

EAST GRINSTEAD TOWN COUNCIL

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

Town Clerk: Samantha Heynes BA (Hons), FSLCC

www.eastgrinstead.gov.uk

Email: townclerk@eastgrinstead.gov.uk

Phone: 01342 323636

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

25th March 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 31st MARCH** 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

- 46 Apologies for Absence.
- 47 To receive the minutes of the meeting held on 20th January 2026
- 48 To receive any Declarations of Interest
- 49 Chairman's Announcements
- 50 To receive the list of approved payments for January and February 2026 (Appendix A)
- 51 Town Council Finances – Position Statement (Appendices B and C)
- 52 To receive an update on the revised budget structure aligned with the new committee arrangements
- 53 To review and adopt the following policies (Appendix D):
- Food Disposal & Recycling Policy
 - Investment & Borrowing Policy
 - Internal Privacy Notice Policy
- 54 Delegated Decisions
Any delegated decisions since the last cycle will be noted:
- UK Town of Culture Bid Consultant (£5,912.50)
 - Portable SID Purchase (£3,754)
- 55 To note the Action List (Appendix E)

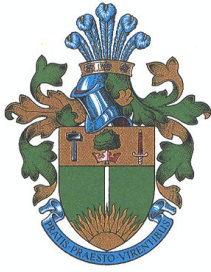
Confidential Business

To consider whether to resolve to exclude the press, broadcast media and public (pursuant to the Public Bodies (Admission to Meetings) Act 1960) during consideration of the following confidential business to be conducted

- 56 To approve the recommendations made at the A&T Committee on 24th March 2025 regarding the auction of St Margaret's Loop

Future dates of Council and Committee meetings:

- | | |
|-----------------------|------------------------------------|
| 14 th May | Annual Town Council (Mayor Making) |
| 4 th June | Estates and Environment |
| 18 th June | Community and Tourism |
| 25 th June | Finance & General Purposes |



EAST GRINSTEAD TOWN COUNCIL

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

Phone: 01342 323636

www.eastgrinstead.gov.uk

Town Clerk: Samantha Heynes BA (Hons), FSLCC

Email: townclerk@eastgrinstead.gov.uk

Finance & General Purposes Committee: Officer's Report

31st March 2026

AGENDA ITEM 34: TO RECEIVE THE APPROVED PAYMENTS FOR JANUARY & FEBRUARY 2026

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:

January 2026	£136,128.60
February 2026	£145,806.82
Total Payments	<u>£281,935.42</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 28th February 2026. The amounts totalled £1,299,915 (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 28/02/26	£ Previous Year 28/02/25
NatWest Current Account	5,826	7,781
NatWest Business Reserve 1.05%	644,089	563,458
National Counties B.S. 45 Day 3.5%	175,000	175,000
Nationwide Business Savings 95 Day 3.35%	175,000	175,000
Local Authorities Property Fund <i>Est.</i> 3.9%	300,000	300,000
	-----	-----
Total Deposit / Bank Balances	1,299,915	1,221,239

The detailed Income & Expenditure statement as at 28th February 2026 is shown on a separate PDF document titled *Appendix C*. The year to date income (excluding precept) is £354,356 which is 95 % of the budgeted income for the year. The year to date expenditure is £1,456,718 which equates to 87% of the total budgeted expenditure for the year.

Finance and General Purposes Committee Officer's Report

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)	£101,841	£86,665	£15,176 (F)
Corporate Management (200)	£70,896	£65,782	£5,114 (F)
East Court Estate (300)	£396,500	£370,756	£25,744 (F)
Community Support (400)	£88,441	£101,184	£12,743 (A)
Planning (500)	£44,167	£29,861	£14,306 (F)
Economic Development & Tourism (600)	£130,692	£122,066	£8,626 (F)
Cemetery Services (700)	£44,236	£48,075	£3,839 (A)
Civic Pride (999)	£234,267	£201,716	£32,551 (F)
TOTAL	£1,111,040	£1,026,105	£84,935 (F)

Democratic Representation (100) : Favourable variance of £15,176 is largely due to the anticipated zero expenditure on election costs along with minimal expenditure to date on the Mayors Allowance and one third of the Councillor Allowances still to be paid (payable in March 2026).

Corporate Management (200) : The favourable variance of £5,114 is due to the higher than anticipated returns from invested funds, as well as zero expenditure to date on the external audit.

East Court Estate (300) : The large favourable variance of £25,744 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 grounds maintenance & play area budgets.

Community Support (400) : This cost centre is showing an adverse variance of £12,743, however the adverse variance was expected as the expenditure on Christmas Lights has now been made and 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 £14,306 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 of £8,626 is predominantly a result of the underspends in the Sustainability & Enhancement budget and the Employers NI budget, partially offset by not having yet received the annual grant from MSDC for their contribution to Tourism (due in March 2026).

Cemetery Services (700) : This cost centre has a small adverse variance of £3,839. This is due to slightly lower than anticipated y-t-d income, along with a small y-t-d overspend in Grounds Maintenance.

Civic Pride (999) : Civic Pride has a favourable variance of £32,551. The variance is the result of a combination of y-t-d income exceeding budget, and y-t-d underspends in Litter Bins, Winter Maintenance, Public Toilets & Street Lighting. The public toilets and street lighting budgets will be used in their entirety at year end.

Recommendation: Committee are asked to note this position.

EAST GRINSTEAD TOWN COUNCIL PAYMENTS - JANUARY 2026

Payments Listing - January 2026

Date Paid	Payee Name	Payment Ref	Amount Paid (£)	Transaction Detail
16/01/2026	Net Salaries	NET SAL	48,316.03	January 2026 Net Pay
21/01/2026	HMRC	HMRC	18,063.23	HMRC PAYE December 2025
21/01/2026	WSCC	LGPS	15,357.00	LGPS December 2025
21/01/2026	Chequer Mead	GRANT	5,833.33	Chq Mead Grant January 2026
14/01/2026	Ten AV Technology	NOMINAL	3,902.17	IT Teams Room Solution (50%)
05/01/2026	NWCC	NWCC	3,382.93	NWCC - see analysis below
23/01/2026	Holly Tree Surgeons	BACS Pymnt	3,060.00	MNC Hedge Cut-back
15/01/2026	British Gas	BRITISHGAS	2,244.78	OCH Gas December 2025
19/01/2026	Valda Energy	VALDA	2,229.56	EC Electricity January 2026
31/01/2026	Oakhurst Builders	BACS Pymnt	2,124.00	EC Paving Part Payment to 31.12.25
15/01/2026	British Gas	BRITISHGAS	2,062.41	EC Gas December 2025
23/01/2026	Hitched Ltd	BACS Pymnt	1,721.02	Hitched Listing Dec 25-Nov 26
23/01/2026	Scott Combustion Ltd	BACS Pymnt	1,359.47	OCH & EC Annual Boiler Service
02/01/2026	MSDC	NNDR	1,272.00	EC NNDR 10 of 10
09/01/2026	Teleshore UK Ltd	BACS Pymnt	1,260.00	Grave Shoring Shields MNC
08/01/2026	First Tunnels Ltd	NOMINAL	1,145.80	10ft Polytunnel
31/01/2026	Firefirstuk Ltd	BACS Pymnt	1,056.00	18x First Aid Training
31/01/2026	Osiris Water Management Ltd	BACS Pymnt	952.80	2/2 Biannual Water Service
26/01/2026	Everflow	EVERFLOW	902.58	Water Charges 18/02 - 17/03/26
09/01/2026	Performing Rights Society	BACS Pymnt	779.76	PRS Licence 29/11/25-28/11/26
29/01/2026	Focus	FOCUS	761.03	B'band, Rental & Phones Feb '26
31/01/2026	CSR Sustain	BACS Pymnt	756.00	DEC Report & Site Survey
22/01/2026	Iconic Media Group	NOMINAL	735.84	St. ML Disposal Notice
09/01/2026	Firstfireuk Ltd	BACS Pymnt	684.00	Fire Risk Assessments
23/01/2026	Jacksons Fencing	BACS Pymnt	598.80	Car Park Barrier 23/2/26-22/2/27
31/01/2026	Society of Local Council Clerks	BACS Pymnt	595.00	SLCC Membership Fee SH
02/01/2026	MSDC	NNDR	469.00	MH NNDR 10 of 10
12/01/2026	MSDC	NNDR	469.00	OCH NNDR 10 of 10
23/01/2026	Richard Gray Window Cleaning	BACS Pymnt	432.00	EC Window Cleaning Aug-Dec 25
02/01/2026	YGP	YGP	409.44	OCH Electric December 2025
31/01/2026	Jewson	BACS Pymnt	400.44	Sub Base for Polytunnel
15/01/2026	G Hearn	NOMINAL	400.00	Cemetery Services January 2026
31/01/2026	Places for People Leisure Management Ltd	BACS Pymnt	400.00	Kings YC Hall to 30/01/26
23/01/2026	Expert Access Solutions	BACS Pymnt	374.40	EC/MH Auto Door 25/26
23/01/2026	Scott Combustion Ltd	BACS Pymnt	371.40	EC Boiler Call Out & Repair
23/01/2026	RBS Software Solutions	BACS Pymnt	360.00	RBS Cemetery Training JW
31/01/2026	Oakhurst Builders	BACS Pymnt	360.00	ECM Fire Protection & Drain Repair
20/01/2026	MSDC	NNDR	354.00	MNC NNDR 10 of 10
09/01/2026	Scott Combustion Ltd	BACS Pymnt	351.00	Boiler Repair MH
23/01/2026	Britaniacrest Recycling Ltd	BACS Pymnt	341.22	MNC 8 Yard Skip
31/01/2026	Graffiti Removal Ltd	BACS Pymnt	297.36	Graffiti Removal Wipes
23/01/2026	Country Side Art	BACS Pymnt	292.42	92x EG Tea Towels
09/01/2026	J S Locksmiths	BACS Pymnt	287.51	Padlock & 10x Keys MNC
31/01/2026	i2 Comply	BACS Pymnt	283.50	16x Online Training
09/01/2026	Essential Safety Limited	BACS Pymnt	279.00	H&S Support 13/12/25-12/01/26
31/01/2026	Essential Safety Limited	BACS Pymnt	279.00	H&S Support 13/01/26-12/02/26
09/01/2026	TC Facilities Management	BACS Pymnt	276.59	EC Toilet Cleaning Dec' 25
31/01/2026	TC Facilities Management	BACS Pymnt	276.59	EC Toilet Cleaning Jan' 26
09/01/2026	Jewson	BACS Pymnt	257.79	Postfix for Fencing MNC
23/01/2026	R&R Gutters Ltd	BACS Pymnt	255.00	OCH Gutter Cleaning
14/01/2026	Peninsula	PENINSULA	249.54	HR Support January 2026
31/01/2026	J Watson	BACS Pymnt	248.49	JW Labour - January 2026
23/01/2026	i2 Comply	BACS Pymnt	245.70	13x Online Training
23/01/2026	Holly Tree Surgeons	BACS Pymnt	240.00	EC Treeworks
12/01/2026	Elavon	ELAVON	227.99	Monthly PDQ Charges
23/01/2026	Kent County Council	BACS Pymnt	217.60	Copier Charges 17/9-10/12/25
31/01/2026	Nurture Pest Control	BACS Pymnt	206.40	ECM Pest Control 30/01-29/04/26
20/01/2026	EDF	EDF	201.55	SSB Electric December 2025
09/01/2026	Biffa Waste Services	BACS Pymnt	185.86	OCH Wheelie Bin to 23/01/26
31/01/2026	Biffa Waste Services	BACS Pymnt	185.86	OCH Wheelie Bin to 20/02/26
23/01/2026	South East Fire Protection Ltd	BACS Pymnt	182.76	OCH Fire Alarm Battery Repair
23/01/2026	Knowles Stained Glassworks	BACS Pymnt	180.00	Window Repair ECM
31/01/2026	Jettings Services Direct Ltd	BACS Pymnt	180.00	EC Public Toilet Drain Clear
19/01/2026	Silvey Fleet	SILVEYFLEE	173.02	Fuel Charges January 2026
09/01/2026	Redland EMBH Group Limited	BACS Pymnt	153.26	Caretaking Supplies
09/01/2026	The Sign Co	BACS Pymnt	153.00	15x CCTV Signs
31/01/2026	Hey Presto	BACS Pymnt	152.00	4 Hrs Website Support
31/01/2026	Society of Local Council Clerks	BACS Pymnt	149.40	14th Ed. Local Council Admin Book
09/01/2026	EGBA	BACS Pymnt	140.00	EGBA Membership 2026
31/01/2026	Aldridge & Trillwood	BACS Pymnt	138.00	Caretakers Room Decorating
12/01/2026	MSDC	NNDR	124.00	SSB NNDR 10 of 10
20/01/2026	British Gas	BRITISHGAS	123.33	MNC Electric December 2025
07/01/2026	Wessex IT	WESSEX IT	120.00	5x Hard Disk Erasure
23/01/2026	Wealden Embroidery & Print	BACS Pymnt	115.56	Various EGTC Uniform
23/01/2026	K&M Equipment	BACS Pymnt	115.20	Call Out for Dishwasher MH

09/01/2026	Hey Presto	BACS Pymnt	114.00	Website Updates Jan 2026
15/01/2026	British Gas	BRITISHGAS	111.12	King St. Electric December '25
31/01/2026	Amazon Business	BACS Pymnt	87.36	Tuck for SSB YC
31/01/2026	Jewson	BACS Pymnt	85.46	Supplies for Street Nameplates
23/01/2026	WSALC Limited	BACS Pymnt	84.00	Rights of Way Training AM
23/01/2026	Mid Sussex Timber Co Ltd	BACS Pymnt	80.08	Decorating Supplies Caretakers Room
09/01/2026	Two Moons Computing Limited	BACS Pymnt	74.80	SSB Wi-Fi Jan' 2026
31/01/2026	Two Moons Computing Limited	BACS Pymnt	74.80	SSB Wi-Fi Feb' 2026
23/01/2026	Screwfix Direct Ltd	BACS Pymnt	74.79	Caretakers Room Sink & Tap
26/01/2026	Sage UK	SAGE UK	69.00	Sage Payroll January 2026
14/01/2026	Radius	RADIUS	68.28	Vehicle Tracking January 2026
26/01/2026	Peninsula	PENINSULA	63.59	EAP Support January 2026
09/01/2026	PHS Group PLC	BACS Pymnt	62.89	OCH Waste Collection Feb' 26
31/01/2026	PHS Group PLC	BACS Pymnt	62.89	OCH Waste Collection March 26
23/01/2026	East Grinstead Vehicle Care Ltd	BACS Pymnt	58.60	MOT for WR72 HPU
15/01/2026	Nat West	NATWEST	57.21	Bankline Charges December 2025
31/01/2026	BGL Communications Ltd	BACS Pymnt	55.00	V.E.G Website Jan 2026
23/01/2026	Redland EMBH Group Limited	BACS Pymnt	54.11	Caretaking Supplies
30/01/2026	Nat West	NATWEST	52.23	Bank Charges December 2025
23/01/2026	Screwfix Direct Ltd	BACS Pymnt	50.90	Solvent for MH Bar
09/01/2026	Aldridge & Trillwood	BACS Pymnt	48.78	Sandolin for EC Planters
23/01/2026	Horace Fuller Ltd	BACS Pymnt	47.98	2x Grab'N'Lift Leaf Pickers
09/01/2026	Store 4 Biz	BACS Pymnt	47.95	Confidential Shredding
05/01/2026	Silvey Fleet	SILVEYFLEE	47.68	Fuel Charges December 2025
09/01/2026	Mid Sussex Timber Co Ltd	BACS Pymnt	42.33	Timber for Planters
23/01/2026	G M Garage Doors Ltd	BACS Pymnt	42.00	MH Bar Roller Door Repair
20/01/2026	British Gas	BRITISHGAS	36.00	High St. Powerbox to 05.01.26
09/01/2026	Amazon Business	BACS Pymnt	35.99	Tuck Shop Supplies SSB YC
23/01/2026	Wealden Embroidery & Print	BACS Pymnt	35.40	Safety Boots MH
31/01/2026	Screwfix Direct Ltd	BACS Pymnt	33.27	Sealant for Caretakers Room
31/01/2026	Mid Sussex Timber Co Ltd	BACS Pymnt	32.90	Supplies for Planter Refurb EC
23/01/2026	Amazon Business	BACS Pymnt	32.44	Stationery & Games SSB YC
31/01/2026	Amazon Business	BACS Pymnt	32.07	Desk Tray & Laminating Sheets
31/01/2026	Amazon Business	BACS Pymnt	31.92	Mouse & Craft Supplies Kings YC
23/01/2026	Amazon Business	BACS Pymnt	31.12	Drinks for SSB YC
09/01/2026	Amazon Business	BACS Pymnt	27.54	2x Laptop Cables
31/01/2026	Wealden Embroidery & Print	BACS Pymnt	27.00	Hi Viz Bomber JW
27/01/2026	K Hamper	NOMINAL	22.84	Tea, Coffee & Milk
09/01/2026	Amazon Business	BACS Pymnt	20.65	Craft Paper SSB YC
23/01/2026	Amazon Business	BACS Pymnt	18.46	Tuck for SSB YC
09/01/2026	Mid Sussex Timber Co Ltd	BACS Pymnt	15.71	Makita Cutting Tool
31/01/2026	Screwfix Direct Ltd	BACS Pymnt	14.27	Edging for Caretakers Room
31/01/2026	J S Locksmiths	BACS Pymnt	14.25	MNC Padlock Key
31/01/2026	Screwfix Direct Ltd	BACS Pymnt	12.99	Parts for Karcher Washer
31/01/2026	Amazon Business	BACS Pymnt	12.89	Crafts for Kings YC
31/01/2026	Mid Sussex Timber Co Ltd	BACS Pymnt	12.86	Bench Bracket
09/01/2026	Surrey County Council	BACS Pymnt	12.60	1x YC DBS Check
23/01/2026	Amazon Business	BACS Pymnt	12.48	8 Pack Silver Markers
09/01/2026	PHS Group PLC	BACS Pymnt	11.51	SSB Waste Collection Feb 26
31/01/2026	PHS Group PLC	BACS Pymnt	11.51	SSB Waste Collection March 26
31/01/2026	Amazon Business	BACS Pymnt	11.38	Crafts for SSB YC
31/01/2026	National Federation of Cemetery Friends	BACS Pymnt	10.00	NFCF Membership 2026
Total Payments			136,128.60	

05/01/2026	SLCC Enterprises Ltd	NWCC	1,552.00	NWCC - Practitioners Conference
05/01/2026	Filcris	NWCC	420.59	NWCC - Top Terrace Flowerbed Edging
05/01/2026	AO.com	NWCC	395.00	NWCC - Caretakers Room Washing Machine
05/01/2026	Time Systems UK	NWCC	243.60	NWCC - ODS Clocking In Machine
05/01/2026	Liberty Games	NWCC	219.00	NWCC - YC Table Tennis Table
05/01/2026	<u>Furniture@Work Ltd</u>	NWCC	178.80	NWCC - Desk Drawers
05/01/2026	Nisbets	NWCC	145.20	NWCC - Hot Water Boiler for ECM Kitchenette
05/01/2026	Robert Dyas	NWCC	94.99	NWCC - 4ft Nutcracker Xmas Market
05/01/2026	CEX	NWCC	69.25	NWCC - YC Wi-Remote & Controllers
05/01/2026	Iceland	NWCC	39.60	NWCC - YC Tuck Shop Supplies
05/01/2026	Lebara	NWCC	24.90	NWCC - Monthly SIM Cards
Total Payments			3,382.93	

EAST GRINSTEAD TOWN COUNCIL PAYMENTS - February 2026

Payments Listing - February 2026

Date Paid	Payee Name	Payment Ref	Amount Paid (£)	Transaction Detail
18/02/2026	Net Salaries	NET SAL	49,231.41	Net Salaries February 2026
19/02/2026	HMRC	HMRC	17,631.11	HMRC PAYE January 2026
18/02/2026	WSCC LGPS	LGPS	14,889.82	LGPS January 2026
20/02/2026	PWLB	PWLB	5,916.96	PWLB Loan Repayment
18/02/2026	Chequer Mead	GRANT	5,833.33	Chq Mead Grant February '26
26/02/2026	Signature Me Limited	BACS Pymnt	4,401.90	SSB Flooring Deposit
12/02/2026	Ten Technology	NOMINAL	3,902.17	IT Teams Council Chamber Final 50%
27/02/2026	East Grinstead Museum	GRANT	3,500.00	EG Museum Grant 2025/2026
06/02/2026	Indespension Gatwick	NOMINAL	3,004.80	Tail Trailer
27/02/2026	Signature Me Limited	BACS Pymnt	2,790.00	OCH Flooring
16/02/2026	British Gas	BRITISHGAS	2,534.75	EC Gas January 2026
06/02/2026	L Barker Plumbing	NOMINAL	2,514.00	EC Caretaker Kitchen Install
19/02/2026	Valda Energy	VALDA	2,123.56	EC Electricity February 2026
04/02/2026	NWCC	NWCC	1,799.77	NWCC - see analysis below
16/02/2026	British Gas	BRITISHGAS	1,653.66	OCH Gas January 2026
12/02/2026	Chart Electrical	NOMINAL	1,500.00	Installation of IT Teams in Council Chamber
27/02/2026	Citizens Advice	GRANT	1,500.00	C.A.B Grant 2025/2026
20/02/2026	South East Fire Protection Ltd	BACS Pymnt	1,176.36	6 Mth Fire Alarm Monitoring
27/02/2026	FM Conway Ltd	NOMINAL	1,014.00	EC Gully Clearance x23
27/02/2026	Main Street Signs Ltd	BACS Pymnt	904.56	10x Street Name Plates
27/02/2026	The Sign Co	BACS Pymnt	876.60	New Visitor Sign MNC
02/02/2026	Wessex IT	WESSEX IT	864.80	IT Service Contract February
20/02/2026	K&M Equipment	BACS Pymnt	820.80	MH Install New Water Softener
06/02/2026	EG Rugby Club	YS GRANT	800.00	YS Grant - EG Rugby Club
27/02/2026	Focus	FOCUS	761.98	B'band, Rental & Phones March 26
25/02/2026	Bennett Griffin LLP	NOMINAL	750.00	SML Initial Auction Fee
06/02/2026	EG Meads FC	YS GRANT	550.00	YS Grant - EG Meads FC
06/02/2026	EG Swimming Club	YS GRANT	500.00	YS Grant - EG Swimming Club
12/02/2026	Southdown Netball Club	YS GRANT	500.00	YS Grant - S'down Netball Club
20/02/2026	Britaniacrest Recycling Ltd	BACS Pymnt	492.00	MNC 12 Yard Skip
11/02/2026	Surrey Hill Solicitors	BACS Pymnt	480.00	OCH & SML Legal Advice
20/02/2026	Excel Training	BACS Pymnt	480.00	Dumper Training FR
26/02/2026	SWE Productions Limited	BACS Pymnt	480.00	ECL June ABBA Deposit
20/02/2026	Howdens Joinery Limited	BACS Pymnt	460.72	MH Bar Area Refurb
02/02/2026	YGP	YGP	447.69	OCH Electric February 2026
20/02/2026	ICCM	BACS Pymnt	420.00	MNC Wobble Test Training ZE & FR
06/02/2026	Ashurst Wood JFC	YS GRANT	400.00	YS Grant - Ashurst Wood JFC
17/02/2026	G Hearn	G HEARN	400.00	Cemetery Services February '26
20/02/2026	Scott Combustion Ltd	BACS Pymnt	385.38	OCH Boiler Call Out
20/02/2026	English Woodlands	BACS Pymnt	360.46	MNC Memorial Tree
20/02/2026	Nigel Gibbs	NOMINAL	324.00	6x Grit Bins (100L)
17/02/2026	EDF	EDF	304.56	SSB Electric January 2026
06/02/2026	Felbridge Sunnyside CC	YS GRANT	300.00	YS Grant - F'bridge & S'side CC
06/02/2026	Crawley Down Cricket Club	YS GRANT	300.00	YS Grant - Crawley Down CC
27/02/2026	J Watson	BACS Pymnt	300.00	J Watson Labour Feb 26
01/02/2026	MSVA	GRANT	279.98	Community People (MSVA) Grant
20/02/2026	Barker	BACS Pymnt	260.00	EC Plumbing Tearoom/Caretakers Room
16/02/2026	Peninsula	PENINSULA	249.54	HR Support February 2026
13/02/2026	Blackland Farm	NOMINAL	235.20	YC - Blackland Farm 30/04/26
27/02/2026	Blackland Farm	NOMINAL	235.20	YC - Blackland Farm 07/05/26
27/02/2026	Biffa Waste Services Ltd	BACS Pymnt	232.32	OCH Wheelie Bin to 27/03/26
26/02/2026	South East Fire Protection Ltd	BACS Pymnt	208.27	Kings St Repair Smoke Detector
26/02/2026	Amazon Business	BACS Pymnt	174.95	Storage Boxes for Caretaking
24/02/2026	St John Ambulance	BACS Pymnt	171.60	SJA 1st Aid Xmas Market
11/02/2026	Affordable Events Management	NOMINAL	170.00	SSB YC - Glo Disco 12.02.26
25/02/2026	Mid Sussex Active	YS GRANT	150.00	YS Grant - Mid Sussex Active
02/02/2026	Silvey Fleet	SILVEYFLEE	138.44	Fuel Charges January 2026
20/02/2026	British Gas	BRITISHGAS	136.20	MNC Electric Jan' 2026
16/02/2026	British Gas	BRITISHGAS	130.12	King St. Electric Jan' 2026
12/02/2026	Elavon	ELAVON	128.62	Monthly PDQ Card Fees
23/02/2026	Silvey Fleet	SILVEYFLEE	125.50	Fuel Charges February 2026
20/02/2026	Places for People Leisure Mangement Ltd	BACS Pymnt	120.00	Kings YC Hall Hire Feb 26
20/02/2026	The Sign Co	BACS Pymnt	114.00	2x Banners Farmers Market & YC
20/02/2026	Jewson	BACS Pymnt	107.86	EC Drive Repair
16/02/2026	Silvey Fleet	SILVEYFLEE	100.64	Fuel Charges Feb' 2026
20/02/2026	The Sign Co	BACS Pymnt	96.00	Wellbeing Event Banner
27/02/2026	Hey Presto	BACS Pymnt	83.00	Website Plug in Licences
20/02/2026	Screwfix Direct Ltd	BACS Pymnt	79.92	MH Door No.s for Fire Inspection
24/02/2026	Screwfix Direct Ltd	BACS Pymnt	75.97	Access Lever
16/02/2026	Wessex IT	WESSEX IT	72.00	Secure Data Erasure
20/02/2026	The Sign Co	BACS Pymnt	70.20	MNC Visitor Sign Amendment
26/02/2026	Sage UK	SAGE UK	69.00	Sage Payroll February 2026
16/02/2026	Radius	RADIUS	68.28	Vehicle Tracking February 2026
26/02/2026	Peninsula	PENINSULA	63.59	EAP Support February 2026
16/02/2026	Nat West	NAT WEST	58.32	Bankline Charges January 2026

20/02/2026	BGL Communications	BACS Pymnt	55.00	Visit EG Website Feb 26
20/02/2026	Screwfix Direct Ltd	BACS Pymnt	52.98	Self Levelling Laser Handyman
20/02/2026	Screwfix Direct Ltd	BACS Pymnt	51.98	Caretakers Toolkit
27/02/2026	Ballpoint Office Supplies	BACS Pymnt	50.36	Office Paper
20/02/2026	Screwfix Direct Ltd	BACS Pymnt	48.11	Parts for Heating Cylinder EC
27/02/2026	Mid Sussex Timber Co Ltd	BACS Pymnt	47.30	MH Bar Plywood & Saw
20/02/2026	Screwfix Direct Ltd	BACS Pymnt	45.51	Fixings for EC Tearoom & SSB
20/02/2026	Mid Sussex Timber Co Ltd	BACS Pymnt	43.01	Materials for High St Beds
20/02/2026	Amazon Business	BACS Pymnt	41.95	Valentines Craft YC SSB
20/02/2026	Amazon Business	BACS Pymnt	37.26	YC Craft & Printer Ink
27/02/2026	Nat West	NAT WEST	36.20	Bank Charges January 2026
20/02/2026	The Sign Co	BACS Pymnt	36.00	Fridge Magnet Artwork
27/02/2026	Jewson	BACS Pymnt	33.26	Cement for New Signs MNC
02/02/2026	EE Ltd	EE LTD	31.92	Cemetery Broadband February
20/02/2026	Society of Local Council Clerks	BACS Pymnt	30.00	Comm. Gov. Graduation SH
27/02/2026	The Sign Co	BACS Pymnt	30.00	Grit Bin Stickers
20/02/2026	Amazon Business	BACS Pymnt	29.21	Coffee & Pens
20/02/2026	Amazon Business	BACS Pymnt	27.97	Drinks for YC SSB
20/02/2026	Hydraulic Plant Services	BACS Pymnt	26.89	New Belt for Dumper
20/02/2026	Mid Sussex Timber Co Ltd	BACS Pymnt	26.63	Plywood for Tearoom ECM
13/02/2026	Brian Nixon Ltd	NOMINAL	25.20	4x Disc Repair Jet Washer
27/02/2026	Screwfix Direct Ltd	BACS Pymnt	23.91	3x Hosepipe Kits
20/02/2026	British Gas	BRITISHGAS	23.60	High St Powerbox to 06.02.26
20/02/2026	Mid Sussex Timber Co Ltd	BACS Pymnt	22.86	Materials for Caretakers Room
26/02/2026	Amazon Business	BACS Pymnt	19.87	Laptop Case JM
02/02/2026	S Heynes	NOMINAL	17.97	Uber -Practicioners Conference
20/02/2026	Mid Sussex Timber Co Ltd	BACS Pymnt	17.38	Fixings for Bin Repair
20/02/2026	Amazon Business	BACS Pymnt	17.07	Crafts for YC Kings
12/02/2026	Sum Up	SUM UP	16.90	Sum Up Transaction Fee
20/02/2026	Screwfix Direct Ltd	BACS Pymnt	14.99	Caretakers Key Safe
20/02/2026	Amazon Business	BACS Pymnt	13.99	Tuck for YC SSB
26/02/2026	Mid Sussex Timber Co Ltd	BACS Pymnt	13.48	MH Bar Skirting Board
20/02/2026	Mid Sussex Timber Co Ltd	BACS Pymnt	12.19	Sealant for Tearoom ECM

Total Payments 145,806.82

04/02/2026	Trade Only Plumbing	NWCC	515.93	NWCC - MH Bar 2x Panels
04/02/2026	Work Place Depot	NWCC	367.19	NWCC - Flammage Goods Storage Unit
04/02/2026	DVLA	NWCC	347.50	NWCC - WR72 HPU Road Tax
04/02/2026	Post Office	NWCC	222.50	NWCC - LV63 OPJ Road Tax
04/02/2026	HSGE Ltd	NWCC	150.00	NWCC - I.O.S.H Course EL
04/02/2026	Sainsburys	NWCC	104.40	NWCC - Mayors Carols Caretaking
04/02/2026	Austen Group	NWCC	44.85	NWCC - Clothes Line Airer
04/02/2026	Lebara	NWCC	24.90	NWCC - Monthly SIM Cards
04/02/2026	Timpson Ltd	NWCC	22.50	NWCC - 4x MH Locker Keys

1,799.77

Date:05/02/2026

East Grinstead Town Council

Page 1

Time: 14:16

**Bank Reconciliation Statement as at 31/01/2026
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	31/01/2026		15,270.82
			<hr/> 15,270.82
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
31/01/2026 BACS Pymnt BACS P/L Pymnt Page 3830		501.76	
31/01/2026 BACS Pymnt BACS P/L Pymnt Page 3831		9,553.09	
			<hr/> 10,054.85
			5,215.97
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			5,215.97
		Balance per Cash Book is :-	5,215.97
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/01/2026
for Cashbook 6 - Natwest Direct Reserve

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Direct Reserve	31/01/2026		761,062.83
			<u>761,062.83</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			761,062.83
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			761,062.83
		Balance per Cash Book is :-	761,062.83
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 28/02/2026
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	28/02/2026		5,826.10
			<u>5,826.10</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			5,826.10
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			5,826.10
		Balance per Cash Book is :-	5,826.10
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 28/02/2026
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	28/02/2026		644,088.59
			<u>644,088.59</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			644,088.59
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			644,088.59
		Balance per Cash Book is :-	644,088.59
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

02/03/2026

East Grinstead Town Council

Page 1

17:01

Detailed Income & Expenditure by Budget Heading 28/02/2026

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100 Democratic Representation							
4001 Salaries and Wages	44,629	44,426	48,110	3,684		3,684	92.3%
4002 Emps. NI & Superann.	12,838	14,035	15,209	1,174		1,174	92.3%
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	435	1,600	1,165		1,165	27.2%
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	15,093	16,708	1,615		1,615	90.3%
Democratic Representation :- Indirect Expenditure	94,443	86,665	111,099	24,434	0	24,434	78.0%
Net Expenditure	(94,443)	(86,665)	(111,099)	(24,434)			
200 Corporate Management							
1190 Bank/Investment Income	37,460	31,371	30,000	(1,371)			104.6%
1201 Miscellaneous Income	1,292	585	500	(85)			116.9%
Corporate Management :- Income	38,753	31,955	30,500	(1,455)			104.8%
4001 Salaries and Wages	51,664	51,421	55,682	4,261		4,261	92.3%
4002 Emps. NI & Superann.	14,820	16,221	17,577	1,356		1,356	92.3%
4131 Legal Expenses	0	820	1,500	680		680	54.7%
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	2,410	2,350	(60)		(60)	102.5%
4138 PWLB Capital Repayments	8,100	8,459	8,459	(0)		(0)	100.0%
4139 PWLB Interest Repayments	3,734	3,375	3,375	0		0	100.0%
4600 Support Service Allocation-In	14,959	14,806	16,218	1,412		1,412	91.3%
Corporate Management :- Indirect Expenditure	98,278	97,737	107,841	10,104	0	10,104	90.6%
Net Income over Expenditure	(59,525)	(65,782)	(77,341)	(11,559)			
300 East Court Estate							
1000 East Court Income	86,106	79,610	85,000	5,390			93.7%
1001 Meridian Hall Income	83,334	83,150	80,000	(3,150)			103.9%
1002 Old Court House Income	52,315	51,295	53,000	1,705			96.8%
1006 Sunnyside Income	9,102	8,441	15,000	6,559			56.3%
East Court Estate :- Income	230,856	222,495	233,000	10,505			95.5%
4001 Salaries and Wages	258,661	250,768	272,255	21,487		21,487	92.1%
4002 Emps. NI & Superann.	73,640	76,645	83,587	6,942		6,942	91.7%
4008 Staff Training	1,125	721	3,500	2,779		2,779	20.6%
4021 Uniform Business Rate	25,831	26,884	28,000	1,116		1,116	96.0%

Continued over page

17:01

Detailed Income & Expenditure by Budget Heading 28/02/2026

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4022 Gas	18,185	17,183	18,000	817		817	95.5%
4023 Electricity	27,792	22,914	33,000	10,086		10,086	69.4%
4024 Water and Sewerage	4,977	9,252	9,000	(252)		(252)	102.8%
4030 Cleaning Materials	3,170	2,398	3,270	872		872	73.3%
4031 Waste Collection	5,007	5,964	7,500	1,536		1,536	79.5%
4041 Telephone	580	568	660	92		92	86.1%
4061 Equipment Purchases	4,272	8,467	7,500	(967)		(967)	112.9%
4063 Building Service Contracts	16,991	14,981	17,374	2,393		2,393	86.2%
4064 Buildings Repairs & Maint.	42,372	50,278	56,210	5,932		5,932	89.4%
4066 Protective Clothing	1,078	993	1,500	507		507	66.2%
4075 Grounds Maintenance	10,668	10,428	15,000	4,572		4,572	69.5%
4076 East Court Play Area	11,735	494	4,000	3,506		3,506	12.3%
4152 Promotions & Advertisements	2,488	2,092	3,300	1,208		1,208	63.4%
4201 Miscellaneous Expenses	521	365	1,800	1,435		1,435	20.3%
4600 Support Service Allocation-In	93,963	91,855	100,089	8,234		8,234	91.8%
East Court Estate :- Indirect Expenditure	603,057	593,251	665,545	72,294	0	72,294	89.1%
Net Income over Expenditure	(372,201)	(370,756)	(432,545)	(61,789)			
<u>400 Community Support</u>							
1080 Community Support Income	24,275	17,824	18,000	176			99.0%
Community Support :- Income	24,275	17,824	18,000	176			99.0%
4001 Salaries and Wages	10,650	10,528	11,434	906		906	92.1%
4002 Emps. NI & Superann.	3,059	3,325	3,614	289		289	92.0%
4091 Christmas Lights Grant	24,982	25,972	27,000	1,028		1,028	96.2%
4092 EG Twinning Grant	500	0	1,500	1,500		1,500	0.0%
4093 High Street Traders Events	0	250	250	0		0	100.0%
4094 CAB Grant	1,500	1,500	1,500	0		0	100.0%
4095 Age Concern Grant	1,000	0	1,000	1,000		1,000	0.0%
4096 EG Christmas Promotions	2,449	1,318	600	(718)		(718)	219.7%
4097 CVS Rent Grant	96	545	1,800	1,255		1,255	30.3%
4098 Community Grants-Other	5,000	5,000	5,000	0		0	100.0%
4099 Defibrillators Batteries Fund	990	0	500	500		500	0.0%
4101 Youth Sports Grants	4,700	3,500	3,500	0		0	100.0%
4103 Youth Services Advisor	11,881	13,863	8,167	(5,696)		(5,696)	169.7%
4104 Employment Support Initiatives	0	0	400	400		400	0.0%
4105 Town Events	3,542	13,566	8,500	(5,066)		(5,066)	159.6%
4107 Campaign Initiatives	1,892	0	1,000	1,000		1,000	0.0%
4109 EG Community Bonfire	900	0	900	900		900	0.0%
4116 Summer programme	15,044	17,054	13,300	(3,754)		(3,754)	128.2%

17:01

Detailed Income & Expenditure by Budget Heading 28/02/2026

Month No: 11

Cost Centre Report

	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	3,500	3,500	0		0	100.0%
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	15,711	17,216	1,505		1,505	91.3%
Community Support :- Indirect Expenditure	<u>107,572</u>	<u>119,009</u>	<u>114,481</u>	<u>(4,528)</u>	<u>0</u>	<u>(4,528)</u>	<u>104.0%</u>
Net Income over Expenditure	<u>(83,298)</u>	<u>(101,184)</u>	<u>(96,481)</u>	<u>4,703</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	16,073	17,410	1,337		1,337	92.3%
4002 Emps. NI & Superann.	4,667	5,098	5,526	428		428	92.3%
4130 Planning Consultancy	0	0	3,000	3,000		3,000	0.0%
4136 Neighbourhood Plan	11,981	11,936	15,000	3,064		3,064	79.6%
4600 Support Service Allocation-In	5,323	6,755	7,246	491		491	93.2%
Planning :- Indirect Expenditure	<u>38,097</u>	<u>39,861</u>	<u>48,182</u>	<u>8,321</u>	<u>0</u>	<u>8,321</u>	<u>82.7%</u>
Net Income over Expenditure	<u>(38,097)</u>	<u>(29,861)</u>	<u>(48,182)</u>	<u>(18,321)</u>			
<u>600 Economic Development & Tourism</u>							
1012 Tourism Sales	1,025	1,674	1,500	(174)			111.6%
1026 Market income	0	2,550	3,250	700			78.5%
1070 MSDC Initiative Grants	13,635	0	13,635	13,635			0.0%
Economic Development & Tourism :- Income	<u>14,660</u>	<u>4,224</u>	<u>18,385</u>	<u>14,161</u>			<u>23.0%</u>
4001 Salaries and Wages	74,295	72,511	79,131	6,620		6,620	91.6%
4002 Emps. NI & Superann.	20,019	19,569	24,061	4,492		4,492	81.3%
4041 Telephone	240	130	360	230		230	36.1%
4110 Economic Development Init.	0	189	1,800	1,611		1,611	10.5%
4111 Tourism Initiatives	2,902	4,792	5,000	208		208	95.8%
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	22,158	24,206	2,048		2,048	91.5%
Economic Development & Tourism :- Indirect Expenditure	<u>124,396</u>	<u>126,290</u>	<u>160,958</u>	<u>34,668</u>	<u>0</u>	<u>34,668</u>	<u>78.5%</u>
Net Income over Expenditure	<u>(109,736)</u>	<u>(122,066)</u>	<u>(142,573)</u>	<u>(20,507)</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	9,625	10,730	1,105			89.7%
1020 Cemetery Fees & Charges	40,702	38,743	45,000	6,258			86.1%
Cemetery Services :- Income	<u>51,202</u>	<u>48,368</u>	<u>55,730</u>	<u>7,363</u>			<u>86.8%</u>
4001 Salaries and Wages	48,010	44,228	46,386	2,158	2,158		95.3%
4002 Emps. NI & Superann.	13,187	13,082	14,073	991	991		93.0%
4023 Electricity	1,176	1,157	1,200	43	43		96.4%
4024 Water and Sewerage	731	477	750	273	273		63.7%
4031 Waste Collection	2,068	2,400	3,000	600	600		80.0%
4061 Equipment Purchases	2,981	2,778	3,000	222	222		92.6%
4064 Buildings Repairs & Maint.	10,014	7,410	8,000	590	590		92.6%
4075 Grounds Maintenance	5,344	3,565	3,700	135	135		96.3%
4080 Planting-Roundabouts/Baskets	125	474	800	326	326		59.2%
4086 Fuel-Mowers/Tractors/Digger	1,491	1,320	1,440	120	120		91.7%
4201 Miscellaneous Expenses	4,950	5,178	6,000	822	822		86.3%
4600 Support Service Allocation-In	16,542	14,374	15,638	1,264	1,264		91.9%
Cemetery Services :- Indirect Expenditure	<u>106,619</u>	<u>96,443</u>	<u>103,987</u>	<u>7,544</u>	<u>0</u>	<u>7,544</u>	<u>92.7%</u>
Net Income over Expenditure	<u>(55,418)</u>	<u>(48,075)</u>	<u>(48,257)</u>	<u>(182)</u>			
<u>999 Civic Pride</u>							
1025 Allotment Rents	1,383	1,522	1,400	(122)			108.7%
1026 Market income	3,171	0	0	0			0.0%
1027 Traders Hanging Baskets	1,993	2,041	2,000	(41)			102.0%
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	1,260	650	(610)			193.8%
Civic Pride :- Income	<u>33,243</u>	<u>19,490</u>	<u>19,250</u>	<u>(240)</u>			<u>101.2%</u>
4001 Salaries and Wages	85,911	97,315	89,433	(7,882)	(7,882)		108.8%
4002 Emps. NI & Superann.	23,154	27,740	27,112	(628)	(628)		102.3%
4041 Telephone	360	330	360	30	30		91.7%
4061 Equipment Purchases	2,847	4,939	6,000	1,061	1,061		82.3%
4085 Vehicle Tax/Insurance/Maint.	8,298	7,115	9,500	2,385	2,385		74.9%
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%

17:01

Detailed Income & Expenditure by Budget Heading 28/02/2026

Month No: 11

Cost Centre Report

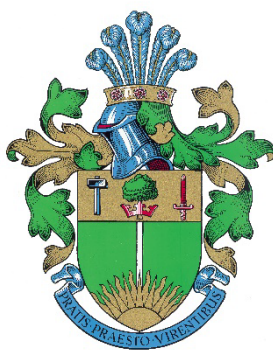
	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4177 Notice Boards	0	0	200	200		200	0.0%
4178 Turners Hill Rec Ground	386	0	1,000	1,000		1,000	0.0%
4180 Street Lighting	22,500	0	23,000	23,000		23,000	0.0%
4181 CCTV Maintenance	0	0	1,000	1,000		1,000	0.0%
4182 Graffiti Removal	2,428	248	500	252		252	49.6%
4183 Public Works	24,733	22,413	30,000	7,587		7,587	74.7%
4184 Street Scene Planting	12,946	13,112	18,000	4,888		4,888	72.8%
4185 Public Toilets	15,451	7,080	15,330	8,250		8,250	46.2%
4186 Winter Maintenance	251	295	3,000	2,705		2,705	9.8%
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	37,708	41,329	3,621		3,621	91.2%
Civic Pride :- Indirect Expenditure	<u>247,223</u>	<u>221,206</u>	<u>274,814</u>	<u>53,608</u>	<u>0</u>	<u>53,608</u>	<u>80.5%</u>
Net Income over Expenditure	<u>(213,980)</u>	<u>(201,716)</u>	<u>(255,564)</u>	<u>(53,848)</u>			
<u>1000 Charities</u>							
4120 Chequer Mead Grant	70,000	64,167	70,000	5,833		5,833	91.7%
Charities :- Indirect Expenditure	<u>70,000</u>	<u>64,167</u>	<u>70,000</u>	<u>5,833</u>	<u>0</u>	<u>5,833</u>	<u>91.7%</u>
Net Expenditure	<u>(70,000)</u>	<u>(64,167)</u>	<u>(70,000)</u>	<u>(5,833)</u>			
<u>1100 Central Admin & Support</u>							
4001 Salaries and Wages	90,027	82,122	91,470	9,348		9,348	89.8%
4002 Emps. NI & Superann.	25,689	25,620	28,501	2,881		2,881	89.9%
4008 Staff Training	4,629	13,119	12,800	(319)		(319)	102.5%
4009 Travelling	1,308	1,148	1,600	452		452	71.7%
4041 Telephone	8,924	8,149	9,200	1,051		1,051	88.6%
4042 Insurance	32,339	34,598	37,000	2,402		2,402	93.5%
4043 Printing and Stationery	3,004	2,633	4,500	1,867		1,867	58.5%
4044 Books and Journals	142	149	180	32		32	82.5%
4045 Postage	76	174	250	76		76	69.6%
4046 Subs to Local Authority Assns.	3,971	4,371	5,420	1,049		1,049	80.6%
4047 Subscriptions	1,973	1,068	1,750	682		682	61.0%
4061 Equipment Purchases	1,192	1,233	2,000	767		767	61.7%
4132 HR Consultancy	6,487	5,628	6,645	1,017		1,017	84.7%
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	2,555	3,000	445		445	85.2%
4156 IT Hardware/Software	32,068	28,265	24,000	(4,265)		(4,265)	117.8%
4157 PRS Music Licence	0	650	800	150		150	81.2%

Detailed Income & Expenditure by Budget Heading 28/02/2026

Month No: 11

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	1,630	2,500	870		870	65.2%
4601 Support Service Allocation-Out	(222,730)	(218,460)	(238,650)	(20,190)		(20,190)	91.5%
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	1,196,289	1,305,042	108,754			91.7%
Precept :- Income	1,237,078	1,196,289	1,305,042	108,754			91.7%
Net Income	1,237,078	1,196,289	1,305,042	108,754			
Grand Totals:- Income	1,630,066	1,550,645	1,679,907	129,262			92.3%
Expenditure	1,502,574	1,456,718	1,679,907	223,189	0	223,189	86.7%
Net Income over Expenditure	127,492	93,926	0	(93,926)			
Movement to/(from) Gen Reserve	127,492	93,926	0	(93,926)			



Food Disposal and Recycling Policy

Contents

1. Introduction.....	1
2. Purpose.....	1
3. Scope.....	1
4. Legal Framework.....	2
5. Policy Statement	2
6. Responsibilities	2
7. Training and Communication	3
8. Monitoring and Review	3
9. Further Information	3

Issue Number	Date	Details of amendments
1	16 th April 2025	New policy

1. Introduction

- 1.1 East Grinstead Town Council is dedicated to ensuring the responsible management of food waste across all of its operations and facilities. In alignment with national waste management strategies and in compliance with UK legislation, the Council is committed to supporting sustainability, reducing the environmental impact of food waste, and adhering to all relevant legal obligations.
- 1.2 This policy is issued in response to the **Environment Act 2021**, which mandates that from **31 March 2025**, all businesses, including local authorities, must ensure that food waste is separately collected for recycling. The provisions set out in this policy reflect the Council's commitment to implementing sustainable waste practices and ensure compliance with all applicable laws and regulations. This policy applies to Council staff, contractors, and all hirers of Council-owned facilities.

2. Purpose

- 2.1 The purpose of this policy is to outline the procedures and responsibilities for the disposal, recycling, and management of food waste at East Grinstead Town Council's facilities. The policy aims to:
- Ensure compliance with relevant legislation concerning food waste disposal and recycling.
 - Minimise the environmental impact of food waste.
 - Promote sustainable practices by all users of Council facilities, including hirers and contractors.
 - Provide clear guidance for the appropriate disposal and recycling of food waste.

3. Scope

- 3.1 This policy applies to all operations and activities conducted at East Grinstead Town Council premises, including:
- All staff and contractors working within Council facilities.
 - Hirers of Council facilities, including community halls, event venues, and kitchens.
 - All food waste generated from food preparation, catering, and events.

4. Legal Framework

- 4.1 Under the Environment Act 2021, businesses and local authorities in England are required to separate food waste from other waste streams and arrange for the recycling or composting of food waste. This policy ensures the Council's compliance with these statutory requirements.

5. Policy Statement

- 5.1 East Grinstead Town Council is committed to:

- Ensuring that food waste is segregated, stored, and disposed of in accordance with relevant legislation.
- Providing clear, accessible systems for food waste recycling to all users of Council facilities.
- Minimising the environmental impact of food waste through responsible management and recycling processes.

- 5.2 All food waste generated at Council facilities must be separated from other waste and sent for recycling or composting, in line with the provisions of the Waste (England and Wales) Regulations 2011 and the Environment Act 2021.

6. Responsibilities

Council Staff and Contractors

- 6.1 Council staff and contractors are responsible for ensuring the correct segregation of food waste. Key responsibilities include:
- Ensuring food waste is placed in designated **food waste bins** separate from general waste and recyclables.
 - Ensuring food waste is stored in appropriate containers to prevent contamination.
 - Ensuring food waste is collected and disposed of by a **licensed food waste recycling contractor**.
 - Complying with the **Waste Duty of Care** requirements and maintaining necessary documentation (e.g., Waste Transfer Notes).

Hirers of Council Facilities

- 6.2 All hirers of Council-owned premises are required to adhere to the following responsibilities:

- **Food waste segregation:** Food waste must be disposed of in **clearly labelled food waste bins** provided by the Council.
- **No mixing:** Food waste must not be disposed of in general waste bins or mixed with recyclables.
- **Removal of food waste:** Hirers must ensure that any food waste is either disposed of within the Council's food waste bins or removed from the premises at the end of their event or hire period.
- **Food safety:** Leftover food must be stored appropriately to prevent contamination or attraction of pests.

6.3 Failure to comply with these requirements may result in additional charges for cleaning or disposal, as well as potential refusal of future bookings.

7. Training and Communication

7.1 Hirers will receive guidance materials and signage will be displayed in all relevant areas.

7.2 Updated Terms and Conditions of Hire will include mandatory compliance with this policy.

8. Monitoring and Review

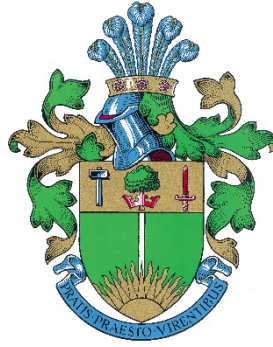
8.1 This policy will be reviewed annually and updated in accordance with any changes to legislation or operational requirements.

8.2 The Council reserves the right to undertake spot checks to ensure food waste management practices are being adhered to.

9. Further Information

9.1 For guidance or questions regarding this policy, please contact:

- Estates Manager
- East Grinstead Town Council



Investment & Borrowing Policy

Contents

1. Introduction.....	1
2. Objectives of the Policy	1
2. Liquidity – Ensuring Sufficient access to funds	1
3. Legal Framework.....	1
4. Investment Strategy.....	1
5. Borrowing Strategy	3
6. Risk Management and Internal Controls.....	5
7. Policy Review and Amendment	5
8. Conclusion	5

Issue number	Date	Details of amendments
1	9 th April 2025	New Policy
2	2 nd March 2026	Updates to 3 – Legal Framework

1. Introduction

- 1.1 This Investment & Borrowing Policy ensures that the East Grinstead Town Council (EGTC) responsibly manages its financial resources, aligning with statutory requirements, best practices, and the long-term strategic goals of the Council.
- 1.2 The policy covers both investment decisions and external borrowing activities, ensuring that all actions are taken in compliance with current legislation and sound financial management principles.

2. Objectives of the Policy

- 2.1 **Investment Strategy:** To manage the Town Council's investment portfolio effectively. The Council's priorities for invested funds shall be:
1. Security – Protection of Capital
 2. Liquidity – Ensuring Sufficient access to funds
 3. Yield – Achieving a reasonable return on investment consistent with risk.
- 2.2 **Borrowing Strategy:** To ensure any external borrowing is necessary, cost-effective, and aligns with EGTC's capital and financial plans. Borrowing shall only be undertaken for Capital Expenditure Purposes and must be affordable, prudent and sustainable.

3. Legal Framework

- 3.1 This policy is based on key legislation and the following codes of practice:
- Local Government Act 1972
 - Localism Act 2011
 - Transparency Code
- 3.2 In addition, this policy operates in accordance with East Grinstead Town Council's Financial Regulations, which set out the Council's internal financial controls, delegated powers, approval processes, and governance arrangements.
- 3.3 All investment and borrowing decisions must comply with the above legislation and with the Council's Financial Regulations, including requirements relating to authorisation, reporting, and audit.

4. Investment Strategy

- 4.1 EGTC aims to manage its investment portfolio effectively, balancing the need for security, liquidity, and return. The strategy is designed to meet the Council's objectives while complying with legislative requirements.

Objectives of Investment

- **Capital Preservation:** To ensure the principal of all investments is protected from risk.
- **Liquidity:** To ensure that investments can be quickly liquidated if needed for operational requirements.
- **Return on Investment:** To achieve an appropriate return on investments, consistent with risk management objectives.

Specific Investments

EGTC will invest in the following types of specific financial instruments:

- **Short-Term Deposits:** Deposits with UK high-rated banks or financial institutions, including certificates of deposit and money market funds.
- **Government Bonds:** UK government bonds and treasury bills, offering low-risk investment options.
- **Local Authority Bonds:** Investment in bonds issued by other local authorities or public sector entities.
- **Social Impact and Green Bonds:** Investment in bonds that align with EGTC's sustainability and social responsibility objectives, subject to due diligence.

Non-Specific Investments

EGTC may also invest in:

- **Property Funds:** Investment in property or real estate-backed funds, with long-term growth potential.
- **Infrastructure Projects:** Investments in long-term infrastructure projects that provide local community benefits.

Liquidity of Investments

EGTC will maintain a sufficient level of liquid assets to meet operational and capital funding needs. Investments will be structured to ensure adequate liquidity, and investment durations will be no longer than one year unless a longer-term investment is warranted and aligned with strategic goals.

Long-Term Investments

EGTC may invest in long-term projects that generate long-term economic, social, or environmental benefits, such as:

- **Sustainable Infrastructure Projects:** Investments in infrastructure projects that support community development and economic growth.
- **Green Bonds and Social Impact Bonds:** Long-term investments in green or social bonds that align with EGTC's values and provide financial and societal returns.

Risk Assessment

EGTC will conduct regular risk assessments to evaluate:

- **Credit Risk:** Ensuring that investments are made only with high-rated financial institutions.
- **Interest Rate Risk:** Managing exposure to interest rate fluctuations by adjusting the portfolio mix.
- **Liquidity Risk:** Ensuring enough short-term assets are available for operational needs.
- **Market Risk:** Diversifying investments to mitigate exposure to market volatility.

Reporting Investment Performance

- **Quarterly Reporting:** The Head of Finance & Support Services will report to the Finance Committee of any amendments to the rates of investment returns, and any changes in the portfolio.
- **Annual Review:** An annual review of the investment strategy will ensure it aligns with EGTC's goals, financial position, and prevailing market conditions.
- **Audits:** EGTC's investments will be subject to internal and external audits to ensure compliance with this policy.

5. Borrowing Strategy

- 5.1 EGTC's borrowing strategy will ensure that any borrowing undertaken is necessary, affordable, and sustainable. The strategy will be focused on long-term capital projects that are beneficial to the community, ensuring that borrowing costs are managed effectively.

Principles of Borrowing

The key principles governing EGTC's borrowing strategy are:

- **Affordability:** Borrowing will only be undertaken if it is affordable and does not exceed the Council's capacity to repay from future revenue streams.

- **Purpose:** Borrowing will be undertaken only for capital projects or significant investments that contribute to the long-term development and growth of the community.
- **Sustainability:** Borrowing will be kept at a level that ensures the Council's long-term financial sustainability and avoids over-reliance on debt.
- **Risk Management:** Borrowing will be undertaken with full consideration of the potential financial risks, including interest rate fluctuations and repayment schedules.

Interest Rates

- **Fixed vs. Variable Rates:** EGTC will consider both fixed and variable rate borrowing options. Fixed rate borrowing offers certainty over repayment costs, while variable rates may provide short-term cost savings but carry a risk of higher future payments.
- **Interest Rate Assessment:** The Council will monitor interest rate movements and seek to borrow at the most advantageous rates, considering both short-term and long-term economic conditions.
- **Loan Structuring:** The Council will aim to secure the most competitive interest rates by borrowing at optimal times, based on market conditions, and using government or institutional funding sources where available.

Period of Loan

- **Loan Duration:** The Council will borrow over periods that align with the useful life of the asset being financed. For long-term capital projects such as infrastructure, borrowing periods may extend to 25–40 years, depending on the nature of the project.
- **Repayment Terms:** Borrowing terms will be structured to ensure that debt repayment is manageable within the Council's revenue streams. Repayments will be made annually or semi-annually, depending on the loan agreement.
- **Early Repayment Options:** Where advantageous, EGTC may negotiate the ability to repay loans early to reduce interest costs, subject to any penalties or conditions outlined in the loan agreement.

Borrowing Limits

The Council will maintain a balance between capital investment and debt servicing costs. Borrowing limits will be set based on the Council's financial capacity, ensuring that debt remains affordable.

- **Operational Boundary:** The maximum level of debt that the Council can afford without exceeding its financial capacity.

- **Authorised Limit for Borrowing:** The maximum borrowing limit that the Council is legally allowed to take on, ensuring compliance with legal and financial obligations.

Borrowing Monitoring

- **Annual Borrowing Review:** The Head of Finance & Support Services review the Council's borrowing strategy annually to ensure that it remains aligned with the Council's financial health and long-term objectives.
- **Debt Sustainability:** The Council will regularly assess the sustainability of its debt levels, ensuring that repayments remain within budget and do not negatively impact other services or projects.

6. Risk Management and Internal Controls

EGTC will establish robust internal controls and risk management practices to ensure that both investments and borrowings are effectively managed, including:

- Regular internal audits and external reviews.
- Comprehensive risk assessments for all borrowing decisions.
- Regular monitoring of the Council's financial position and debt levels.

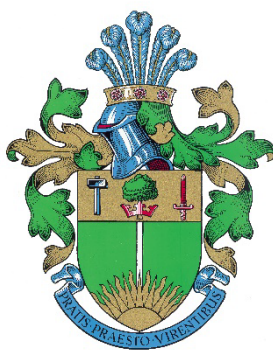
7. Policy Review and Amendment

This policy will be reviewed annually by the Finance Committee and updated as necessary to reflect changes in economic conditions, legislation, or EGTC's financial circumstances.

8. Conclusion

- 8.1 EGTC is committed to managing its investments and borrowings responsibly and effectively, ensuring financial sustainability and meeting long-term objectives.
- 8.2 This policy provides the framework for all decisions and will be reviewed annually to remain in compliance with legislative and financial changes.

Adoption date:
Reviewed:



INTERNAL PRIVACY NOTICE

Contents

1. Your personal data – what is it?	1
2. Who are we?	1
3. How we use sensitive personal data	2
4. Do we need your consent to process your sensitive personal data?.....	2
5. The council will comply with data protection law.....	3
6. What is the legal basis for processing your personal data?	4
7. Sharing your personal data	4
8. How long do we keep your personal data?	5
9. Your rights and your personal data	5
10. Transfer of data abroad	6
11. Further processing.....	6
12. Changes to this notice	6
13. Contact details	6

Issue Number	Date	Details of amendments
1	21 st March 2024	
2	21 st March 2025	Merged Sections 5 & 6

1. Your personal data – what is it?

- 1.1 “Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data).
- 1.2 The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR) and other legislation relating to personal data and rights such as the Human Rights Act.

2. Who are we?

- 2.1 Other data controllers the council works with:
- Local authorities
 - Community groups
 - Charities
 - Other not for profit entities
 - Contractors
- 2.2 We may need to share your personal data we hold so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.
- 2.3 A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.
- 2.4 The council will process some or all of the following personal data where necessary to perform its tasks:
- Names, titles, and aliases, photographs;
 - Contact details such as telephone numbers, addresses, and email addresses;
 - Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital

status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;

- Where you pay for activities such as use of a council hall or room, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;

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

3. How we use sensitive personal data

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

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

3.2 These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.

3.3 We may process special categories of personal data in the following circumstances:

- In limited circumstances, with your explicit written consent.
- Where we need to carry out our legal obligations.
- Where it is needed in the public interest.

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

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

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

5. The council will comply with data protection law

5.1 This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

5.2 We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;

- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.
- Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

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

- 6.1 The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you. We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of hall rental facilities, or the acceptance of an allotment garden tenancy
- 6.2 Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

7. Sharing your personal data

- 7.1 This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):
- The data controllers listed above under the heading "Other data controllers the council works with";
 - Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
 - On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

8. How long do we keep your personal data?

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

9. Your rights and your personal data

- 9.1 You have the following rights with respect to your personal data:
- 9.2 When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights. The right to access personal data we hold on you.
- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
 - There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.
- 9.3 The right to correct and update the personal data we hold on you
- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
- 9.4 The right to have your personal data erased
- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
 - When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
- 9.5 The right to object to processing of your personal data or to restrict it to certain purposes only
- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you

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

9.6 The right to data portability

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

9.7 The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

- You can withdraw your consent easily by visiting this website [Data protection contact form](#) or email.

9.8 The right to lodge a complaint with the Information Commissioner's Office.

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

10. Transfer of data abroad

10.1 Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. [Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas].

11. Further processing

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

12. Changes to this notice

12.1 We keep this Privacy Notice under regular review and we will place any updates on this web site www.eastgrinstead.gov.uk.

13. Contact details

13.1 Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at: East Grinstead Town Council, East Court, College Lane, East Grinstead RH19 3LT, Town Clerk, clerk@eastgrinstead.gov.uk.