



Date	4th July 2026	Proposed Agenda Item
Agenda No:		
Title	HPC CCTV Monitoring Officers	
B a c k g r o u n d	Once the CCTV had been installed around the Parish Hall car park and the MUGA/ tennis courts it was agreed that the Digital Comms & Data Protection Group would be responsible for monitoring and maintaining the system. The Chair of the group undertook this responsibility, after having received advice and training from the ICO. Sadly, that Councillor has now resigned and it leaves a vacancy for someone to be responsible for this work. The Cllr used a Phone App to be able to check weekly that the cameras were working correctly.	
C o n s i d e r a t i o n s	The HPHMC have just nominated their own Monitoring Officer who will be able to access the camera recordings in the secured box situated in the hall. They will also be trained by ATEC in administration and maintenance of the system, to include using a Phone App. It now falls to HPC to nominate their own Monitoring Officer who will be responsible to access & maintain the HPC side of the system and be trained at the same time as the HPHMC officer. Cllr Neale has volunteered to act as Monitoring Officer and receive the necessary training. She has received the ICO information and, as the Parish Hall Liaison Cllr, she is in an ideal position to link up with the HPHMC Monitoring Officer. For continuity, it would also be advisable to include the Parish Clerk’s phone on the Phone App so the Clerk may actively monitor the cameras on a weekly basis.	
P r o p o s a l s	To: elect Cllr Neale as the HPC Monitoring Officer, to agree for her to receive training from ATEC To: agree that the Clerk hold a Phone App linked to the CCTV system for weekly monitoring of cameras.	
Risk	Medium	
Author	Cllr Chris Neale	
Date	27th July 2026	•

Updated : 24/11/25