

**PULBOROUGH PARISH COUNCIL**  
*Working together for a better future*

**ATTENTION: THE PUBLIC HAVE A RIGHT TO ATTEND THIS MEETING AND THEREFORE A PUBLIC SPEAKING ITEM HAS BEEN INCLUDED ON THE AGENDA. ANY RESIDENT WISHING TO SPEAK ON ANY ITEM SET OUT ON THIS AGENDA MUST INFORM THE PARISH CLERK NO LATER THAN 12 NOON THE DAY PRIOR TO THE MEETING.**

You are hereby INVITED to a meeting of the Finance & Policy Committee to be held in the Committee Room at Pulborough Sports Pavilion on **Thursday 26<sup>th</sup> September 2024 at 7.30pm.**

**Harry Quenault**  
**Clerk**

01798 873532 [hquenault@pulboroughparishcouncil.gov.uk](mailto:hquenault@pulboroughparishcouncil.gov.uk)  
Swan View, Lower Street, Pulborough, RH20 2BF

**Dated: 19<sup>th</sup> September 2024**

**AGENDA**

- 1. Apologies for Absence**  
To receive and approve the apologies for absence for members.
- 2. Declarations of Interest and Changes to Register of Interests**  
To receive members declarations of interest on any agenda items and to note any changes to councillors' register of interests.
- 3. Minutes**  
To approve the minutes of the meeting held on Thursday 27<sup>th</sup> June 2024.
- 4. Public Speaking**  
In accordance with standing order 1f, the chairman will invite those residents who have given formal notice to speak once only in respect of business itemised on the agenda and shall not speak for more than **5 minutes** or **10 minutes** if he/she is speaking on behalf of others such as a residents group.
- 5. Parish Council Finances**
  - To receive the reconciliations for Cashbook 1, Cashbook 2 & Cashbook 3 as at 31<sup>st</sup> August 2024 – (Appendix A)
  - To receive a summary of Income & Expenditure compared to budget to 31<sup>st</sup> August 2024 – (Appendix B)
  - To note quarterly statement of earmarked reserves to 31<sup>st</sup> August 2024 – (Appendix C)
- 6. Drug & Alcohol Policy**  
To approve the new drug and alcohol policy. (Appendix D).
- 7. CCTV Policy**  
To ratify a new “Dummy” CCTV policy as recommended by the ICO. (Appendix E)
- 8. Staff Driving Policy**  
To ratify a staff driving policy. (Appendix F)

- 9. Signed External Audit & Certificate**  
To note receipt of the Signed External Auditor Report Audit Report and Certificate 2023/2024. (Appendix G)
- 10. Grant – Election of Members (Special Group)**  
To elect three members who sit on the Finance & Policy committee to review the grants received and to bring the recommendations to the next Finance & Policy meeting (24<sup>th</sup> October) for discussion.
- 11. Payments**  
To approve payments for signing. (*Details to be circulated to members at the meeting*)

**Bank Reconciliation Statement as at 31/08/2024  
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31/08/2024		100.00
Reserve Account	31/08/2024		186,566.36
			<u>186,666.36</u>
<b><u>Unpresented Payments (Minus)</u></b>		<b><u>Amount</u></b>	
		0.00	
			<u>0.00</u>
			186,666.36
<b><u>Unpresented Receipts (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			186,666.36
		<b>Balance per Cash Book is :-</b>	<b>186,666.36</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

**Bank Reconciliation Statement as at 31/08/2024  
for Cashbook 2 - Capital Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Capital Deposit Account	31/08/2024		3,871.11
			<hr/> 3,871.11
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			3,871.11
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			3,871.11
		<b>Balance per Cash Book is :-</b>	<b>3,871.11</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

**Bank Reconciliation Statement as at 31/08/2024  
for Cashbook 3 - CCLA Public Sector Deposit Fun**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Public Sector Deposit Fun	31/08/2024		248,494.51
			<u>248,494.51</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			248,494.51
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			248,494.51
		<b>Balance per Cash Book is :-</b>	<b>248,494.51</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

**Bank Reconciliation Statement as at 31/08/2024  
for Cashbook 4 - Sum Up Credit A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Sum Up Account	31/08/2024		1,145.17
			<u>1,145.17</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,145.17
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,145.17
		<b>Balance per Cash Book is :-</b>	<b>1,145.17</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2024

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Administration</u>							
1076 Precept	146,230	292,460	146,230			50.0%	
1077 Other Income	3,436	0	(3,436)			0.0%	3,000
1150 Event Income	608	1,000	392			60.8%	
<b>Administration :- Income</b>	<b>150,275</b>	<b>293,460</b>	<b>143,185</b>			<b>51.2%</b>	<b>3,000</b>
4006 Staff Expenses	173	400	227		227	43.2%	
4010 Members Expenses	14	200	186		186	7.0%	
4015 Audit Fees	186	1,200	1,014		1,014	15.5%	
4016 Bank Charges	209	380	171		171	55.0%	
4017 Legal Fees	1,435	2,000	565		565	71.8%	
4020 Postage	0	75	75		75	0.0%	
4021 Rent, Broadband & Room Hire	3,945	7,600	3,655		3,655	51.9%	
4022 Training	298	1,250	952		952	23.8%	
4025 Stationery & Office	816	2,250	1,434		1,434	36.3%	
4027 Phones	271	1,200	929		929	22.6%	
4028 Advertisement	0	1,000	1,000		1,000	0.0%	
4030 Subscriptions	327	2,750	2,423		2,423	11.9%	
4031 Rates	1,200	0	(1,200)		(1,200)	0.0%	
4035 Insurance	0	7,000	7,000		7,000	0.0%	
4037 IT Support & Infrastructure	0	3,000	3,000		3,000	0.0%	
4045 Event Cost	806	500	(306)		(306)	161.2%	
<b>Administration :- Indirect Expenditure</b>	<b>9,679</b>	<b>30,805</b>	<b>21,126</b>	<b>0</b>	<b>21,126</b>	<b>31.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>140,596</b>	<b>262,655</b>	<b>122,059</b>				
6001 less Transfer to EMR	3,000						
<b>Movement to/(from) Gen Reserve</b>	<b>137,596</b>						
<u>103 Capital</u>							
1033 Other Grants	0	3,000	3,000			0.0%	
<b>Capital :- Income</b>	<b>0</b>	<b>3,000</b>	<b>3,000</b>			<b>0.0%</b>	<b>0</b>
<b>Net Income</b>	<b>0</b>	<b>3,000</b>	<b>3,000</b>				
<u>104 Loans and Finance</u>							
1040 Interest on A/c's	6,598	10,800	4,202			61.1%	
<b>Loans and Finance :- Income</b>	<b>6,598</b>	<b>10,800</b>	<b>4,202</b>			<b>61.1%</b>	<b>0</b>
<b>Net Income</b>	<b>6,598</b>	<b>10,800</b>	<b>4,202</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2024

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>105</u> <u>MSF</u>							
1050 MSF	25,198	4,000	(21,198)			630.0%	25,000
MSF :- Income	<b>25,198</b>	<b>4,000</b>	<b>(21,198)</b>			<b>630.0%</b>	<b>25,000</b>
4080 MSF	12,129	1,000	(11,129)		(11,129)	1212.9%	12,129
MSF :- Indirect Expenditure	<b>12,129</b>	<b>1,000</b>	<b>(11,129)</b>	<b>0</b>	<b>(11,129)</b>	<b>1212.9%</b>	<b>12,129</b>
<b>Net Income over Expenditure</b>	<b>13,069</b>	<b>3,000</b>	<b>(10,069)</b>				
6000 plus Transfer from EMR	12,129						
6001 less Transfer to EMR	25,000						
<b>Movement to/(from) Gen Reserve</b>	<b>198</b>						
<u>106</u> <u>Staff Costs</u>							
4000 Administration Salaries	22,667	68,855	46,188		46,188	32.9%	
4001 Employers NI & Tax	2,939	6,720	3,781		3,781	43.7%	
4002 Superannuation	5,905	25,190	19,285		19,285	23.4%	
4003 Village Sweeping Salary	398	1,100	702		702	36.2%	
4005 Recreation Salary	9,778	28,750	18,972		18,972	34.0%	
4007 Neighbourhood Wardens	0	70,385	70,385		70,385	0.0%	
4008 Apprentice P/T	0	13,250	13,250		13,250	0.0%	
Staff Costs :- Indirect Expenditure	<b>41,686</b>	<b>214,250</b>	<b>172,564</b>	<b>0</b>	<b>172,564</b>	<b>19.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(41,686)</b>	<b>(214,250)</b>	<b>(172,564)</b>				
<u>107</u> <u>Discretionary</u>							
1021 Street Cleaning	3,592	6,875	3,283			52.3%	
Discretionary :- Income	<b>3,592</b>	<b>6,875</b>	<b>3,283</b>			<b>52.3%</b>	<b>0</b>
4090 Contingency	0	1,000	1,000		1,000	0.0%	
4091 Grants & Donations	0	2,775	2,775		2,775	0.0%	
4096 Memorial Garden	65	100	35		35	65.0%	
Discretionary :- Indirect Expenditure	<b>65</b>	<b>3,875</b>	<b>3,810</b>	<b>0</b>	<b>3,810</b>	<b>1.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>3,527</b>	<b>3,000</b>	<b>(527)</b>				
<u>201</u> <u>Highways</u>							
1020 Christmas Lighting	0	1,000	1,000			0.0%	
Highways :- Income	<b>0</b>	<b>1,000</b>	<b>1,000</b>			<b>0.0%</b>	<b>0</b>
4200 Christmas Lighting	0	4,400	4,400		4,400	0.0%	
4210 Equipment	0	500	500		500	0.0%	



## Detailed Income &amp; Expenditure by Budget Heading 31/08/2024

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4225 Refuse Collections	305	1,600	1,295		1,295	19.1%	
4230 Other	742	2,000	1,258		1,258	37.1%	
Highways :- Indirect Expenditure	<b>1,047</b>	<b>8,500</b>	<b>7,453</b>	<b>0</b>	<b>7,453</b>	<b>12.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,047)</b>	<b>(7,500)</b>	<b>(6,453)</b>				
<u>202 Street Lighting</u>							
4250 Street Lighting - Supply & Mai	8,061	8,605	544		544	93.7%	
Street Lighting :- Indirect Expenditure	<b>8,061</b>	<b>8,605</b>	<b>544</b>	<b>0</b>	<b>544</b>	<b>93.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(8,061)</b>	<b>(8,605)</b>	<b>(544)</b>				
<u>301 Allotments</u>							
1100 Allotment Tenancies	0	2,250	2,250			0.0%	
Allotments :- Income	<b>0</b>	<b>2,250</b>	<b>2,250</b>			<b>0.0%</b>	<b>0</b>
4301 Allotments Water	60	700	640		640	8.6%	
4305 Allotments Maintenance & Repai	1,180	1,250	70		70	94.4%	365
Allotments :- Indirect Expenditure	<b>1,240</b>	<b>1,950</b>	<b>710</b>	<b>0</b>	<b>710</b>	<b>63.6%</b>	<b>365</b>
<b>Net Income over Expenditure</b>	<b>(1,240)</b>	<b>300</b>	<b>1,540</b>				
6000 plus Transfer from EMR	365						
<b>Movement to/(from) Gen Reserve</b>	<b>(875)</b>						
<u>303 Grounds Maintenance</u>							
4342 Tree Works	2,280	9,000	6,720		6,720	25.3%	
4343 Water	774	3,500	2,726		2,726	22.1%	
Grounds Maintenance :- Indirect Expenditure	<b>3,054</b>	<b>12,500</b>	<b>9,446</b>	<b>0</b>	<b>9,446</b>	<b>24.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,054)</b>	<b>(12,500)</b>	<b>(9,446)</b>				
<u>304 Pavilion</u>							
1055 Pantry Income	2,728	0	(2,728)			0.0%	2,728
Pavilion :- Income	<b>2,728</b>	<b>0</b>	<b>(2,728)</b>				<b>2,728</b>
4055 Pantry Expense	1,777	0	(1,777)		(1,777)	0.0%	1,777
4360 Boiler & Shower	0	500	500		500	0.0%	
4361 Council Tax	0	650	650		650	0.0%	
4362 Electricity & Gas	1,690	4,500	2,810		2,810	37.6%	
4363 Fire Equipment & Maintenance	0	2,000	2,000		2,000	0.0%	
4364 Repairs	2,765	3,900	1,135		1,135	70.9%	
Pavilion :- Indirect Expenditure	<b>6,232</b>	<b>11,550</b>	<b>5,318</b>	<b>0</b>	<b>5,318</b>	<b>54.0%</b>	<b>1,777</b>
<b>Net Income over Expenditure</b>	<b>(3,504)</b>	<b>(11,550)</b>	<b>(8,046)</b>				
6000 plus Transfer from EMR	1,777						
6001 less Transfer to EMR	2,728						

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2024

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Movement to/(from) Gen Reserve</b>	<b>(4,455)</b>						
<b>305 Other Recreation</b>							
1120 Social Club Tenancies	20	10,350	10,330			0.2%	
1121 Sports Club Tenancies	1,153	2,900	1,747			39.8%	
Other Recreation :- Income	<b>1,173</b>	<b>13,250</b>	<b>12,077</b>			<b>8.9%</b>	<b>0</b>
4389 Vehicle Lease	12,450	11,000	(1,450)		(1,450)	113.2%	1,450
4390 Insurance	428	0	(428)		(428)	0.0%	
4391 Maintenance Supplies	345	850	505		505	40.6%	
4392 Playground	306	9,000	8,694		8,694	3.4%	
4393 Tractors, Equipment & Fuel	6,184	5,000	(1,184)		(1,184)	123.7%	2,089
4395 NCRG	0	250	250		250	0.0%	
4396 Pocket Park	0	250	250		250	0.0%	
4397 Youth Initiatives	3,662	15,000	11,338		11,338	24.4%	
4399 Rivermead	0	250	250		250	0.0%	
Other Recreation :- Indirect Expenditure	<b>23,375</b>	<b>41,600</b>	<b>18,225</b>	<b>0</b>	<b>18,225</b>	<b>56.2%</b>	<b>3,539</b>
<b>Net Income over Expenditure</b>	<b>(22,202)</b>	<b>(28,350)</b>	<b>(6,148)</b>				
6000 plus Transfer from EMR	3,539						
<b>Movement to/(from) Gen Reserve</b>	<b>(18,663)</b>						
Grand Totals:- Income	<b>189,564</b>	<b>334,635</b>	<b>145,071</b>			<b>56.6%</b>	
Expenditure	<b>106,569</b>	<b>334,635</b>	<b>228,066</b>	<b>0</b>	<b>228,066</b>	<b>31.8%</b>	
<b>Net Income over Expenditure</b>	<b>82,995</b>	<b>0</b>	<b>(82,995)</b>				
plus Transfer from EMR	<b>17,811</b>						
less Transfer to EMR	<b>30,728</b>						
<b>Movement to/(from) Gen Reserve</b>	<b>70,078</b>						

**Earmarked Reserves**

---

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
315 EMR - Pulborough Pantry	3,061.46	951.22	4,012.68
320 EMR - MSF Resurfacing/Playgrou	11,218.28	12,870.75	24,089.03
321 EMR - Pav Refurb/Tractor Shed	178,296.82	-2,088.80	176,208.02
324 EMR - New Tractor/Machinery	11,028.91	1,550.00	12,578.91
325 EMR - Neighbourhood Plan	2,685.27		2,685.27
326 EMR - Neighbourhood Wardens	20,671.98		20,671.98
327 EMR - Community Benefit Fund	2,434.90		2,434.90
328 EMR - CIL Monies	11,452.56		11,452.56
329 EMR - Legal Fees	5,775.42		5,775.42
330 EMR - Community Gardem	750.00	-365.48	384.52
	<b><u>247,375.60</u></b>	<b><u>12,917.69</u></b>	<b><u>260,293.29</u></b>

## Pulborough Parish Council

### Drugs and Alcohol Policy for Staff and Volunteers

---

#### 1. Policy Statement

Pulborough Parish Council is committed to ensuring a safe, healthy, and productive environment for all its staff and volunteers. The misuse of drugs and alcohol can impair judgment, safety, and efficiency and may harm the wellbeing of individuals and those around them. This policy outlines the Council's expectations regarding drugs and alcohol and the procedures to address any issues that arise.

#### 2. Scope

This policy applies to all staff members and volunteers of Pulborough Parish Council, including permanent, temporary and part-time employees, as well as those volunteering in any capacity.

#### 3. Purpose

The purpose of this policy is to:

- Promote a safe and healthy working environment.
- Ensure that all staff and volunteers are fit to perform their duties.
- Prevent incidents related to drug and alcohol misuse.
- Provide support to those who may need help with substance abuse issues.

#### 4. Prohibited Conduct

- **Alcohol:** Consumption of alcohol is prohibited during working hours or while carrying out duties for the Parish Council. Staff and volunteers should not be under the influence of alcohol while on duty.
- **Drugs:** The use, possession, sale, or distribution of illegal drugs on Council premises or while carrying out duties for the Parish Council is strictly prohibited.
- **Prescription Medication:** Staff and volunteers taking prescribed medication must ensure that it does not impair their ability to work safely. Any potential impact on work duties should be discussed with the Parish Clerk.

#### 5. Responsibilities

- **Parish Clerk:** The Parish Clerk is responsible for implementing and enforcing this policy. They will ensure all staff and volunteers are aware of the policy and understand their responsibilities.
- **Staff and Volunteers:** All staff and volunteers are responsible for adhering to this policy. They must not attend work under the influence of drugs or alcohol and should report any concerns regarding substance misuse to the Parish Clerk.

## 6. Support and Assistance

The Parish Council recognises that drug and alcohol misuse can be a health issue. Staff and volunteers who are experiencing difficulties related to substance abuse are encouraged to seek help. The Parish Clerk can provide information on support services and resources available to assist individuals in need.

## 7. Procedures for Addressing Concerns

- **Immediate Action:** If a staff member or volunteer is suspected of being under the influence of drugs or alcohol while on duty, the Parish Clerk may require them to leave the premises immediately for safety reasons.
- **Investigation:** Any reported concerns will be investigated by the Parish Clerk in a fair and confidential manner. The individual concerned will have the opportunity to provide an explanation during the investigation.
- **Disciplinary Action:** If a breach of this policy is confirmed, appropriate disciplinary action will be taken, which may include suspension, termination of employment, or termination of volunteer status.

## 8. Confidentiality

All matters related to drug and alcohol misuse will be handled with the utmost confidentiality. Information will only be shared on a need-to-know basis and in accordance with data protection regulations.

## 9. Review of Policy

This policy will be reviewed periodically to ensure it remains relevant and effective. Any changes will be communicated to all staff and volunteers.

## 10. Conclusion

Pulborough Parish Council is committed to maintaining a safe, healthy, and productive environment. Adherence to this policy is essential to achieving that goal. Staff and volunteers are encouraged to seek support if they are struggling with drug or alcohol-related issues.

---

## Appendix: Helpful Drug and Alcohol Charities in the UK

If you or someone you know is struggling with drug or alcohol-related issues, the following charities and support organisations can provide assistance:

### 1. Alcoholics Anonymous (AA)

- **Website:** [www.alcoholics-anonymous.org.uk](http://www.alcoholics-anonymous.org.uk)
- **Helpline:** 0800 9177 650
- Provides support to individuals struggling with alcohol addiction through meetings and peer support.

### 2. Narcotics Anonymous (NA)

- **Website:** [www.ukna.org](http://www.ukna.org)

- **Helpline:** 0300 999 1212
- Offers support to those dealing with drug addiction through regular group meetings and resources.

### 3. Frank

- **Website:** [www.talktofrank.com](http://www.talktofrank.com)
- **Helpline:** 0300 123 6600
- Provides confidential advice and information on drugs and alcohol, including a helpline and online resources.

### 4. Turning Point

- **Website:** [www.turning-point.co.uk](http://www.turning-point.co.uk)
- A national health and social care provider offering drug and alcohol support services, including treatment and recovery programs.

### 5. Alcohol Change UK

- **Website:** [www.alcoholchange.org.uk](http://www.alcoholchange.org.uk)
- Works to reduce alcohol harm through advocacy, research, and offering resources for those affected by alcohol misuse.

### 6. Mind

- **Website:** [www.mind.org.uk](http://www.mind.org.uk)
- **Helpline:** 0300 123 3393
- Provides support for mental health issues, including those related to substance misuse.

### 7. DrugWise

- **Website:** [www.drugwise.org.uk](http://www.drugwise.org.uk)
- An information service providing evidence-based information on drugs, alcohol, and tobacco.

## **Introduction**

Pulborough Parish Council utilises “dummy” closed circuit television (CCTV) to safeguard the Council’s property and to foster a secure environment for and visitors at its premises. For details on your privacy rights regarding other personal data collected via other means, please refer to the Council’s Data Protection Policy.

The Council’s “dummy” CCTV system does not record images, nor audio recordings.

## **Purposes of “dummy” CCTV**

The Council has been informed by Sussex Police of the benefit and the reason why it is necessary and proportionate to deploy “dummy” CCTV. No data can be obtained from the system. However, the use of “dummy” CCTV is to:

- Preventing or detecting crime or equivalent misconduct.

## **Location of “Dummy” Cameras**

Dummy cameras are strategically positioned throughout Council premises, primarily at key assets, covering communal or public areas only. Cameras are not directed towards toilets, shower facilities, changing rooms, staff kitchens, staff break rooms, or private offices. All cameras, except for temporary setups for covert recording, are clearly visible.

*Appropriate signage, while not compliant with “live” CCTV signage, is prominently displayed to notify employees, clients, customers, and visitors that “dummy” CCTV coverage is in operation.*

## **Recording and Retention of Images**

“Dummy” CCTV does not record nor retain images.

## **Access to and Disclosure of Images**

As no recordings, nor retention of images are available, there are no access rights.

## **Implementation**

The Council’s Data Protection Officer, Harry Quenault, oversees policy implementation and compliance, conducting regular reviews to ensure adherence to data protection and privacy laws. Complaints or inquiries regarding “dummy” CCTV operations should be directed to Harry Quenault.

## **Data Protection**

No personal data collected through “dummy” CCTV.

## **Pulborough Parish Council Driving Policy for Company Cars**

**1. Purpose** This policy sets forth the guidelines and procedures for the use of company cars by authorised personnel of Pulborough Parish Council. It aims to ensure the safety of drivers, passengers and the general public, while also protecting Council's property.

**2. Scope** This policy applies to all employees, volunteers and Council members who are authorised to use company cars for official Parish Council business.

### **3. Authorised Users**

- Only employees, volunteers and Council members who have been authorised by the Parish Clerk are permitted to drive company cars.
- Users must present their valid driving license to the Parish Clerk before being authorised to drive a company car. A copy of the license will be kept on file.

### **4. Driving License Requirements**

- Drivers must possess a valid UK driving license appropriate for the vehicle being driven.
- Non-UK license holders must provide proof of their legal eligibility to drive in the UK.
- Any changes to the status of a driving license (e.g., suspension, revocation) must be reported to the Parish Clerk immediately.

### **5. Insurance**

- All authorised users must be over 25 to be covered under the Parish Council's motor vehicle insurance policy.

### **6. Vehicle Use and Maintenance**

- Company cars are to be used strictly for official Parish Council business. Personal use is prohibited unless explicitly authorised by the Parish Clerk.
- Drivers must perform a pre-drive inspection of the vehicle, checking for any visible damage or issues. Any problems must be reported immediately.
- Vehicles must be kept clean and tidy. Any litter or personal items must be removed after each use.
- Regular maintenance checks and servicing must be conducted as per the vehicle's schedule. Users must report any mechanical issues promptly.

### **7. Safety and Conduct**

- All users must adhere to road traffic laws and regulations at all times.
- Seat belts must be worn by all occupants at all times.
- Mobile phone use while driving is strictly prohibited unless using a hands-free system.
- Driving under the influence of alcohol or drugs is strictly forbidden.
- Drivers must drive in a manner that is safe and considerate to other road users.



### 8. Incident Reporting

- Any accidents, regardless of severity, must be reported to the Parish Clerk immediately.
- A written incident report must be submitted within 24 hours of the incident.
- In the event of an accident, users must follow legal requirements for reporting to the police and exchanging information with other parties involved.

### 9. Disciplinary Actions

- Any misuse of company cars or violation of this policy will result in disciplinary action, including but not limited to, revocation of driving privileges, suspension or termination of employment/volunteering.

### 10. Policy Review

- This policy will be reviewed as required to ensure it remains current and effective.
- Changes to the policy will be communicated to all authorised users in a timely manner.

### 11. Acknowledgment

- All authorised users must sign an acknowledgment form confirming that they have read, understood, and agree to comply with this policy.

---

#### Acknowledgment of Pulborough Parish Council Driving Policy for Company Cars

I, \_\_\_\_\_, have read and understood the Pulborough Parish Council Driving Policy for Company Cars. I agree to comply with the terms and conditions set forth in this policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

---

This policy ensures the responsible use of company cars, safeguarding both the Council's assets and the well-being of its authorised users.

## Section 3 - External Auditor Report and Certificate 2023/24

In respect of

Pulborough Parish Council

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

### 2 External auditor limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The Council left a significant time period between approval of the Annual Governance and Accountability Return and the commencement of the Public Rights Period. The Audit and Accounts Regulations 2015, section 12 (3)(a) and proper practices require that following approval of the Return, the Public Rights Period should commence as soon as is reasonably practicable when taking into consideration the mandatory inclusion of the first 10 working days of July.

The Council provided an explanation for the variance on Box 4 on Section 2 of AGAR from the prior year to the current year. Whilst the explanation was reasonable, no values were initially provided in order to support the movement. These were later provided on request. The Parish Council should in future ensure that all the necessary supporting financial information is provided with their annual submission.

### 3 External auditor certificate 2023/24

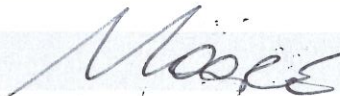
We certify/~~do not certify~~\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

\*We do not certify completion because:

External Auditor Name

 MOORE

External Auditor Signature



Date

28/08/2024