encouraged to hold an informal meeting with your line manager before making a formal request. This allows both parties to explore options and potential implications before any formal procedure begins.

### Formal Acknowledgement

6.4 The line manager or service manager will acknowledge your application within 5 working days and arrange a meeting to discuss the request within 14 working days.

### Discussion Meeting

6.5 This meeting provides an opportunity to talk through:

- The nature of your request
- How it aligns with your role

- Any possible challenges or accommodations
- Options for a trial period

6.6 You may bring a trade union representative or colleague for support.

#### Decision and Written Outcome

6.7 A decision will be made and communicated within 8 weeks of receiving your formal application. If approved, changes may initially be made on a trial basis (usually 8–12 weeks), followed by a review to confirm permanent arrangements.

#### Escalation (if necessary)

6.8 If the line/service manager is unable to approve the request (e.g., due to operational reasons), it will be escalated to the Town Clerk for review before a final decision is issued.

#### Notes:

6.9 If your request relates to **reasonable adjustments for a disability**, it should be clearly stated and will be considered under both this policy and the Equality Act 2010.

6.10 You are entitled to **two formal flexible working request per year under** the statutory right, but additional informal requests may be considered.

## 7. Decision-Making Process and Timelines

7.1 **Acknowledgement:** Clerk (or relevant manager) acknowledges receipt within **15 working days**.

7.2 **Meeting:** Arrange meeting within **15 working days**. Attendance: employee + Clerk or senior manager. Other colleagues may attend if relevant.

7.3 **Decision:** Written response issued within **8 weeks** of application (or within statutory 2 months if extended).

7.4 **Trial Period:** If approved, a trial (**typically 3 months**) is put in place with agreed review criteria.

7.5 **Implementation:** Permanent changes only after a successful trial and written confirmation.

## 8. Terms for Declining

8.1 EGTC may refuse a request on **statutory grounds**, namely:

- Burden of additional costs

- Inability to reorganise work among staff
- Inability to recruit additional staff
- Detrimental effect on quality or service
- Impact on ability to meet customer demand
- Insufficient work during proposed working times
- Planned structural changes

8.2 A refusal letter will include the reason(s) and outline the employee's appeal procedure.

## 9. Appeals

9.1 Employees may appeal in writing within **10 working days**, stating grounds for appeal. A panel consisting of the Chair of HR committee, Clerk, and one other senior councillor or manager will meet within **20 working days** of receipt and provide a final decision within **15 working days** of the meeting.

## 10. Review & Monitoring

10.1 The following process will take place to ensure review ongoing arrangements still meet the needs of the employee and council:

- Formal **review at end of trial** period
- Annual review thereafter to monitor service delivery, staff wellbeing, and equity
- Informal check-ins may occur as necessary

## 11. Equipment & Health & Safety

11.1 EGTC will provide approved equipment.

11.2 Employees working remotely are responsible for maintaining a safe workspace in line with H&S assessments and data protection standards

## 12. Confidentiality

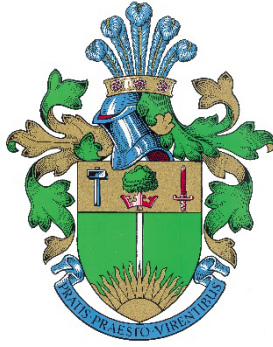
12.1 All applications, discussions, and documentation are **confidential** and retained securely in line with GDPR principles.

Additional Notes Specific to East Grinstead

- 12.2 **Remote Working Toolkits:** EGTC will maintain checklists and secure VPN access to facilitate home-working securely.
- 12.3 **Team Coordination:** Service continuity ensured by maintaining at least one office-based staff member per team between 10:00–16:00 Mon–Fri.
- 12.4 **Annual Town Events & Council Meetings:** While the Council supports flexible working arrangements, employees are expected to meet their contractual and operational responsibilities. On occasion, business requirements may necessitate attendance in the workplace on a day or at a time that is not part of an employee's normal working pattern. Where this occurs, reasonable notice will be given, and the employee will be expected to attend the workplace as required.
- 12.5 **IT/Data Compliance:** Any remote working equipment must meet EGTC's GDPR-compliant standards and password protocols.
- 12.6 **Equality & Inclusion:** Requests will be considered consistently and fairly, in line with our Equality policy.

**Adoption date:**

**Reviewed:**



# Sickness and Absence Policy

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Issue Number	Date	Details of amendments
1	1 <sup>st</sup> April 2025	New policy

# 1. Introduction

- 1.1 East Grinstead Town Council values the health and wellbeing of its employees.
- 1.2 This Sickness and Absence Policy is designed to support staff by providing clear guidance on how sickness absences will be managed in accordance with current UK legislation.
- 1.3 The policy aims to ensure that all absences are handled fairly, consistently, and in compliance with the law.

# 2. Absence Reporting

- 2.1 **Employee Responsibility:** Employees are required to report their sickness absence to their line manager as soon as possible, within 30 minutes of their expected start time on the first day of absence, outlining the reason for the absence and expected return date. Text messages and e-mails are not an acceptable method of notification. Other than in exceptional circumstances notification should be made personally.
- 2.2 **Third-Party Reporting:** If an employee is unable to report their absence personally, they should arrange for someone else to notify their line manager.
- 2.3 **Subsequent Updates:** If the absence continues beyond the first day, employees are expected to keep their line manager updated daily about the progress of their recovery. Where an employee has been signed off for a set period of time, a check in frequency will be agreed on a case by case basis.

# 3. Certification of Sickness

- 3.1 **Self-Certification:** Employees are able to self-certify for up to 7 calendar days off work without the need for a doctor's certificate.
- 3.2 **Medical Certificate (Fit Note):** For absences lasting longer than 7 consecutive days, employees are required to provide a medical certificate (Fit Note) issued by their doctor.
- 3.3 **Fit Note Requirements:** Under current legislation, employees may not be required to provide a sick note until after 7 days of continuous absence. However, the employee should submit the certificate as soon as possible to ensure records are up to date.
- 3.4 **Failure to Provide Certification:** Failure to provide a medical certificate after 7 days of absence may result in the absence being recorded as unauthorised, and statutory sick pay (SSP) may not be paid.

## 4. Return to Work

- 4.1 **Return to Work Interviews:** Employees are required to attend a Return to Work Interview with their line manager upon their return after any sickness absence.
- 4.2 **Purpose of the Interview:** The interview allows the line manager to assess the employee's fitness to return to work, ensure any required adjustments are made, and address any concerns regarding frequent or long-term absences.
- 4.3 **Phased Return:** If necessary, a phased return to work can be arranged following long-term illness. This approach complies with the Equality Act 2010 to provide reasonable adjustments for employees with a disability.

## 5. Sent Home from Work

- 5.1 If an employee is sent home from work due to illness or injury during the working day, the absence will be recorded as sickness.
- 5.2 Employees should notify their line manager as soon as possible if they are unable to continue working due to illness.

## 6. Medical, Dental, Hearing, and Optician Appointments

- 6.1 **Appointments Outside Work Hours:** Employees are encouraged to arrange medical, dental, hearing, and optician appointments outside of work hours. Where this is not possible flexible working should be discussed with your manager.

## 7. Sickness Levels and Monitoring

### 7.1 Bradford Factor (Bradford Scale)

The Council uses the Bradford Factor as a tool to help monitor and manage levels of sickness absence. The Bradford Factor is calculated using the formula:

$$S^2 \times D = B$$

Where:

- **S** = the number of separate periods (spells) of sickness absence
- **D** = the total number of days of sickness absence
- **B** = the Bradford Factor score

This method places greater weight on frequent, short-term absences, as these are generally more disruptive to service delivery than occasional longer periods of absence.

Bradford Factor scores are used as an indicator to identify patterns of absence and to ensure sickness absence is managed fairly and consistently. Reaching certain

score thresholds may prompt management action. These actions are proportionate and progressive, and may include:

- an informal discussion to understand any underlying issues and offer support;
- a formal attendance review meeting;
- further action in line with the organisation's absence management or disciplinary procedures, where appropriate.

Trigger points are as follows :

- **Low Scores (0–50):** Routine monitoring; generally considered normal absence.
- **Medium Scores (51–200):** Informal chat, or supportive dialogue to understand reasons.
- **Higher Scores (e.g., 201–450):** First formal warning (verbal or written); focus on improvement plans.
- **High Scores (e.g., 451+):** Written warning, or potential dismissal, following thorough investigation.

Each case will however be considered individually, taking into account the employee's circumstances, medical advice, and any reasonable adjustments.

The use of the Bradford Factor does **not** replace managerial discretion or the organisation's duty of care, and it will be applied alongside supportive measures to promote employee wellbeing and regular attendance. This may include consideration of occupational health assessments and adjustments under the Equality Act 2010.

Employees who have excessive or unauthorised sickness absences may be subject to formal action, in accordance with the Council's Disciplinary Policy.

## 8. Employee Support

- 8.1 East Grinstead Town Council is committed to supporting employees who are facing health issues or personal difficulties. Employees are encouraged to speak to their line manager, HR or Mental Health First Aider for advice and support. Employees also have access to Employee Assistance Programmes (EAP).
- 8.2 The Council may refer employees to occupational health services if necessary to assist in managing sickness absences or to identify reasonable adjustments under the Equality Act 2010.

**Adoption date:**  
**Reviewed:**

Meeting	Min No	Details	Date	Action by	Comments	Status	Date completed
F&GP	352	Review the TOIL & Overtime Policy	27/03/2025		Included for approval on the January 2025 agenda.	Complete	
F&GP	25	Community Revenue Grants: to get confirmation from the Bonfire Society that their grant would not be used for the purchase of fireworks	30/09/2025		KH emailed Chair of Bonfire Society and received confirmation	Complete	02/10/2025
F&GP	25	To advise the Bonfire Society that their grant funding not be used against the purchase of fireworks	30/09/2025	Clerk	To request the PA inform EGBS that they should commit to not spending this grant funding on fireworks.	Complete	
F&GP	25	To agree the allocation of funds as detailed below for the Community Revenue Grants.	30/09/2025	Clerk	To request the PA update all grant applicants with the outcome of the allocations, and advised that MSDC still had a sizeable grant budget available and all applicants who had been unsuccessful should consider making applications directly to them.	Complete	