

RUSTINGTON PARISH COUNCIL

MINUTES: of the Monthly Meeting held on 24 April 2023

PRESENT: Councillors Mrs A Cooper (Chairman), J Bennett, Mrs C Broomfield, M Broomfield, M Clayden, A Cooper, Mrs P Gregory, R Grevett, Mrs S Partridge, Ms M Revell, D Rogers, J Street, G Tyler and P Warren

In attendance: Mrs C Ward (Clerk of the Council) and Ms R Costan (Deputy Clerk of the Council)

Before the commencement of the formal business of the Meeting, the Chairman referred to the fact that this was the final Meeting of the current four-year Council Term, with the new Council taking up office on 10 May 2023.

She expressed her thanks and appreciation to all Members of the Council, congratulated the 13 Members that had been re-elected unopposed, and referred particularly to Councillors Clayden and Street who had decided not to stand for election for the new Term. She thanked them for their hard work and dedication throughout their time as Members of the Council, wished them both all the best and said that she hoped they would continue to keep in contact with, and support the Council, with its future Projects and objectives.

She said that she was also delighted that there would be two new Members who had also been elected unopposed, namely Mrs Valerie Allen and Ms Lesley-Anne Lloyd. The new Members would, she anticipated, attend the first Meeting of the new Council on 15 May 2023.

She then referred to the one vacant seat on the Council in the West Preston Ward, for which no nominations had been received, and said that this would be filled via the Call for By-Election and, if appropriate, the co-option process in due course.

She finally conveyed her appreciation to District Councillors Chapman and Tilbrook, who were not standing for election for a further term of Office.

The Council was pleased to NOTE this information.

91/23 THE LATE MRS MARGARET CLARK

The Chairman referred to the recent sad passing of Mrs Margaret Clark.

She said that Mrs Clark, the wife of the late Harry Clark, had played a major part in the management and day to day operation of the Rustington Heritage Association for many years, as a Trustee of the Heritage Association. She was, as Harry was, dedicated and unceasingly committed to the preservation of Rustington's Heritage and History for the benefit of the community as a whole. She said that the saying 'Behind every successful man there stands a woman' was certainly true in the case of Harry and Margaret, and a great woman at that.

She went on to say that Margaret had volunteered for the County Records Office, along with Harry, as Indexers for the Census Returns before they were digitised, amongst many other projects. She was a very early and active member of the Mod Mums Parents and Toddlers Group and then Stepping Stones Coffee/Social Group and an active member of the congregation at St Andrews United Reformed Church. She was also a Life Member of The National Trust.

The Council then observed a one-minute period of silence in memory of Mrs Clark.

92/23 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Ceiriog-Hughes (Indisposition). This apology was accepted by the Council.

93/23 DECLARATIONS OF INTEREST

Councillor Tyler declared a prejudicial and pecuniary interest in Minute 101/23 (Minute 29/23 of the Finance and General Purposes Committee Meeting held on 24 April 2023 refers). In the absence of any discussion, he remained in the Meeting during the consideration of this item, but took no part in the vote thereon.

94/23 MINUTES

The Minutes of the Monthly Meeting held on 27 March 2023 were signed by the Chairman as a correct record.

95/23 SUSSEX POLICE

(a) Matters Arising

The Clerk reported that she had nothing of any major relevance to report at the present time.

The Council NOTED this information.

(b) Summer Road Safety Briefing Recording

The Clerk reminded Members that she had previously circulated an email received from Chief Inspector Wells, containing the link to the recording of the Road Safety Briefing that was held on 13 March 2023.

The Council NOTED this information.

96/23 DISTRICT COUNCILLORS

The Clerk reported that apologies for absence had been received from Councillors Gunner and Tilbrook.

In the absence of District Councillors Gunner and Tilbrook, there was no Report on District Council matters available for the Meeting.

The Council NOTED this information.

97/23 COUNTY COUNCILLORS

The Chairman, in her capacity as a County Councillor for Rustington said that as the Meeting scheduled to be held on 31 March 2023 had been cancelled, she had nothing of any significance to report at the present time.

The Council NOTED this information.

98/23 CLERK'S REPORT

(a) The late HM Queen Elizabeth II

The Clerk reported the receipt of a card from King Charles III, expressing his thanks and appreciation in respect of the Council's message of sympathy following the death of his beloved mother.

The Council was pleased to NOTE this information.

(b) Blind Veterans UK - Presentation at the Annual Assembly of the Parish Meeting

The Clerk reported the receipt of an email from Jo Parker-Smith, Community Engagement Lead of Blind Veterans UK, thanking the Council for giving Lesley Garven and herself the opportunity to speak at the Annual Assembly of the Parish Meeting.

The Council was pleased to NOTE this information.

(c) Donation - Girlguiding - LaSER Girls and Leaders Challenge Trip

The Clerk reported the receipt of thanks and appreciation from Miss Emily Rogers, in respect of the Council's donation towards her participation in the LaSER Girls and Leaders Challenge Trip.

99/23 CHAIRMAN'S REPORT

The Chairman reported on her official representation and attendance at Meetings, Events and Functions since the last Monthly Meeting as follows:-

- Bognor Regis Town Council - Civic Reception - 28 March 2023
- Arundel and Littlehampton District Scout Council - Annual St George's Day Service and Parade - 23 April 2023

The Council NOTED this information.

100/23 PLANNING COMMITTEE

The Council NOTED the Reports of the Planning Committee Meetings held on 13 March 2023 and 3 April 2023.

(Prior to consideration of the following item Councillor Tyler had declared a prejudicial and pecuniary interest, as Mr P Collins was his son-in-law - Minute 29/23 refers)

101/23 FINANCE AND GENERAL PURPOSES COMMITTEE

The Council received the Report of the Finance and General Purposes Committee Meeting held on 24 April 2023. (Verbal Report from the Chairman of the Committee).

The Council RESOLVED that all of the Recommendations contained in the Report of the Finance and General Purposes Committee Meeting held on 24 April 2023 be APPROVED.

102/23 ALLOTMENTS COMMITTEE

The Council received the Report of the Allotments Committee Meeting held on 3 April 2023.

The Council RESOLVED that the Recommendations contained in the Report of the Allotments Committee Meeting held on 3 April 2023 be APPROVED.

103/23 MEETING DATES

The Clerk referred to Minute 11/23 (Allotments Committee Meeting - 3 April 2023 refers) and reminded Members that it had been agreed to change the next scheduled Meeting of the Allotments Committee to 21 August 2023, with a commencement time of 5.30 pm.

She said that in accordance with this decision, she was now asking the Council to consider and formally approve the following additional rescheduled Meeting date.

The Council then RESOLVED that the following Meeting should be rescheduled as detailed below:-

- (a) Leisure & Amenities Committee - 31 July 2023 to 21 August 2023

104/23 MEMBERS' ATTENDANCE RECORD

The Council NOTED the Attendance Record for Council and Committee Meetings for the period from April 2022 to March 2023 inclusive.

105/23 ASSET REGISTER

The Council considered the Asset Register as at 31 March 2023, which had been previously circulated, and the Clerk reported that this was as up-to-date as practicably possible.

Following a brief discussion, the Council RESOLVED unanimously that the Asset Register as at 31 March 2023 should be APPROVED as a correct record. A copy of the Register is attached and forms a part of these Minutes.

106/23 REVIEW OF INSURANCE PROVISION

The Clerk reported that the Council's Insurance provision had recently been reviewed and, whilst the current situation was that the Council continued to be over-insured in certain areas, both the Finance Manager/RFO and herself were of the opinion that the total provision would cover all losses in the event of any unforeseen incidents, and did not need to be changed in any way at the present time.

She reminded the Council that Meetings were normally held with the Council's Insurance Brokers on a six-monthly basis, when additions, amendments and deletions were made. She confirmed that the Finance Manager/RFO and herself were in regular contact with the Brokers by telephone and email.

She also advised that there had, during the year, been one claim for vandalism in The Woodlands Centre Public Toilets and one 'no fault' claim for one of the recently refurbished brick flower beds in the Village, which had been damaged as a result of a motor vehicle colliding with it.

The Council NOTED this information and RESOLVED unanimously that no major amendments should be made to the insurance provision at the present time.

107/23 INFORMATION SECURITY INCIDENT POLICY

The Council reviewed the Information Security Incident Policy as presented, and RESOLVED to take no action in respect of any amendments to this Policy at the present time. A copy of the Policy is attached and forms a part of these Minutes.

108/23 PARISHIONERS' AWARD

The Clerk reported that eight nominations (from ten nominators) for the individual award had been received, and eight nominations (from eight nominators) had been received for the group/organisation award. She said that a Meeting of the Working Party would now need to be convened to consider the nominations received.

Following a brief discussion, the Council AGREED that a Meeting of the appointed Members of the Working Party, namely Councillors Mrs Broomfield, Mrs Gregory, Mrs Partridge, Rogers and Tyler, should be held on 2 May 2023 at 1.00 pm, to consider the nominations received.

109/23 NUMBER 12 BUS SERVICE

(a) Statistics - March 2023

The Council NOTED the Number 12 Bus Service Statistics for March 2023.

The Clerk then referred to Minute 78/23(a) and reminded Members that she had, via email, consulted with them on the proposed revised timetable that would include the East Preston extension to the route. She said that all Members who had responded were happy to accept the new timetable, which did not clash with the No. 9 Service and had a half an hour earlier start time in the morning, plus an extra journey had been added at the end of the day.

She also advised that she had received confirmation that the new extended service would take effect from 30 May 2023 and Compass Travel would be in contact again in the near future to discuss publicity, etc.

The Council NOTED this information.

110/23 CORONATION OF KING CHARLES III - CORONATION CONCERT - SUNDAY 7 MAY 2023

The Clerk referred to Minute 79/23 and advised that following the initial high take up of tickets, there were in the region of 40 still available.

She said that a small Lucky Programme Draw was planned, with the prizes concentrated around bottles of alcohol, boxes/tins of chocolates and biscuits and toiletry sets. She said that if Members could donate a gift, she would be most grateful.

She added that cold refreshments would be served during the Interval to the seated audience, as had been the case for the Community Carol Concert in December 2022, and the Chairman had again chosen Turning Tides to be the recipient of the Retiring Collection.

The Council was pleased to NOTE this information.

111/23 PROVISION OF CHANGING PLACES TOILET - THE STREET

The Clerk referred to Minute 80/23 and said that a Meeting with representatives of the Church Hall Committee had taken place on 27 March 2023, and it had subsequently been agreed that the area immediately behind the former Public Toilet Unit, together with the adjacent car parking space could be used by the Contractors for a welfare unit and to accommodate equipment, for the duration of the works.

The Clerk then said that the District Council had advised that as part of the design of the new Changing Places facilities, it had been suggested that a feature wall was incorporated, which could be plain or of a bespoke design. For the District Council's own sites, their Communications Team was being commissioned to take photographs of the surrounding area to have blown up to fill the wall. The Parish Council was asked if it would like this in the Rustington Unit, and if so, it could provide some ideas so that the Communications Team could go out and find the correct images for approval.

Following a further discussion, the Council RESOLVED that an approach should be made to appropriate local Organisations with clients/members who would be likely to use the Changing Places Toilet Unit, to gauge their opinions on one wall being painted in a bright welcoming colour in the Rustington Unit.

112/23 THE WOODLANDS CENTRE - PROPOSED MAJOR REDESIGN AND REFURBISHMENT PROJECT

The Clerk referred to Minute 81/23 and reported that a Meeting of the Working Party had taken place on 11 April 2023, when it had been agreed that the cost saving ideas and strategies proposed by Scott Taylor to enable the Project price to concur with the figure for Phase 3 as requested by the Council, should be accepted, to be placed before the Council, together with the suggested next steps for its consideration.

She said that the Working Party had also agreed that it would be more appropriate to place a detailed Report in respect of the costings and the proposed next steps before the Council at the first Meeting of the new Term, namely 15 May 2023.

The Council NOTED this information.

113/23 ARUN DISTRICT COUNCIL - NPPF & CIL TOWN AND PARISH BRIEFING

The Council NOTED the Minutes of the NPPF & CIL Town and Parish Briefing held on 24 February 2023.

114/23 WEST SUSSEX COUNTY COUNCIL - A259 MAJOR IMPROVEMENT SCHEME - PROGRESS UPDATE - 17 APRIL 2023

The Council NOTED the Progress Update Newsletter dated 17 April 2023.

115/23 WEST SUSSEX ASSOCIATION OF LOCAL COUNCILS LIMITED - ADALC CONFERENCE - 2 MARCH 2023

The Council NOTED an email received from Anna Beams, ADALC Secretary, in this regard.

The Clerk said that the notes from the break-out sessions, the West Sussex County Council Slides and notes that Emily King was compiling on items that were raised had yet to be received, but would be circulated to all Members as soon as they were available.

116/23 WEST SUSSEX ASSOCIATION OF LOCAL COUNCILS LIMITED - QUEEN'S GREEN CANOPY CAMPAIGN WEST SUSSEX

The Council NOTED an email received from Anna Beams, together with an associated Report produced by Lady Emma Barnard, HM Lord-Lieutenant of West Sussex, on the programme of the Queen's Green Canopy Campaign and its success in West Sussex.

117/23 WEST SUSSEX ASSOCIATION OF LOCAL COUNCILS LIMITED - BOARD MEETING - 21 APRIL 2023

The Chairman, in her capacity as a Member of the WSALC Board, reported on her attendance at the last Meeting on 21 April 2023. She said that much discussion had taken place in respect of the forthcoming Elections, with particular reference to the disappointing number of nominations that had been received for some Parish Councils in West Sussex. She said that other items on the Agenda had included the ADALC Conference on 2 March 2023 and a number of issues currently being progressed by NALC, including Remote Meetings, Sanctions for Councillors Code of Conduct and Basic Allowances for Co-opted Members.

The Council NOTED this information.

118/23 STATEMENT FROM COUNCILLOR TYLER, VICE-CHAIRMAN

Councillor Tyler advised the Council that he would not, unfortunately, be able to attend the Annual Meeting of the Council, as he would be away on a holiday in Scotland, which he had been committed to for a long period of time.

He said that he had very much enjoyed his time as Vice-Chairman, and was hoping to be nominated, at the Annual Meeting, for the position of Chairman of the Council for the ensuing year.

He concluded by thanking the Members of the Council, in anticipation of their support for him for the position of Chairman of the Council.

119/23 SOUTHERN WATER - PIONEERING SOLUTIONS TO REDUCE STORM OVERFLOWS 'WILL BRING NATURE BACK TO COMMUNITIES'

The Council NOTED a Press Release in this regard.

The Council NOTED the following Documents and Publications previously circulated for Members' information:-

- (a) Action in rural Sussex - April 2023 AirS Newsletter
- (b) Campaign to Protect Rural England - Campaigns Update - April 2023
- (c) Campaign to Protect Rural England - Please Take Action - CPRE Sussex's Manifesto for the 2023 Local Elections
- (d) Carers Support West Sussex - Latest News - 27 March 2023
- (e) East Preston Parish Council News - 29 March 2023
- (f) National Association of Local Councils - Chief Executive's Bulletin - 6 April 2023, 14 April 2023 and 21 April 2023
- (g) National Association of Local Councils - NALC Events - 28 March 2023, 4 April 2023 and 11 April 2023
- (h) National Association of Local Councils - NALC Newsletter - 28 March 2023, 12 April 2023 and 19 April 2023
- (i) Rustington Residents Association - Newsletter - April 2023
- (j) Turning Tides - We were invited to the Houses of Parliament
- (k) West Sussex County Council - Easter Special eNewsletter
- (l) West Sussex County Council - News Releases - 27 March 2023, 28 March 2023, 30 March 2023 x2, 14 April 2023, 17 April 2023 x2 and 18 April 2023
- (m) West Sussex County Council - Residents' eNewsletter - April 2023
- (n) West Sussex Mind - Supporting Menopause in the Workplace
- (o) West Sussex Mind - Mental Health Awareness Week

There being no further business the Meeting concluded at 7.21 pm.

Chairman:

Date:

There were no questions received either preceding, or at, the Meeting for consideration during the Public Question Time, held prior to the commencement of the formal proceedings.

Rustington Parish Council

Asset Register to 31 March 2023

RUSTINGTON PARISH COUNCIL - ASSET REGISTER & INSURANCE SCHEDULE VARIANCES AS AT 31 MARCH 2023

Asset Register - Cost/Value Total
Insurance Schedules - Sums Insured

£3,125,765.82 (Total Assets Figure for External Audit)
£4,666,769.00 (excludes £25,120.00 Sports Surfaces) *

	Asset Register	A/R Ins. Value	Insurance Schedules	
Buildings (*excl. see below)	£2,322,404.00 *	£3,596,461.00 *	£3,596,461.00 *	
Street Furniture	£242,345.00	£311,617.00	£311,617.00	
War Memorial (*excl. see below)	£8,891.00	£11,435.00	£11,435.00	
Outside Equipment	£35,367.00	£45,745.00	£45,745.00	
Gates & Fences	£23,163.23	£35,740.00	£35,740.00	
Playground & Sports Equipment	£130,249.00	£170,865.00	£170,865.00	
Office Contents - Council Offices (*excl. see below)	£41,813.00 *	£55,877.00 *	£66,377.00 *	(£10,500 over insured = Items under £500)
General Contents - Woodlands Centre	£52,031.89	£40,144.00	£40,144.00	
General Contents - Youth Centre	£15,071.76 *	£17,775.00 *	£19,775.00 *	(£2,000 over insured = Items under £500)
General Contents - Churchill Toilets	£43,260.00	£57,515.00	£57,515.00	
Collection - Rustington Museum (*excl. see below)	£15,000.00	£18,317.00	£18,317.00	
General Contents - Samuel Wickens Centre	£79,651.01 *	£90,318.00 *	£95,318.00 *	(£5,000 over insured = Items under £500)
Plant & Equipment	£69,920.93 *	£45,205.00 *	£45,205.00 *	
SUB TOTAL	£3,079,167.82	£4,497,014.00	£4,514,514.00	
*Nominal Values	£10.00	£0.00	£0.00	Insurance N/A
*Land (Broadmark Lane Toilets)	£5,000.00	£0.00	£0.00	Insurance N/A
*Maple Walk	£2,750.00	£0.00	£0.00	Insurance N/A
*Churchill Toilets (Buildings Ins.)	£0.00	£102,712.00	£102,712.00	Insured - <u>not</u> owned by RPC
*Chaucery Memorial	£0.00	£12,909.00	£12,909.00	Insured - <u>not</u> owned by RPC
*Canon C356i Printer (Museum)	£0.00	£1,093.00	£1,093.00	Insured - <u>not</u> owned by RPC
*Canon C5560i Printer (Council Offices)	£0.00	£4,559.00	£4,559.00	Insured - <u>not</u> owned by RPC
*Shopwatch Radios (3)	£0.00	£814.00	£814.00	Insured - <u>not</u> owned by RPC
*Shopwatch Radios (3) - Returned to Supplier	£0.00	-£814.00	-£814.00	Insured - <u>not</u> owned by RPC
*iPad Air2 (15)	£5,173.00	£0.00	£0.00	Insurance N/A
*Tractor - Ford 1710	£16,865.00	£0.00	£0.00	Insured under Motor Insurance Policy
*Ford Transit Connect	£16,800.00	£0.00	£0.00	Insured under Motor Insurance Policy
*Items on loan to Museum	£0.00	£30,982.00	£30,982.00	Insured - <u>not</u> owned by RPC
TOTALS	£3,125,765.82	£4,649,269.00	£4,666,769.00	

Buildings

Date Of Acquisition	Date of Amendment	Description	Location	Notes	Cost Or Value	Nominal Value	Insurance Value
19/05/1942		Allotment Site	Conbar Avenue	Transfer of Land from ADC to RPC - 27/1/06.	£1	TRUE	N/A
21/09/1948		Allotment Site	Worthing Road	Lease from ADC dated 21/9/48 - Tenancy at Will. No rent demanded.	£1	TRUE	N/A
25/02/1974		Allotment Site	Perfold Lane	Land Certificate - RPC as owner.	£1	TRUE	N/A
23/02/1987	23/02/2015	Woodland Park Sportsfield	Station Road Angmering	Lease dated 23/2/87 from WSCC for 28 Years. Rent - £700 pa.	£1	TRUE	N/A
14/07/1995		Public Toilets	The Street	New Lease with effect from 23 February 2015 for 14 year period - Increased Rent £1,250 to be reviewed at 4 Yearly intervals.	£61,777		£134,971
01/04/1994	05/01/2006	Public Toilets	Churchill Car Park	Transfer of Freehold from ADC. Closed to the public from 1 April 2021	£1	TRUE	N/A
01/06/1995		Public Toilets	Broadmark Lane	Under Lease dated 12/3/96 - 5 Years w/e 1/4/94. No rent demanded (repairing lease).	£5,000		N/A
01/06/1995		Public Toilets	Woodlands Avenue	New Under Lease on refurbishing Toilets - 10 Years w/e 5/1/06 - ADC progressing new Under Lease - December 2017.	£36,120		£37,926
31/12/2027		Recreation Ground	Woodlands Avenue	Land Purchased from Southern Water PLC 27/6/07.	£1	TRUE	N/A
23/02/1987		Woodlands Centre (Village Memorial Hall, Council Offices, Public Toilets)	Woodlands Avenue	Structure owned by RPC.	£1	TRUE	N/A
24/11/2003		Youth Centre incl. Groundsmen's Accommodation Public Toilets	Woodlands Avenue The Woodlands Centre	Registered Charity Status.	£1	TRUE	N/A
				Village Hall Lease terminated; Building handed back to Parish Council - 1/1/85. Became The Woodlands Centre and extended.	£1,466,441		£2,249,520
				Office Extension and Reconfiguration to incorporate Rustington Heritage Centre - 2012. Heritage Centre originally purchased from the Arun District Council on 12/3/2004.			
				Part of land north of The Woodlands Centre leased to Girl Guides for their Headquarters. 50 Years w/e 25/3/90.	£1	TRUE	N/A
				Rent reviewed every 5 Years - w/e 25/5/15 - £500 pa. w/e 25/05/20 - £550 pa.			
				Council paid to have building constructed to replace existing dilapidated Private Club building.	£721,000		£1,124,760
				Included with Woodlands Centre entry.	---		N/A

Not Known		Beach Shelter	Sea Road			£37,066		£49,284
Not Known	25/03/2004	Sports and Social Club	Recreation Ground	Leased from RPC by Rustington Sports & Social Club Management Committee for 20 Years w/e 25/3/84. Rent w/e 25/3/99 - £8,000 pa. New 20 Year Lease - 25/3/04 - Rent £10,000 pa for the first 5 Years with 5-Yearly Reviews. Rent Reviewed - w/e 25/3/09 - £11,000, w/e 25/3/10 - £11,500, w/e 25/3/11 - £12,000, w/e 25/3/12 - £13,200, w/e 25/3/13 - £13,200. Rent Reviewed for 5 Years - w/e 25/3/14 - £13,200 pa, w/e 25/3/19 - £13,200 pa.	£1	TRUE	N/A	
Not Known		Land adjoining 20 Maple Walk	Recreation Ground	Licensed to Owner - Year to Year. Rent 5p, if demanded. Agreed encroachment onto Council's land. Valued - January 2004 - No Insurance Value.	£2,750		N/A	
04/04/2018		Samuel Wickens Centre		Lease dated 4/4/18 from Store Property Investments Limited for 10 Years.	£1	TRUE	N/A	
				Total	£2,330,164		£3,596,461	

Street Furniture

Date Of Acquisition	Date of Amendment	Description	Location	Notes	Cost Or Value	Insurance Value
Not Known		Bus Shelters	Station Road	x 6	£63,840	£84,040
			Ash Lane	x 1		
			The Street	x 2		
			North Lane	x 1		
			Sea Lane	x 2		
01/01/2001			Sea Road	x 1		
01/08/2014			Station Road	x 1 (o/s St Joseph's Church).	£6,590	£8,673
01/06/2016			The Street	x 1 Additional Shelter o/s Westcourt Medical Centre purchased and installed.	£11,173	£13,858
Not Known		Public Seats	Various	73 approximately	£58,455	£76,874
				Replacement Seats: Feb/Mar-22 - Junction Sea Road/Harsfold Road (£935), o/s La Cucina, The Street (£935), Junction Priory Road/Dingley Road (£757)		
01/02/2015			Greensward	1 Seat	£735	£938
01/10/2016			o/s RSSC	1 Additional Seat purchased and installed	£801	£984
01/02/2017			Sea Lane	1 Additional Seat purchased and installed	£740	£908
01/01/2019			North Field	1 Seat purchased and intalled	£700	£810
01/01/2019			Broadmark Parade	1 Seat purchased and intalled	£782	£904
01/03/2019			o/s Owen Electrical	1 WW1 Commemorative Seat purchased	£878	£1,016
28/11/2019			o/s 98-100 Sea Lane	1 Seat purchased and intalled	£700	£780
14/02/2022			o/s 94 North Lane	1 Seat purchased and installed	£1,020	£1,071

01/03/2022			Greensward	x2 Seats purchased and installed	£1,513	£1,589
Jun-22			Greensward	1 Seat purchased and installed	£1,350	£1,350
Aug-22 & Sep-22			Broadstrand	x3 Seats purchased and installed	£3,700	£3,700
Nov-22			Sea Lane	1 Seat purchased and installed	£1,000	£1,000
Mar-23			Recreation Ground (North Field)	1 Seat purchased and installed	£1,350	£1,350
Not Known	Street Lights		Various	44 Columns	£22,300	£29,042
01/04/2001	Millennium Clock		Rustington Village Centre	Scrapped - Mar-23 - Replaced with Replica Memorial Pillar Clock & Plinth (£6,812)	£10,215	£10,215
Various	Notice Boards		Various	x2 Replacement Noticeboards The Street & o/s The Woodlands Centre (£4,850.00) - Dec'22 (to be installed)	-£3,403	-£3,403
01/10/2014			Council Offices		£255	£336
Various	Interpretation Board x 4		Various	Recreation Ground (2), Beach (2).	£6,180	£8,125
01/12/2008	Lamp Column		Community Garden	x1 Scrapped on Beach - Aug-22	-£1,545	-£1,934
01/09/2014	Brick Planters x 2		The Street		£360	£473
Not Known	Wooden Planters x 4		Various		£4,305	£5,663
01/06/2014	Wooden Sculptures x 3		Junct. The Street & Ash Lane		£2,000	£2,629
06/07/1905	Poppy Structures x 6		Abbotswood Corner		£2,500	£3,289
06/07/1905	Boulder (including plinth and surround)		Millennium Clock		£2,250	£2,856
01/06/2014	Wreath Stands		War Memorial		£3,000	£3,948
01/04/2014	Cigarette Bins		Various		£280	£370
					£210	£276

01/06/2015		Curved Bench x 2		Broadmark Pde. (o/s Waitrose)		£2,210	£2,824
01/06/2015		Hexagonal Planter x 2		Broadmark Pde. (o/s Waitrose)		£1,650	£2,108
01/09/2016		Curved Bench x 2		Broadmark Pde. (o/s Oxfam)		£2,254	£2,767
01/09/2016		Hexagonal Planter		Broadmark Pde. (o/s Oxfam)		£842	£1,035
01/12/2015		Village Entry Point Signs x 5		Various		£13,000	£17,348
01/05/2018		Street Signs		Outside SWC		£655	£759
					Total	£242,345	£311,617

War Memorials

Date Of Acquisition	Date of Amendment	Description	Location	Notes	Cost Or Value	Insurance Value
08/02/1956		War Memorial	The Street	Site Leased from Methodist Church - 99 Years w/e 8/2/56. RPC responsible for maintenance.	£5,891	£7,831
01/04/2018		WW1 Centenary Memorial	Junct. The Street & Ash Lane		£3,000	£3,604
				Total	£8,891	£11,435

Outside Equipment

Date Of Acquisition	Date of Amendment	Description	Location	Notes	Cost Or Value	Insurance Value
2006 & 2013		Christmas Lights	The Street/Ash Lane		£24,515	£33,008
Nov-14			As Above		£3,492	£5,700
Oct-15			As Above		£1,020	£1,350
Feb-22		DefibSafe 2 Defibrillators and Carry Cases (6)	Sea Avenue, Princess Marina House, W/C, SWC	Serial Numbers: G1T33D450, G1T33D390, G1T37K056, G1T37K053	£4,770	£4,035
Dec-14		Cabinet	Seafront Shelter, Churchill Toilets	Serial Numbers: G1T37K024, G1T37K015 - (£795.00 each)	£250	£332
May-22		External Defibrillator Cabinets (3)		Customised	£1,320	£1,320
				Total	£35,367	£45,745

Gates/Fences

Date Of Acquisition	Date of Amendment	Description	Location	Notes	Cost Or Value	Insurance Value
Various		Gates/Fences	Various	Knee Rail Fencing replaced - Jul-18	£5,033	£7,396
Sep-16		Gate	Adjacent to Council Offices	Wide Gate & Field Gate (Conbar Allotments) replaced - Jan-21 (£1,239)		
May-17		Fence	WPSF	Replacement Gate.	£1,300	£1,614
May-17		Fence	Recreation Ground	Replacement Fence.	£2,598	£3,160
Mar-16		Double Gates and Fencing	Brookside Memorial Garden	Replacement Fence. Replacement Fences on South Boundary (£1,492) & North Boundary of North Field (£1,832) - Jun-22	£2,609	£3,174
Jun-21		Iron Railing Gate and Fencing	The Street Toilets		£6,439	£7,834
Feb-22		Gate & Fence	Broadmark Lane Toilets		£880	£8,225
Aug-22		R8 Heavy Duty Telescopit Bollard x2	Recreation Ground		£645	£678
Aug-22		R8 Heavy Duty Telescopit Bollard x2	Woodland Park Sportsfield		£1,216	£1,216
Nov-22		Fence	Adjacent to Council Offices	Replacement Fence	£1,216	£1,216
Jun-22		Close Board Fence	Conbar Avenue Allotments		£408	£408
					£819	£819
				Total	£23,163	£35,740

Playground and Sports Equipment

Date Of Acquisition	Date of Amendment	Description	Location	Notes	Cost Or Value	Insurance Value
2006		Multi Sports Games Goals	Recreation Ground		£6,360	£8,798
2005		Play Equipment	As Above	Mirror Panels removed	£83,443	£109,782
Aug-14		2 x Mushroom Shelters	As Above		£9,000	£11,460
Sep-15		Picnic Table/Seating	As Above		£675	£833
Nov-16		Basket Swing	As Above	Replacement.	£1,352	£1,650
Mar-22		Spinner Bowl	As Above		£1,024	£1,076
May-12		Outdoor Fitness Equipment	As Above	2 items removed	£28,395	£37,266
				Total	£130,249	£170,865

Office Contents - Council Offices

Date Of Acquisition	Date of Amendment	Description	Location	Notes	Cost Or Value	Insurance Value
Various		Computers, Monitors & Printers		5 PC's, 7 Monitors, 4 Printers, 3 Docking Stations. Replacement PC's - Mar-17 - x2 £489, £510, Jul-18 - £429 Replacement Monitors - Jul-18 - £108, Replacement Printers - Sep-22 - x4 - £400	£4,705	£7,350
Mar-20		Laptops		4 Lenovo Laptops purchased	£1,727	£1,943
Jun-20				2 Lenovo Laptops Purchased	£983	£1,064
Aug-16				13 iPad Air2 inc. keyboard cases purchased. (Held by 13 Councillors)	£4,426	N/A
Nov-16				1 iPad Air2 inc. keyboard case purchased. (Held by Councillor)	£464	N/A
Sep-17				1 iPad Air2 purchased. (Held by Councillor)	£283	N/A
				Replacement iPads: May-21 - (8th Gen) £275, Oct-21 - (8th Gen) £270		
Oct-20		Telephones & Headsets		7 Yealink Teams Phones - £908, 6 Yealink Headsets - £261	£1,169	£1,265
2012		Office & Reception Furniture		Desks, Tables, Chairs, Filing Cabinets, Safe, etc.	£18,540	£24,649
Oct-13				New Filing Cabinets.	£1,164	£1,546
Aug-17				New Filing Cabinet purchased.	£696	£847
Jun-19				Tambour Cupboards x2 purchased	£796	£896
2012		Digital CCTV System		Monitor, 6 Cameras and associated equipment	£6,180	£7,823
				Scrapped and incorporated within The Woodlands Centre new system - Sep-22	£6,180	£7,823
Various		Computer Cabinet & associated equipment/software			£8,075	£10,422

May-13		Server			Replaced - Sep-18	£1,022	£2,762
Various		Miscellaneous				£125	£904
Not known		Chairman's & Vice-Chairman's Badges			Held by Chairman and Vice-Chairman.	£1,680	£2,229
Jul-17		Air Conditioning Unit		Office Reception	**Fixture & Fitting - Included in Buildings Insurance	£1,131	N/A
					Total	£46,986	£55,877

General Contents - Woodlands Centre

Date Of Acquisition	Date of Amendment	Description	Location	Notes	Cost Or Value	Insurance Value
Not Known		Grand Piano	Main Hall		£3,280	£4,360
Various		Tables	Woodlands Centre		£4,456	£5,752
15/08/2013		Tables	As Above		£354	£458
Mar-20		Tables x3	As Above		£360	£406
Various		Chairs	As Above		£9,245	£12,287
Not Known		Small Tables	As Above		£435	£579
Various		Furniture, crockery, cutlery etc.	As Above		£4,305	£2,723
1997		Tables	Council Room		£1,315	£1,749
Not Known		Chairs	As Above		£435	£579
1997		Cupboards	As Above		£435	£579
Not Known		Overhead Digital Projector	As Above		£545	£725
2011		Flat Screen TV	As Above		£515	£683
Various		Miscellaneous Items of Equipment	As Above		£2,100	£3,194
Apr-15		Additional Staging	As Above		£512	£661
Nov-16		Audio Mixer & Induction Loop Amp.	As Above		£516	£640
Aug-21		Epson EB W05 LCD Digital Projector and Case	Stored in Office	Serial Number: X4H27X00494	£400	£420
Feb-18		Stage Curtains	As Above	**Fixture & Fitting - Included in Buildings Insurance	£5,910	N/A**
Jul-18		Units/Worktops	Bar	**Fixture & Fitting - Included in Buildings Insurance	£1,229	N/A**

Jan-21		Gas Boiler - Replacement (x2 Valliant)	Boiler Room	**Fixture & Fitting - Included in Buildings Insurance	£11,336	N/A**
Sep-22		CCTV System (Internal & External Cameras)	As Above		£4,349	£4,349
				Total	£52,032	£40,144

General Contents - Youth Centre (Including Offices)

Date Of Acquisition	Date of Amendment	Description	Location	Notes	Cost Or Value	Insurance Value
2003		Pool Table	Kilhams Hall		£530	£725
May-19		Chairs			£893	£1,036
2003		Chairs - Reception (10)	Kilhams Hall & Norfolk Lounge		£650	£886
2003		Tables (9)	Kilhams Hall		£570	£782
2003 & 2012		Crockery/Cutlery & Domestic Appliances	Kitchen		£1,030	£1,409
Various		TV/DVD/VCR/Hi-Fi System & Free-Sat	Norfolk Lounge	Scrapped - Apr-22	£1,030 -£1,030	£1,342 -£1,342
2003		Sofas (4)	Norfolk Lounge		£1,590	£2,113
Sep-13		CCTV & Monitoring Equipment	Office and External		£3,529	£4,692
2004		Furniture	Office		£712	£945
2003		Table Tennis Table & Kit	Kilhams Hall		£515	£683
Oct-18		Water Heater - Replacement	Gents Toilet	**Fixture & Fitting - Included in Buildings Insurance	£550	N/A**
Apr-22		Panasonic TV50-JX800 TV	Kilhams Hall		£512	£512
Aug-22		CCTV System (Internal & External Cameras)	As Above		£3,991	£3,992
				Total	£15,072	£17,775

General Contents - Public Conveniences - Churchill Car Park

Date Of Acquisition	Date of Amendment	Description	Location	Notes	Cost Or Value	Insurance Value
Feb-06		Toilets (6) Urinals (2) Wallgate Units (5) Baby Changing Units (3)	Ladies/Gents & Disabled Toilets		£43,260	£57,515
				Total	£43,260	£57,515

Collections - Rustington Museum

Date Of Acquisition	Date of Amendment	Description	Location	Notes	Cost Or Value	Insurance Value
Various		Pictures			£15,000	£18,317
				Total	£15,000	£18,317

General Contents - Samuel Wickens Centre

Date Of Acquisition	Date of Amendment	Description	Location	Notes	Cost Or Value	Insurance Value
Mar-18		Hand Driers (3)	Toilets	**Fixture & Fittings - Included in Buildings Insurance	£1,890	N/A**
Mar-18		Intruder Alarm System		**Fixture & Fittings - Included in Buildings Insurance	£2,015	N/A**
Mar-18		Audio Loop System	Information Centre	**Fixture & Fittings - Included in Buildings Insurance	£1,084	N/A**
Apr-18		Network & W-Fi Kit		**Fixture & Fittings - Included in Buildings Insurance	£2,546	N/A**
Apr-18		Dishwasher	Community Hall Kitchen		£2,320	£2,714
Apr-18		Lincol Water Boiler	Community Hall Kitchen		£536	£627
May-18		Fire Extinguisher/Fire Blanket			£975	£1,141
Apr-18		Reception Desk	Information Centre	(3 x base units, desk hutch, x2 & corner base unit).	£1,182	£1,383
Apr-18		Folding Tables (10)	Community Hall	Addit. 5 Folding Tables - Feb-20	£1,355	£1,565
Aug-20		Folding Tables (6)	Community Hall		£558	£604
Apr-18		PC & Monitor	Information Centre		£620	£726
Feb-06		Multifunctional Printer	Information Centre	Relocated from VIC.	£410	£525
Feb-06		2 Drawer Mobile Pedestal	Information Centre	Relocated from VIC.	£145	£207
Feb-06		Reception Chairs (2)	Information Centre	Relocated from VIC.	£500	£533
Feb-06		Carousels (3)	Information Centre	Relocated from VIC.	£266	£323
2008 & 2013		40 Chairs (Garden)	Garden	Relocated from The Garden Room.	£200	£325
Jul-16		40 Folding Chairs	Community Hall	Relocated from The Garden Room.	£565	£701
May-16		Crockery, Glasses, Misc. Equipment	Community Hall Kitchen	Relocated from The Garden Room.	£713	£885

Apr-18		CCTV	Whole Centre			£1,745	£2,042
Jan-19		Storage System	Museum			£1,514	£1,772
Apr-18		Folding Chair Bundle	Community Hall			£645	£755
Apr-18		Cupboard	Information Centre			£523	£613
May-18		Crockery, Cutlery & Glasses	Community Hall Kitchen			£800	£936
Oct-20		Roller Blinds	Community Hall			£845	£951
Oct-20		Roller Blinds	Museum & Office			£300	£338
Jun-19		Display Equipment	Museum		Workbench, Shelving, Hanging Rails, Leaflet Holders/Stands/Dispensers	£2,500	£2,812
Jun-19		InfoAktiv Software & Hardware	Museum			£5,025	£5,652
Jun-19		Solid State Sound - Recorder & Microphone	Museum			£225	£254
Jun-19		Blackbox-av - Message AutoPlay Audio Point	Museum			£860	£967
Jun-18		Laptop	Museum Office		Relocated from old Museum - Jul-19	£400	£412
					Removed - duplicate entry	-£400	-£412
Nov-21		Computer	Museum Office			£401	£422
Jun-18		Laptop	Museum Office		Relocated from old Museum - Jul-19	£522	£612
Jan-09		Audio Loop System	Museum Office		Relocated from old Museum - Jul-19 **Fixture & Fittings - Included in Buildings Insurance	£510	N/A**
Aug-08		Leather Chair	Museum Office		Relocated from old Museum - Jul-19	£35	£47
Oct-08	xx	Filing Cabinet	Museum Office		Relocated from old Museum - Jul-19	£160	£212
Various	xx	Display Cabinets	Museum		Relocated from old Museum - Jul-19	£37,450	£49,800
Dec-09	xx	Touchscreen Audio Visual Monitor	Museum		Relocated from old Museum - Jul-19	£5,410	£7,292

Jun-11	xx	Computer	Local Studies Room	Relocated from old Museum - Jul-19	£465	£616
Jun-11	xx	Laminator	Museum Office	Relocated from old Museum - Jul-19	£50	£65
Jun-11	xx	Shredder	Museum Office	Relocated from old Museum - Jul-19	£75	£92
				Replaced - Aug-20	-£75	-£92
2012	xx	Radio/iPhone Docking Station	Museum Office	Relocated from old Museum - Jul-19	£155	£205
Jun-19		Monitors x2	Museum Office		£160	£180
Oct-20		Telephones & Headsets	Information Centre & Museum	2 Yealink Teams Phones - £259, 6 Yealink Headsets - £44	£303	£328
Aug-21		Epson EB W05 LCD Digital Projector and Case	Museum Store/Office	Serial Number: X4H27X00931	£400	£420
Jul-22		Aluminium Showcase (Flat Packed)			£662	£662
Sep-22		Bonsai Shredder	Museum Office		£106	£106
				Total	£79,651	£90,318

Plant/Equipment

Date Of Acquisition	Date of Amendment	Description	Code/Serial Number	Location	Notes	Cost Or Value	Insurance Value
1986		Tractor - Ford 1710 (Registration No D650 DOT)	ULE 00326	Garage, Youth Centre		£16,865	N/A
					Insured under separate Motor Insurance Policy for £6,000		
May-05		Hedge Cutter - Kawasaki KHS 750B	017866	As Above		£420	£555
Jan-15		Allen Hover Pro 550 Mower	02606315000205	As Above		£410	£528
Apr-10		Ransomes 51 Superbowl Greens Mower	F13682	As Above		£1,075	£1,424
2010		RMX Wessex Proline Roller Mower	000 60	As Above		£4,320	£5,726
		Ransomes Auto Certes 20" ELO6606	3M F1 06606	As Above		£2,075	£2,749
Not known		Sisis Auto Outfield Spiker	H-850 475	As Above		£2,330	£2,859
		Trailer - Ifor Williams P6E	PBE W 233 752	As Above		£750	£993
Oct-19		Etesia Hydro 80 Ride on Mower	171382	As Above		£5,140	£5,763
		Sisis Auto Green Man	AGR 343	As Above		£445	£589
Jan-17		Mitox 3500LK Brushcutter (£350 + £70 Trade-In on Kawasaki Strimmer KBL 27C)	MP1507000222	As Above		£420	£519
1993 (second hand)	Jan-15	*Slother & Pitt Ltd - Vibroll Diesel Roller *Upgraded with Re-power Kit (now petrol and not diesel)	32 RD Mk I - V11 2869	As Above		£740	£981
Various		Line Marking Machine x 2		As Above		£2,150	£2,762
						£850	£1,125
1993		Wessex Rotovator	933520	As Above		£1,655	£2,193
Not known		Sisis Tractor Mounted Slitter	AO/4SR	As Above		£1,370	£1,818
Dec-03		Agria Portable Rotovator	D406910 (2116127)	As Above		£1,435	£1,902
Various		Miscellaneous Portable Equipment (Inc. Sishi KM-FCB Edger & Power Unit/M90R & Edger Attach.)		As Above		£4,550	£6,033

Dec-13		Etesia Pro 46 4-Wheel Pedestrian Mower	N9027964	As Above		£830	£1,100
Dec-13		Dori Scarifier SC45BS	2126	As Above		£325	£431
2013		Hayter Harrier	260000772	As Above		£500	£663
2021		Sihl FS55 Brushcutter - SI-FS55 (Petrol)	SN. 185145483	As Above		£257	£270
Nov-21		3.75kVA Portable Petrol Generator		As Above		£222	£234
Mar-22		Trailer - GD105 with ramp and mesh sides				£3,253	£3,253
Jan-23					Although ordered, alternative Trailer purchased	-£3,253	-£3,253
Jan-23		Trailer - GD84 Single Axle with Wheel Clamp				£2,894	£2,894
Oct-22		Ford Transit Connect (Registration No NJ68 LZN)			Insured under separate Motor Insurance Policy for £20,100	£16,800	N/A
Nov-22		Towbar (fitted to Ford Transit Connect)				£877	£877
Jan-23		Telescopic Ladder			Stored in Ford Transit Connect	£217	£217
					Total	£69,921	£45,205



RUSTINGTON PARISH COUNCIL

INFORMATION SECURITY INCIDENT POLICY

**(Adopted 25 April 2022)
Reviewed 24 April 2023**

Rustington Parish Council

Information Security Incident Policy

Information Security Incident Policy

1 Purpose

1.1 This document defines an Information Security Incident and the procedure to report an incident.

2 Scope

2.1 This document applies to all Councillors, Employees of the Council, contractual third parties and agents of the Council who have access to Information Systems or information used for Parish Council purposes.

3 Definition

3.1 An information security incident occurs when data or information is transferred or is at risk of being transferred to somebody who is not entitled to receive it, or data is at risk from corruption.

4 An Information Security Incident includes:

- The loss or theft of data or information
- The transfer of data or information to those who are not entitled to receive that information
- Attempts (either failed or successful) to gain unauthorised access to data or information storage or a computer system
- Changes to information or data or system hardware, firmware, or software characteristics without the council's knowledge, instruction, or consent
- Unwanted disruption or denial of service to a system
- The unauthorised use of a system for the processing or storage of data by any person.

5 When to report

5.1 All events that result in the actual or potential loss of data, breaches of confidentiality, unauthorised access or changes to systems should be reported as soon as

they happen. If the breach occurs or is discovered outside of normal working hours, it must be reported as soon as is practicable.

6 Action on becoming aware of the incident

6.1 The Parish Clerk must be contacted by email or telephone.

6.2 The Parish Clerk will require you to supply further information, the nature of which will depend upon the nature of the incident. However, the following information must be supplied:

- full and accurate details of the incident
- when the breach occurred (dates and times)
- who is reporting it
- the nature of the personal data information
- how many individuals are involved

6.3 The outcomes of these actions are to be reported to the Parish Clerk who will notify the Councils designated Data Protection Officer.

7 Containment and recovery

7.1 The Clerk will first determine if the breach is still occurring. If so, together with the Data Protection Officer and, if appropriate a representative from the IT support company (the Response Team), the appropriate steps will be taken immediately to minimise the effect of the breach.

7.2 An initial assessment will be made by the Response Team to establish the severity of the breach and whether there is anything that can be done to recover any losses and limit the damage of the breach. That group will also establish who may need to be notified as part of the initial containment and will inform the Chairman of the Council and, where appropriate, the police.

8. Investigation and Risk Assessment

8.1 An investigation will be undertaken as soon as reasonably possible, but, generally, within 24 hours of the breach being discovered / reported.

The investigation will focus on the cause of the breach, the risks associated with it, and will take into account:

- the type of personal data involved
- its sensitivity
- the protections in place (e.g. encryptions)
- what happened to the data, whether it has been lost or stolen
- whether the data can be put to any illegal or inappropriate use
- the affected individuals, and the potential adverse consequences to them (including how serious/substantial these consequences could be, and the likelihood of occurrence)
- whether there are wider consequences to the breach
- other relevant considerations

9. Notification

9.1 The Response Team, will determine who needs to be notified of the breach.

9.2 Every incident will be assessed in regards to notification on a case-by case-basis, including consideration of the following:

- are there any legal/contractual notification requirements
- will notification assist the individuals affected – can they take actions in relation to the information to mitigate risks
- will notification help prevent the unauthorised or unlawful use of personal data
- will notification help the Council to meet its obligations under data protection law
- if a large number of individuals are affected or the consequences are very serious, does the ICO need to be notified.

9.3 If the Response Team discovers a personal data security breach that poses a risk to the rights and freedoms of individuals, it will report it to the ICO within 72 hours of discovery.

9.4 Notification to the individuals whose personal data has been affected by the incident will include a description of how and when the breach occurred and the data involved. To the extent feasible, specific and clear advice will be given on what they can do to protect themselves, including what actions have already been taken to mitigate the risks. Individuals will also be provided with contact details to allow them to contact the Council for further information or to ask questions on what has occurred.

9.5 The Response Team must also consider notifying third parties such as the police, insurers, banks or credit card companies, etc. This would be appropriate where illegal activity is known or is believed to have occurred, or where there is a risk that illegal activity might occur in the future.

9.6 The Response Team will also consider whether it is appropriate to issue communications to other interested parties.

9.7 All actions will be recorded by the Clerk.

10 Evaluation and Response

10.1 Once the initial incident is contained, the Response Team will carry out a full review of the causes of the breach; the effectiveness of the response(s) and whether any changes to systems, policies or procedures are required.

10.2 Existing controls will be reviewed to determine their adequacy, and whether any corrective actions should be taken to minimise the risks of similar incidents occurring.

The review will consider:

- where and how personal data is held, stored and secured
- where the biggest risks lie, including any further potential weak points within the existing systems / data protection framework
- whether methods of transmission are secure, and compliant with the principle of data minimisation (only sharing the minimum amount of data necessary)
- identifying weak points within existing security measures
- staff awareness and training

- implementing a personal data breach plan and identifying individuals / functions responsible for reacting to reported breaches of security

Any report recommending changes to systems, policies and procedures relating to personal data protection will be considered and approved, as appropriate, by the Council.

Examples of Information Security / Misuse Incident Protocols

Information Security Incidents are not limited to this list, which contains examples of some of the most common incidents.

Malicious Incident

- Computer infected by a Virus or other malware, (for example spyware or adware)
- An unauthorised person changing data
- Receiving and forwarding chain letters including virus warnings, scam warnings and other emails which encourage the recipient to forward onto others.
- Social engineering - Unknown people asking for information which could gain them access to council data (e.g. a password or details of a third party).
- Unauthorised disclosure of information electronically, in paper form or verbally.
- Falsification of records / inappropriate destruction of records
- Denial of Service, for example - damage or interruption to Parish Council equipment or services caused deliberately e.g. computer vandalism
- Connecting non-council equipment to the council network
- Unauthorised Information access or use
- Giving information to someone who should not have access to it - verbally, in writing or electronically
- Printing or copying confidential information and not storing it correctly or confidentially.

Access Violation

- Disclosure of logins to unauthorised people

- Disclosure of passwords to unauthorised people e.g. writing down your password and leaving it on display
- Accessing systems using someone else's authorisation e.g. someone else's user id and password
- Inappropriately sharing security devices such as access tokens
- Other compromise of user identity e.g. access to network or specific system by unauthorised person
- Allowing unauthorised physical access to secure premises e.g. server room, scanning facility, dept area.

Environmental

- Loss of integrity of the data within systems and transferred between systems
- Damage caused by natural disasters e.g. fire, burst pipes, lighting etc
- Deterioration of paper records
- Deterioration of backup tapes
- Introduction of unauthorised or untested software
- Information leakage due to software errors.

Inappropriate use

- Accessing inappropriate material on the internet
- Sending inappropriate emails
- Personal use of services and equipment in work time
- Using unlicensed Software
- Misuse of facilities, e.g. phoning premium line numbers.

Theft / loss Incident

- Theft / loss of data – written or electronically held
- Theft / loss of any Parish Council equipment including computers, monitors, mobile phones, Tablets, Memory sticks, CDs.

Accidental Incident

- Sending an email containing sensitive information to 'all staff' by mistake
- Receiving unsolicited mail of an offensive nature, e.g. containing pornographic, obscene, racist, sexist, grossly offensive or violent material
- Receiving unsolicited mail which requires you to enter personal data.

Miskeying

- Receiving unauthorised information
- Sending information to wrong recipient.