

CCTV Development Strategy

Item 5.4

- 1. Complete obtaining like for like quotes on MPF CCTV works**
- 2. Complete obtaining like for like quotes on MPF ground works**
- 3. Seek approval at next F&GP meeting (April) for preferred contractor – confidential papers and discussed in confidential session**
- 4. Undertake these works ASAP**
- 5. Prepare request for Steyning Centre Car Park installation – to be discussed at next F&GP confidential session – explore what needs to be covered and why.**
- 6. Send these thoughts off prior to HDC coming to Council with preliminary Car Park designs**
- 7. Check out any new rules coming into play regarding Data protection and how this may affect installation and monitoring procedures**
- 8. Complete obtaining Like for like quotes for High street Bus Shelter installation**
- 9. Seek approval at May F&GP meeting for preferred contractor under confidential session**
- 10. Undertake these works directly after approval received**

Access to personal information

Individuals can find out if we hold any personal information by making a 'subject access request' under the General Data Protection Regulations. If we do hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

Please make any such request in writing via our email address spcclerk@btconnect.com or by post to The Steyning Centre, Fletchers Croft, Steyning, West Sussex, BN44 3XZ

If at any time you feel that we have failed to meet these standards then please either contact us or make a complaint direct to the Information Commissioner using their website www.ico.org.uk/concerns

Privacy Notice

item 9.1

Steyning Parish Council takes the protection of your data seriously. Our aim is to provide a personalised and valuable service whilst safeguarding our users' privacy. Collecting some personal information is necessary if we are to satisfy the expectations and requirements of our users and we have set out below what we will do with your personal information.

Visitors to this web site

When someone visits this website we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

Security and Performance

We use a third party service to help maintain the security and performance of our website. To deliver this service it processes the IP addresses of visitors to the site.

Links to other websites

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

Use of Cookies

This site uses cookies to maintain and keep track of users' preferences and authenticated sessions, to identify technical issues, user trends and effectiveness of campaigns, and to monitor and improve the overall performance.

Disclosure of personal information

We collect contact details via the web site for the purposes of providing a service to existing and potential customers. We will never disclose personal details without the consent of the owner. Details are only held for as long as is necessary to fulfil the service request.

Data Subject Access and the Data Protection Act

Steyning Parish Council takes your data privacy seriously.

If you wish to find out what information Steyning P.C. holds about you please contact us providing your contact details, a brief description of the information you require and enclose proof of your identity. This could be a scanned copy of a household bill, passport or driving licence. You will receive a response to your request within 20 days.

Please send your request to one of the following:

Email address: spcclerk@btconnect.com

Postal address: The Steyning Centre, Fletchers Croft, Steyning, West Sussex, BN44 3XZ

Wording for forms

How the information you provide will be used.

General Data Protection Regulations - Any personal information such as name, postal address, telephone number, and email address given via this website/form will only be used to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any other third party without your prior permission or unless we are required to do so by law.

Item 9.2 - New Emails for Clerks and Councillors

Emails through **btconnect** will be closing down between 30 and 60 days after the cancellation date: 07/03/2018. This gives us a month. This information does contradict what we were told originally but actually it seems this is something we should be doing anyway BTconnect was an old system - we need a platform that is more secure gives us access to the 'Cloud' and it was also suggested that Councillors ought to have emails allocated associated with the role then when they move on the email is reallocated to the new Councillor – hence us buying 15 transferable councillor email addresses

What we'll need to update:

- Update telephone directories
- Update local noticeboards
- Inform any parish magazines
- Update website
- Send an email to all relevant contacts informing of the change
- Update details held by any companies who bill us electronically
- Update any online accounts which are currently registered to the current email addresses (if we forget any passwords after the cancellation – the 'forgot password' links won't get through to us)
- Update stationary

This isn't the easiest of processes but if we're thorough we should be able to avoid any major issues.

Updated quote for IT Contractors time - referencing back to original quote from October 2016:

- Changeover of 3x internal email systems to 365 platform, uploading previous emails to new platform, changing server backup over, setup new domain name and linking to new 365 email system – **Approx. £250 - £400** depending on time required and unforeseen complications. To include a site visit and some remote setup time.
- Backup software **(one-off purchase) £40**

We will be able to get rid of the sugarsync annual subscription once the new Microsoft system is in place.

Other domain-name housekeeping

Currently the steypingpc.gov.uk domain name is administered by Valiant and managed by JustHost – it's a bit of a complicated setup that contractor will improve upon! He plans to create a new account with Zen Internet, a UK based trusted provider of mine, and get them to take over the domain name for both admin and management purposes – this will have no effect to the end user but is a much better way of keeping control in the background – we will then stop paying Valiant for the domain name and instead pay Zen. We won't do this immediately – He will get the new email and office 365 up and working and then make these changes later on. **The costs associated with these changes for the setup and transfer of the steypingpc.gov.uk domain name to Zen will be about £75.** And then going forward to this time next year, we won't be paying Valiant for our domain name; we will be paying Zen £49.50 a year. JustHost will continue to host the steypingpc website at the moment until we have a new site in place – when this happens we will cut all ties with JustHost – but they will have no control over the domain as we'll have moved it to Zen so we won't have any problems there.

Time: 13:45

Bank Reconciliation up to 28/02/2018 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
14/02/2018	CR		63.77	63.77		R ☒	Receipt(s) Banked
14/02/2018	CR		95.90	95.90		R ☒	Receipt(s) Banked
14/02/2018	CR		56.26	56.26		R ☒	Receipt(s) Banked
14/02/2018	BP		195.23	195.23		R ☒	Receipt(s) Banked
19/02/2018	310464	228.00			228.00	☐	Barawood medeia
19/02/2018	310465	222.00		222.00		R ☒	SKSrvices
19/02/2018	310466	763.20		763.20		R ☒	SKservices
19/02/2018	310467	786.89		786.89		R ☒	Horsham Matters
19/02/2018	310468	220.80		220.80		R ☒	Surrey hills
19/02/2018	310469	1,174.80		1,174.80		R ☒	Sussex resins
19/02/2018	310470	160.38			160.38	☐	Supreme Hygience
19/02/2018	310471	435.49		435.49		R ☒	BT Phones
21/02/2018	DR	55.69		55.69		R ☒	HSBC
21/02/2018	18/122		822.44	822.44		R ☒	Receipt(s) Banked
21/02/2018	18/123		49.50	49.50		R ☒	Receipt(s) Banked
21/02/2018	18/124		20.00	20.00		R ☒	Receipt(s) Banked
23/02/2018	CR		25.80	25.80		R ☒	Receipt(s) Banked
24/02/2018	CR		69.01	69.01		R ☒	Receipt(s) Banked
26/02/2018	310472	112.00			112.00	☐	Post Office
26/02/2018	BP	6,252.90		6,252.90		R ☒	Salaries
26/02/2018	CR		42.34	42.34		R ☒	Receipt(s) Banked
26/02/2018	CR		126.00	126.00		R ☒	Receipt(s) Banked
27/02/2018	CR		96.96	96.96		R ☒	Receipt(s) Banked
27/02/2018	CR		2.00	2.00		R ☒	Receipt(s) Banked
28/02/2018	18/125		856.62		856.62	☐	Receipt(s) Banked
28/02/2018	18/126		373.98	373.98		R ☒	Receipt(s) Banked
		<u>68,770.36</u>	<u>67,621.77</u>				

Date: 06/03/2018

Steyping Parish Council

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Time: 13:45

Bank Reconciliation up to 28/02/2018 for Cashbook No 1 - Current Account

KEY

R ☒ - RECONCILED☐ - UNRECONCILED

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
26/06/2017	310222	5.00		5.00		R ☒	Barclays Emergency account
26/06/2017	310222	-5.00		-5.00		R ☒	Barclays Emergency account
24/08/2017	TFR		40,000.00	40,000.00		R ☒	Receipt(s) Banked
27/11/2017	310385	100.00			100.00	☐	D Berrymen
31/12/2017	310445	90.00		90.00		R ☒	Rainbow Window Cleaning
06/01/2018	310444	121.97		121.97		R ☒	PiP Services
15/01/2018	310431	23.50			23.50	☐	The village sign people
17/01/2018	310432	20.95		20.95		R ☒	Steyping bowling club
26/01/2018	310438	1,460.57		1,460.57		R ☒	Capita Business Services
26/01/2018	310439	1,257.42		1,257.42		R ☒	WSCC
26/01/2018	310440	2,566.20		2,566.20		R ☒	Commercial kitchen contracts
31/01/2018	310442	115.20		115.20		R ☒	SSALC
01/02/2018	18/115	2,299.65		2,299.65		R ☒	Room hire
01/02/2018	TFR	40,000.00		40,000.00		R ☒	Money Market Account
01/02/2018	118/115	-2,299.65		-2,299.65		R ☒	Room Hire
01/02/2018	18/115		2,299.65	2,299.65		R ☒	Receipt(s) Banked
01/02/2018	18/116		273.36	273.36		R ☒	Receipt(s) Banked
01/02/2018	18/117		20.00	20.00		R ☒	Receipt(s) Banked
01/02/2018	CR		101.26	101.26		R ☒	Receipt(s) Banked
01/02/2018	18/1161		0.50	0.50		R ☒	Receipt(s) Banked
05/02/2018	VIS	34.75		34.75		R ☒	INTL Web SEc
05/02/2018	DR	0.95		0.95		R ☒	Bank charges
05/02/2018	VIS	84.95		84.95		R ☒	Yola.com
06/02/2018	310446	85.00		85.00		R ☒	streeter
06/02/2018	310447	236.49		236.49		R ☒	Clare Austin
06/02/2018	310448	122.99		122.99		R ☒	Rebecca Luckin
06/02/2018	310449	208.59		208.59		R ☒	Laser
06/02/2018	310450	48.07		48.07		R ☒	Bunces
06/02/2018	310451	2,973.00		2,973.00		R ☒	Andrew gale
08/02/2018	18/118		305.23	305.23		R ☒	Receipt(s) Banked
08/02/2018	18/119		33.00	33.00		R ☒	Receipt(s) Banked
08/02/2018	18/120		1,010.50	1,010.50		R ☒	Receipt(s) Banked
08/02/2018	18/121		30.00	30.00		R ☒	Receipt(s) Banked
08/02/2018	TFR		20,000.00	20,000.00		R ☒	Receipt(s) Banked
12/02/2018	CR		35.40	35.40		R ☒	Receipt(s) Banked
13/02/2018	310452	4,543.97		4,543.97		R ☒	D Flynn
13/02/2018	310453	30.00		30.00		R ☒	Tim Lloyd
13/02/2018	310455	30.00		30.00		R ☒	Amy Tucker
13/02/2018	310457	229.61		229.61		R ☒	KCS
13/02/2018	310456	160.00		160.00		R ☒	TSS
13/02/2018	310458	675.58		675.58		R ☒	ADT
13/02/2018	310459	25.67			25.67	☐	Supreme Hygiene
13/02/2018	310460	463.70		463.70		R ☒	SCS
13/02/2018	310461	62.00		62.00		R ☒	Mr Culver
13/02/2018	310462	1,662.50		1,662.50		R ☒	South coast vending
13/02/2018	310463	924.58		924.58		R ☒	George Ross
13/02/2018	CR		176.75	176.75		R ☒	Receipt(s) Banked
14/02/2018	CR		440.31	440.31		R ☒	Receipt(s) Banked

Detailed Income & Expenditure by Budget Heading 01/02/2018

Month No: 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 Finance & Community Appendix</u>								
4100 Neighbourhood Wardens	0	0	41,000	41,000		41,000	0.0%	
4101 Swimming Pool	0	0	14,500	14,500		14,500	0.0%	
Finance & Community Appendix :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>55,500</u>	<u>55,500</u>	<u>0</u>	<u>55,500</u>	<u>0.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>						
<u>103 Youth Provision</u>								
4023 Youth Service	656	22,108	24,700	2,592		2,592	89.5%	
Youth Provision :- Indirect Expenditure	<u>656</u>	<u>22,108</u>	<u>24,700</u>	<u>2,592</u>	<u>0</u>	<u>2,592</u>	<u>89.5%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(656)</u>	<u>(22,108)</u>						
Finance & General Purposes Ctt :- Income	33	246,058	246,346	288			99.9%	
Expenditure	2,119	105,707	170,431	64,724	0	64,724	62.0%	
Movement to/(from) Gen Reserve	<u>(2,085)</u>	<u>140,352</u>						

SALARIES OVERVIEW

	ACTUAL YEAR TO DATE	CURRENT ANNUAL BUDGET	% Spent
4000 101	54,060	44,808	
	270	0	
	4,816	9,820	
	2,094	5,678	
	35,251	42,498	
	<u>96,491</u>	<u>103,304</u>	<u>93.4%</u>

06/03/2018

Steyning Parish Council

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Detailed Income & Expenditure by Budget Heading 01/02/2018

Month No: 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance & General Purposes Ctt								
101 Administration								
1000 Donations Received	0	219	500	281			43.8%	
1004 Reimbursed Charges & donations	0	0	200	200			0.0%	
1026 Showcase income	33	514	250	(264)			205.5%	
1076 Precept Received	0	244,523	244,523	0			100.0%	
1077 CTB Grant	0	748	748	0			100.0%	
1090 Bank Interest Received	0	54	125	71			43.4%	
Administration :- Income	33	246,058	246,346	288			99.9%	0
1006 VAT Refund	(440)	(440)	0	440		440	0.0%	
Administration :- Direct Expenditure	(440)	(440)	0	440	0	440		0
4000 Salaries	0	54,060	44,808	(9,252)		(9,252)	120.6%	
4002 Printing, stationery, postage	882	2,433	3,250	817		817	74.9%	
4003 Staff Ill Health Insurance	0	711	600	(111)		(111)	118.5%	
4004 Telephones and Alarm	363	3,840	4,360	520		520	88.1%	
4005 Insurance	0	7,918	8,100	182		182	97.8%	
4006 Salaries Outsourcing	0	2,314	1,548	(766)		(766)	149.5%	
4010 Audit Fees	0	903	1,340	437		437	67.4%	
4016 Legal Fees/Elections	184	1,068	11,300	10,232		10,232	9.5%	
4021 General Grants	0	650	1,000	350		350	65.0%	
4025 CCTV Maintenance	0	506	1,000	494		494	50.6%	
4030 Steyning in Bloom	0	1,000	1,000	0		0	100.0%	
4032 Royal British Legion	0	0	375	375		375	0.0%	
4033 Christmas Lights Grant	0	1,000	1,000	0		0	100.0%	
4036 SALC NALC Subs	0	1,967	1,750	(217)		(217)	112.4%	
4040 Town Clock	0	227	350	123		123	64.9%	
4045 Misc & Petty Cash	42	512	350	(162)		(162)	146.3%	
4047 Training	96	421	1,500	1,079		1,079	28.1%	
4049 Showcase	0	0	250	250		250	0.0%	
4060 Chairman's Function	0	268	750	482		482	35.7%	
4061 Councillors' Allowances	0	172	750	578		578	22.9%	
4063 Legionnaires	133	1,139	1,600	461		461	71.2%	
4070 Software Packages	29	2,219	1,500	(719)		(719)	147.9%	
4071 ICT Equipment	102	102	1,000	898		898	10.2%	
4072 Website Development	71	346	750	404		404	46.1%	
4310 Grounds Maintenance	0	263	0	(263)		(263)	0.0%	
Administration :- Indirect Expenditure	1,903	84,039	90,231	6,192	0	6,192	93.1%	0
Movement to/(from) Gen Reserve	(1,430)	162,459						

Continued over page

SCHEDULE 2

Quotation For: Steyning Parish Council + one additional PCAddress: **The Steyning Centre, Fletcher's Croft, Steyning BN44 3XZ**Contact Name: **John Fullbrook**Email: **spccclerk@btconnect.com**Telephone: **01903 812042**Date: **09 March 2018**

ITEM	AMOUNT
Data Audit & DPO Service – Single annual payment per PC	£450.00
Data Audit Review	£0.00
OR Monthly DPO standing charge x 12 (Per PC) *	£40.00
Fuel Surcharge 98 miles X 2	£0.00
Total	£ 450.00 or £480.00

All prices are subject to VAT at the prevailing rate:

Where the Data Audit work is not carried out by GDPR-info it must be checked to ensure compliance with GDPR before we can offer Data Protection Officer Service

*** Standard DPO services include:**

Data Audit

Systems Check

Website check.

Policy Provision

We will provide the local authority with policies required for:

Data protection policy

DPIA procedure

Privacy procedure

Privacy notice

Training

Data Protection Impact Assessment (DPIA)

Subject Access Requests (SAR)

Data Breach Reporting

Named Individual as Data Protection Officer

Training policy

Retention of records
procedure

Complaints procedure

Information security policy

Subject access request form
and procedure

Audit checklist for compliance

ITEM 9.3

SCHEDULE 2

Quotation For: Steyning Parish Council

Address: **The Steyning Centre, Fletcher's Croft, Steyning BN44 3XZ**

Contact Name: **John Fullbrook**

Email: **spccclerk@btconnect.com**

Telephone: **01903 812042**

Date: 09 March 2018

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procedure

Complaints procedure

Information security policy

Subject access request form
and procedure

Audit checklist for compliance

- Training
 - We will provide the relevant training to ensure that members of the local authorities are fully aware of GDPR and its relevance to them. (In order to reduce costs these will be carried out locally and may cover a number of authorities.)
- Data Protection Impact Assessment (DPIA)
 - Where a significant change is made to how data is used within the authority then in all likelihood a DPIA will need to be carried out prior to its implementation. Where this includes sensitive data this may need referring to the ICO for approval.
- Subject Access Requests (SAR)
 - We will provide the relevant documentation to manage the flow of SARs. We will help ensure that vexatious requests are minimised and handle any enquiries from the ICO regarding SAR requests.
- Data Breach Reporting
 - If you are unfortunate enough to experience a data breach we will be on hand to help determine if the breach needs to be reported and if so, the best way to handle the breach.
- Named Individual
 - An employee of *GDPR-info* would act as the named individual for the local authority during the period of contract.

The role of a data protection officer is likely to remain with us for many years to come and it must be remembered that it is not a one off operation and local authorities will need to evolve their GDPR compliance over time as their use of data changes within the community.

Data Audits will need to be carried out each year and wherever there is a significant change to the use of data in an authority, in all likelihood a Data Protection Impact Assessment will need to be undertaken before the change is implemented.

GDPR-info

Overview

GDPR-info are data compliance professionals who provide GDPR related help, advice and consultancy to small and medium businesses and local authorities.

We help organisations who don't have the necessary internal resources available to manage their GDPR compliance process in its entirety. We help them throughout the entire GDPR process from gaining initial awareness at board level through to conducting training, audits, and project management of the installation of any mitigations that need to be put in place.

The two directors of the company, Richard Newell & John Fowler have over 50 years of experience working as data compliance specialists with companies from many different sectors.

GDPR-info are registered with the Information Commissioners Office (ICO) our number is ZA306541.

GDPR-info and Local Authorities

It has recently been announced that Local Authorities of all sizes will need to have the services of a data protection officer and that this officer cannot, in the case of the Parish Councils, be the Parish Clerk.

This is a service that GDPR-info is happy to provide and we will include the following services within our package

- Data Audit
 - Identify what data the authority has and classifying its sensitivity.
 - Identifying if this data is correct for the requirements of the council under the act.
- Systems Check
 - Provide an analysis of computer and phone technology being used and provide a report with requirements and recommendations to meet the requirements of GDPR.
- Website check.
 - Ensure that the local authority website meets the requirements of GDPR
- Policy Provision
 - We will provide the local authority with policies required for :
 - Data protection policy
 - Training policy
 - Information security policy
 - DPIA procedure
 - Retention of records procedure
 - Subject access request form and procedure
 - Privacy procedure
 - Complaints procedure
 - Audit checklist for compliance
 - Privacy notice

SMITH OF DERBY

CLOCKMAKERS • EST. 1856

Date: 07 March 2018

steyningcentre@btconnect.com

Hazel Roxby

Dear Hazel

Steyning: Town Centre – Clock

Further to the recent visit by our regional engineer Brian Parry I would confirm that the fault Brian found related to the auto-wind unit installed by our company 12 years ago, which provides the driving weight for the hour strike. The unit is now at a point where it requires a workshop overhaul and this is the subject of the quotation below.

Quotation

In our workshop to carry out the following activities to the hour strike AW8 Unit:

- Dismantle down to component level
- Wipe through all moving and non-moving surfaces
- Polish all pivots and bushes
- Renew the Sun and Planet gearing
- Renew the driving motor
- Reassemble and fit new seals where necessary
- Apply correct lubrication to all moving bearings

To return to site, refit, set up and leave in good working order, would cost **£1,134 (One Thousand, One Hundred and Thirty Four Pounds)** net plus VAT

Points to Note

- This quotation is submitted subject to our standard Terms and Conditions, requiring a 30% deposit with order
- This quotation will remain valid until 30 April 2018

I hope this information meets with your requirements but please do not hesitate to contact me should you require further clarification of any of the points raised.

Yours sincerely

Tel:
Mob:
Email:



SMITH OF DERBY GROUP

Company Registration. 01395408
VAT Registration. GB 125 6772 59, IE 9Z54362G