



## **Data Protection Policy**

Tongham Parish Council is committed to compliance with the Data Protection Act 2018 which came into force on 25th May 2018.

The Council will therefore follow procedures which ensure that all employees, elected members, contractors and any other partners who have access to any personal data held by, or on behalf of, the Council are aware of and comply with their duties and responsibilities under the Act and any subsequent amendments.

The Act sets out high standards for the handling of personal information, either on paper or electronically, and for protection of the individual's right to privacy. It also regulates how information can be collected, stored and used.

Tongham Parish Council, in the course of its duties, has to collect and use information, both to carry out these duties and to comply with central Government requirements. The following procedures are in place to ensure that:

1. Data is processed fairly and lawfully.

Personal information should only be collected from individuals where staff and Councillors have been open and honest about why they want the information.

2. Data is processed for specified and lawful purposes only.

Only data which is needed and relevant will be kept, and will be monitored to avoid excessive retention.

3. Data must be accurate and up to date.

Where personal data is not accurate, or has changed, it must be corrected or updated.

4. Data must not be kept for longer than necessary.

Data will not be kept longer than needed for its original purpose or anticipated needs.

5. Data must be processed in accordance with the rights of Data subjects under the Act.

This means that individuals must be informed, upon request, of all the personal information held about them.

6. Data is kept securely.

This means that only staff and Councillors, where necessary, can access the data. Data will be stored securely so it cannot be accessed by members of the public.

7. Storing and accessing data.

Data, where held electronically, must be password protected, for example laptops must not be left running when the user is absent, but always locked when not in use. All data held in paper form must be stored in a fire proof cabinet which must be locked when the office is not in use.

8. Data will not be transferred to a country outside the UK.

9. Handling of personal/sensitive data.

Sensitive data is defined as personal data consisting of information about:

- Racial or ethnic origin
- Political opinion
- Religious or other belief
- Trade Union membership
- Physical or Mental health and condition
- Sexual life or orientation
- Criminal proceedings or convictions

10. Personal Data and Freedom of Information

Tongham Parish Council is aware that people have the right to know what personal information is held about them. If a person requests to see any data held about them:

- They must be sent all information which is held about them
- There must be an explanation of why it was stored
- There must be a list of who has seen the information
- It must be sent to them within 40 days.

There will be a fee to provide this information, currently £10.00.

Exceptions – There are circumstances in which a data controller is not obliged to supply certain information to the requester, for example:

- Crime prevention and detection
- Confidential references given BY the Council – not TO the Council
- Information covered by legal professional privilege

11. Disclosure of personal information.

If a Councillor needs to access personal information to help carry out their duties, this is acceptable. They are only able to access as much personal information as is necessary and it should only be used for that specific purpose. If, for instance, someone has made a complaint about overhanging bushes in a garden, a Councillor can access an address and telephone number of the person who has made the complaint so they can help with the enquiry. They can only do this providing they represent the area the subject lives in.

However, before they access any sensitive personal information about a person, they would need consent to do this from the Parish Clerk. Data should never be used for Political reasons unless the data subjects have consented.

Tongham Parish Council – Councillors and Staff – must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data this must also remain confidential.

| <b>Records Held</b>                  | <b>Storage</b>                              |
|--------------------------------------|---|
| Parish Councillors contact details   | Dropbox – Cloud based storage               |
| Allotment holders contact details    | Dropbox – Cloud based storage               |
| Email addresses of meeting attendees | Mailer Lite – Cloud based mailing programme |

Adopted: October 20<sup>th</sup> 2025

Review: October 2026



## Freedom of Information

### 1. Introduction

1.1. The Freedom of Information Act 2000 is intended to promote a culture of openness and accountability amongst public authorities by providing people with rights of access to the information held by them.

- Make as much information as possible available via the publication scheme
- Respond to requests for information as quickly as possible, and in any event, within the statutory timescales
- Where, exceptionally, we believe it is not going to be possible to respond fully within the statutory timescale (for example, where we have to consider the public interest tests), the Council will:
  - o Advise you why, and give an estimated date by which the information will be provided, and
  - o Provide as much of the information as possible within the earlier timescale
- Apply exemptions appropriately and consistently
- Ensure that any fees charged are calculated appropriately and consistently

### 2. How to make a request

2.1. A large amount of information is freely available on the Council's website, which can be found at <https://tonghamparishcouncil.gov.uk/>

2.2. If you are unable to find the information you are looking for, you can request the information directly from the Council.

2.3. The preferred method for requesting information from the Council is in writing; either email or letter, to ensure the request is clearly understood. Requests should be made to:

- Clerk to the Council, Tongham Parish Council, Tongham Community Centre, Poyle Road, Tongham, Farnham GU10 1DU
- Or via email [clerk@tonghamparishcouncil.gov.uk](mailto:clerk@tonghamparishcouncil.gov.uk)

2.4. The request should provide as full a description as possible of the information you require, and your preferred method for receiving the information.

### 3. Complaints

3.1. The Council would normally expect the Clerk to understand what information you have asked for and be able to tell you where you can find it. If the information you received is not what you asked for or need, you should contact the Clerk to clarify your requirements.

3.2. If you believe that the Council has not dealt with your request fairly and it cannot be resolved on an informal basis, you should follow our complaints procedure.

3.3. If you have followed our complaints procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioner’s Office to ask them to investigate further. They can be contacted at:

- Postal address: The Information Commissioner’s Office, Wycliffe House, Water Lane Wilmslow, Cheshire SK9 5AF
- Website: [www.ico.org.uk](http://www.ico.org.uk)
- Telephone: 0303 123 1113

#### 4. Charges

4.1. Charges made by the Council in relation to the publication scheme will be justified, transparent and kept to a minimum.

4.2. Information which is published and accessed on the Council’s website is provided free of charge.

4.3. Charges will be made for actual disbursements incurred as detailed below:

| DESCRIPTION  | BASIS OF CHARGE                              |
|--|--|
| Photocopying @ 10p per A4 sheet (black & white only) | Actual cost incurred                         |
| Photocopying @ 12p per A3 sheet (black & white only) | Actual cost incurred                         |
| Postage  | Actual cost of Royal Mail standard 2nd class |

Adopted:

Review date: October 2026



## **IT & EMAIL POLICY**

### **1. Introduction**

Tongham Parish Council (the Council) recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

### **2. Scope**

This policy applies to all individuals who use the Council's IT resources, including computers, networks, software, devices, data, and email accounts.

### **3. Acceptable use of IT resources and email**

The Council's IT resources and email accounts are to be used for official Council related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

### **4. Device and software usage**

Where possible, authorised devices, software, and applications will be provided by the Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

### **5. Data management and security**

All sensitive and confidential Tongham Parish Council data should be stored and transmitted securely using approved methods. All parish council data and information must be stored in the appropriate Dropbox folder in the cloud. No parish council data should be stored on the Parish Clerk's laptop. Secure data destruction methods should be used when necessary.

### **6. Network and internet usage**

The Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

### **7. Email communication**

Email accounts provided by the Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted or password protected.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

## **8. Password and account security**

Tongham Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others.

Regular password changes are encouraged to enhance security.

## **9. Mobile devices and remote Work**

Mobile devices provided by the Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

## **10. Email monitoring**

The Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

## **11. Retention and archiving**

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

## **12. Reporting security incidents**

All suspected security breaches or incidents should be reported immediately to the Clerk, who is the Council's designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the Clerk immediately.

## **13 Training and awareness**

The Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and Councillors will receive regular training on email security and best practices.

## **14. Compliance and consequences**

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

## **15. Policy review**

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

## **16. Contacts**

For IT-related enquiries or assistance, users can contact the Clerk. All staff and Councillors are responsible for the safety and security of Tongham Parish Council's IT and email systems. By adhering to this IT and Email Policy, the Council aims to create a secure and efficient IT environment that supports its mission and goals.

Adopted:

Review date: October 2026



## **Tongham Parish Council**

### **Privacy Policy**

Data Protection Services are being provided to Tongham Parish Council by: Guildford Borough Council's Data Protection Officer.

#### **Your personal data – what is it?**

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

#### **Who are we?**

This Privacy Notice is provided to you by Tongham Parish Council which is the data controller for your data.

#### **Other data controllers the council works with:**

- Guildford Borough Council, Surrey County Council, Tongham Community Association
- Community groups
- Charities
- Other not for profit entities
- Contractors

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the Council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

**The council will process some or all of the following personal data where necessary to perform its tasks:**

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

### **How we use sensitive personal data**

- We may process sensitive personal data including, as appropriate:
  - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
  - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
  - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
  - In limited circumstances, with your explicit written consent.
  - Where we need to carry out our legal obligations.
  - Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

### **Do we need your consent to process your sensitive personal data?**

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

### **The council will comply with data protection law. This says that the personal data we hold about you must be:**

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

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

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.
- Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

### **What is the legal basis for processing your personal data?**

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

### **Sharing your personal data**

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

### **How long do we keep your personal data?**

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

### **Your rights and your personal data**

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

#### **1. *The right to access personal data we hold on you***

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

#### **2. *The right to correct and update the personal data we hold on you***

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

#### **3. *The right to have your personal data erased***

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

#### **4. *The right to object to processing of your personal data or to restrict it to certain purposes only***

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

#### **5. *The right to data portability***

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

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

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

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

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

### **Further processing**

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

### **Changes to this notice**

We keep this Privacy Notice under regular review and we will place any updates on our website. This Notice was last updated in October 2025.

### **Contact Details**

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Tongham Parish Council, Community Centre, Poyle Road, Tongham GU10 1DU.

Email: [clerk@tonghamparishcouncil.gov.uk](mailto:clerk@tonghamparishcouncil.gov.uk)

Phone: 01252 782893

Adopted: 15<sup>th</sup> October 2025

Review: October 2026

# Budget Variance

## Tongham Parish Council

For the 3 months ended 30 September 2025

|                             | JUL - SEP ACTUAL | JUL - SEP BUDGET | VARIANCE        | VARIANCE %   |
|-----------------------------|------------------|------------------|-----------------|--------------|
| <b>Trading Income</b>       |                  |                  |                 |              |
| Allotments Income           | 80.00            | 375.00           | (295.00) ↓      | -78.67% ↓    |
| Bank Interest               | 233.44           | 51.00            | 182.44 ↑        | 357.73% ↑    |
| Other Income                | -                | 501.00           | (501.00) ↓      | -100.00% ↓   |
| Precept                     | 36,362.50        | 36,362.00        | 0.50 ↑          | 0.00% ↑      |
| TCA                         | 100.00           | 300.00           | (200.00) ↓      | -66.67% ↓    |
| VAT Refund                  | 2,024.69         | -                | 2,024.69 ↑      | - —          |
| <b>Total Trading Income</b> | <b>38,800.63</b> | <b>37,589.00</b> | <b>1,211.63</b> | <b>3.22%</b> |
| <b>Gross Profit</b>         | <b>38,800.63</b> | <b>37,589.00</b> | <b>1,211.63</b> | <b>3.22%</b> |
| <b>Operating Expenses</b>   |                  |                  |                 |              |
| Administration              | -                | 126.00           | (126.00) ↓      | -100.00% ↓   |
| ALLOTMENTS                  | 3,199.18         | 750.00           | 2,449.18 ↑      | 326.56% ↑    |
| Audit & Accountancy fees    | 500.00           | 375.00           | 125.00 ↑        | 33.33% ↑     |
| Christmas Lights            | -                | 750.00           | (750.00) ↓      | -100.00% ↓   |
| Church / Churchyard         | -                | 249.00           | (249.00) ↓      | -100.00% ↓   |
| Clerk Salaries              | 2,283.44         | 3,999.00         | (1,715.56) ↓    | -42.90% ↓    |
| PAYE & Employers NI         | 460.98           | -                | 460.98 ↑        | - —          |
| Events                      | -                | 75.00            | (75.00) ↓       | -100.00% ↓   |
| Fireworks                   | -                | 1,251.00         | (1,251.00) ↓    | -100.00% ↓   |
| Grass Cutting               | (200.00)         | 1,374.00         | (1,574.00) ↓    | -114.56% ↓   |
| Hall Hire                   | 18.75            | 126.00           | (107.25) ↓      | -85.12% ↓    |
| Hanging Baskets             | -                | 399.00           | (399.00) ↓      | -100.00% ↓   |
| Hospitality                 | -                | 75.00            | (75.00) ↓       | -100.00% ↓   |
| Insurance                   | -                | 750.00           | (750.00) ↓      | -100.00% ↓   |
| IT Software and Consumables | 123.68           | 87.00            | 36.68 ↑         | 42.16% ↑     |
| Legal & Professional Fees   | -                | 126.00           | (126.00) ↓      | -100.00% ↓   |
| Litter Picking              | 270.00           | 651.00           | (381.00) ↓      | -58.53% ↓    |
| Nest Pensions Costs         | -                | 150.00           | (150.00) ↓      | -100.00% ↓   |
| Printing & Stationery       | -                | 75.00            | (75.00) ↓       | -100.00% ↓   |
| Recreation Ground           | 1,396.11         | 750.00           | 646.11 ↑        | 86.15% ↑     |

Budget Variance

|                                 | JUL - SEP ACTUAL | JUL - SEP BUDGET | VARIANCE           | VARIANCE %     |
|---------------------------------|------------------|------------------|--------------------|----------------|
| Rent                            | -                | 126.00           | (126.00) ↓         | -100.00% ↓     |
| ROSPA                           | -                | 249.00           | (249.00) ↓         | -100.00% ↓     |
| SALC / NALC                     | -                | 189.00           | (189.00) ↓         | -100.00% ↓     |
| Section 137                     | 2,000.00         | 2,499.00         | (499.00) ↓         | -19.97% ↓      |
| Staff Training                  | -                | 249.00           | (249.00) ↓         | -100.00% ↓     |
| Utilities                       | -                | 63.00            | (63.00) ↓          | -100.00% ↓     |
| VAS (Ash)                       | (149.67)         | 126.00           | (275.67) ↓         | -218.79% ↓     |
| Village Projects                | -                | 5,001.00         | (5,001.00) ↓       | -100.00% ↓     |
| Village Upkeep                  | 340.00           | 750.00           | (410.00) ↓         | -54.67% ↓      |
| <b>Total Operating Expenses</b> | <b>10,242.47</b> | <b>21,390.00</b> | <b>(11,147.53)</b> | <b>-52.12%</b> |
| <b>Net Profit</b>               | <b>28,558.16</b> | <b>16,199.00</b> | <b>12,359.16</b>   | <b>76.30%</b>  |

## FINANCIAL STATEMENT SEPTEMBER 2025

### Business Reserve account

Previous balance 67,022.56

### EXPENSES

BANK TRANSFER TO CURRENT ACCOUNT 7,000.00

**TOTAL** 7,000.00

### INCOME

BANK TRANSFER FROM CURRENT ACCOUNT - TF PRECEPT PMNT (2) 35,000.00

Interest 30th September 2025 64.52

Total as at 30/09/2025 **95,087.08**

### The Moors

Previous balance 7,891.04

Interest 7.26

Total as at 30/06/2025 **7,898.30**

### Current Account

Opening balance: **9,544.06**

### EXPENSES

CLERK SALARY 31/08/2025 810.08

CHAMBERS WASTE INV P791474 521.66

CHAMBERS WASTE INV P794521 84.43

DROPBOX DD PAYMENT 14.98

KRYSTAL HOSTING INV SEPTEMBER 2025 8.40

WENTWORTH MOLING LTD. - ALLOTMENT NEW STANDPIPES 2,280.00

TWIG SECTION 137 GRANT 500.00

XERO DD PAYMENT 4.44

ST PAULS SCHOOL SECTION 137 GRANT 500.00

CASTLE WATER DD 541603 97.16

AIR AMBULANCE CHARITY SECTION 137 GRANT 500.00

AGM LANDSCAPING INV 11110 324.00

LIGHT ANGELS INV 14195 JANUARY 2025 3,502.68

TONGHAM BOWLING CLUB SECTION 137 GRANT 500.00

TONGHAM COMM ASSOC. LITTER CONTRIBUTION 100.00

TONGHAM COMM ASSOC. LITTER CONTRIBUTION 150.00

BANK TRANSFER TO RESERVE ACCOUNT 26/09/2025 35,000.00

**Total** **44,897.83**

### INCOME

TCA GRASSCUTTING CONTRIBUTION SEPTEMBER 2025 100.00

TCA LITTER PICKING CONTRIBUTION SEPTEMBER 2025 50.00

ALLOTMENT RENT PLOT 2 20.00

BANK TRANSFER FROM RESERVE ACCOUNT 7,000.00

GBC CREDIT 36,362.50

**Total** **43,532.50**

**Closing balance** **8,178.73**