



GILLINGHAM TOWN COUNCIL POLICY AND RESOURCES COMMITTEE

The Town Hall, School Road, Gillingham, Dorset SP8 4QR
Tel: 01747 823588 Email: GTC@gillinghamdorset-tc.gov.uk

Minutes of the **Policy and Resources Committee** meeting held on **Monday, 15th April 2019**, in the **Jubilee Room, Town Hall, School Road, Gillingham**, commencing at **7.30pm**.

These minutes do not constitute a true record until ratified by Full Council.

Present: Cllr Mrs S Hunt (Chairman)
Cllr P Harris (Deputy Chairman),
Cllr Mrs S Cullingford, Cllr R Evill,
Cllr A Frith, Cllr M Hill, Cllr G Poulter,
Cllr Mrs B Ridout, Mrs D Toye, Cllr B Von Clemens.

Members of the Public and Press: There was one member of the press present and no member of the public present.

In attendance: Mrs Julie Hawkins, Town Clerk
Mrs Clare Ratcliffe, Deputy Town Clerk

486. Apologies. There were no apologies.

487. To approve the minutes of the last meeting held on Monday, 18th March 2019.

Cllr Frith proposed that “**the minutes of the Policy and Resources Committee meeting held on Monday, 18th March 2019, should be approved as a correct record of that meeting**”. Cllr Hill seconded, and the vote was unanimous. **RESOLVED.** The Chairman duly signed the minutes.

488. Questions. There were no questions.

489. Declarations of Interest - Members are required to comply with the requirements of the Localism Act 2011, Section 27 regarding disclosable pecuniary interests.

No declarations of interest were declared.

Policy and Resources Committee Meeting – Monday, 15th April 2019 (continued):

490. To receive working party reports for consideration and approval, if available:

a) Cycleway

Cllr Von Clemens reported that following work on the footpath diversion application and discussions with Senior Ranger Graham Stanley, the group agreed has agreed to amend their strategy and process all three public right of way modification orders together.

491. Finance:

a) To approve payments up to 31st March 2019.

Cllr Frith proposed that **“the payment nos. 59 to 79 to the gross value of £7,032.41 and direct debits listed up to 31st March 2019 to the gross value of £1,057.34 are approved for payment”**. Cllr Mrs Cullingford seconded, and the vote was unanimous. **RESOLVED.**

b) To approve payments from 1st April until 12th April 2019.

Cllr Frith proposed that **“the payments as listed from 1st April until 12th April 2019 to the gross value of £2,747.17 are approved for payment”**. Cllr Hill seconded, and the vote was unanimous. **RESOLVED.**

492. To receive and consider recommendations from the General Purposes Committee held on Monday, 1st April 2019, as follows:

that **“the remaining balances from budget nos. 7.01 and 8.24, totalling £3,082.04, are earmarked in reserves for FY 2019/20 to help towards the cost of financing a Gillingham Green Infrastructure Strategy, which was not anticipated when considering the precept for FY 2019/20”**.

that **“a fibreglass flag pole, 6m in length, with internal halyards and gold finial at top is purchased at a cost of £275 ex VAT and financed from budget no. 3.24 Running Costs contingency to replace the smaller flag pole at Rolls Bridge”**.

that **“the bedding plants required to fill the planters at Lodbourne are purchased at a cost of £94.53 (ex VAT) and financed from FY 2018/19 budget no. 6.10 – Planting Scheme”**.

that **“the hire of a Father Christmas suit at a cost of £33 (ex VAT) and the road closure notice at an approximate cost of £140 (ex VAT) are financed from monies allocated in the precept for FY 2019/20 Line 10.23”**.

that **“the builder (Bjorn Construction) is instructed to supply and fit the replacement steel, as specified by the structural engineer at a cost of £560 ex VAT financed from budget no. 8.04 -Refurbishment WC”**.

that **“a donation of £1,000 is awarded to Milton-on-Stour Village Committee for the refurbishment of the finger post located near the war memorial and the fingerpost located at the turning for Huntingford and financed from monies allocated in the Final precept for FY 2019/20 line no. 10.25”**.

Cllr Hill proposed that **“the recommendations received from the General Purposes Committee (listed above) are taken en block”**. Cllr Mrs Ridout seconded, and the vote was unanimous. **RESOLVED.**

Cllr Von Clemens proposed that **“the recommendations received from the General Purposes Committee, as listed above, are agreed”**. Cllr Mrs Ridout seconded, and the vote was unanimous. **RESOLVED.**

493. To receive recommendations from the Gillingham Gateway Project Working Party.

The Deputy Town Clerk explained that the Gillingham Gateway working party had met prior to the meeting to discuss project details. Two recommendations were made at the meeting for approval by the Policy and Resources Committee.

Policy and Resources Committee Meeting – Monday, 15th April 2019 (continued):

493. To receive recommendations from the Gillingham Gateway Project Working Party (continued):

Cllr Von Clemens proposed that **“the ‘Beehive’ style planter approved by Dorset Highways. is purchased for the Lodbourne mini roundabout at a cost of £732 ex VAT and financed from the earmarked funds for the Gillingham Gateways project”**. Cllr Mrs Cullingford seconded, and the vote was unanimous. **RESOLVED.**

Cllr Poulter proposed that **“the landscape and planting scheme designed by Dorset Landscaping at a cost of £8,140 ex VAT (including three years maintenance) and subject to approval by Dorset Highways, was agreed and financed from the earmarked funds for the Gillingham Gateways project”**. Cllr Mrs Cullingford seconded, and the vote was unanimous. **RESOLVED.**

494. To review and consider the Financial Regulations for the purposes of evaluating budgetary controls and authority to spend in relation to business compliance and efficiency as agreed by Full Council on 25th March 2019 Minute No. 667, draft attached.

A copy of the suggested amendments to the Financial Regulations were circulated. At the meeting two further other amendments were made as follows:

Page no.6, paragraph 1.14: the limit of spending should be increased from £5,000 to £10,000 in line with amendments made further on in the document.

Page no.9, paragraph 4.1 to read **“... items of expenditure must not be grouped together, except under emergency situations when retrospective approval of such items of expenditure must be obtained at the next relevant meeting.”**.

Cllr Harris proposed that **“the amended financial regulations are accepted and recommended to Full Council for adoption”**. Cllr Poulter seconded, and the vote was unanimous. **RESOLVED.**

The Town Clerk will include all the amendments in a revised document that will be circulated with the agenda for Full Council

495. To receive and consider the following draft policies relating to complaints:

a) Complaints, Comments and Compliments Policy

Cllr Poulter proposed that **“the Policy for Complaints, Comments and Compliments is agreed and recommended to Full Council for adoption”**. Cllr Mrs Cullingford seconded, and the vote was unanimous. **RESOLVED.**

This document will be circulated with the agenda for Full Council.

b) Dealing with Abusive, Persistent or Vexatious Complaints and Complainants Policy.

Cllr Poulter proposed that **“the Policy for Dealing with Abusive, Persistent or Vexatious Complaints and Complainants is agreed and recommended to Full Council for adoption”**. Cllr Frith seconded, and the vote was unanimous. **RESOLVED.**

This document will be circulated with the agenda for Full Council.

496. To receive and consider the following draft policies relating to Allotments

Several councillors suggested amendments to the draft Allotments Policy and other documentation regarding allotments.

Cllr Von Clemens proposed that **“the Allotments Policy, Tenancy Agreement and letter to allotment holders is deferred to Full Council”**. Cllr Hill seconded, and the vote was unanimous. **RESOLVED.**

Policy and Resources Committee Meeting – Monday, 15th April 2019 (continued):

497. To receive and consider a report on the following:

a) The provision of email accounts for councillors

Cllr Harris referred to a revised report that had been circulated immediately prior to the meeting and also tabled at the meeting. Please refer to Appendix A.

The Deputy Town Clerk explained that new unitary authority - Dorset Council - is currently reviewing its charges to town and parish councils and is unable to supply a quotation for setting up email accounts. The costs supplied were known costs for providing email accounts under the Microsoft Licence held by Dorset Council.

The report contained two options for consideration. After a brief discussion the following proposal was made:

Cllr Harris proposed that **“Gillingham Town Council enters into a licence agreement with Dorset Council to set up 17 no. email accounts including: security and IT support, One Drive and 2GB cloud storage. Total cost £428.40 excluding VAT (excluding set up fee to be agreed later) and financed from monies held in the precept FY 2019/20, line no. 13.12 allocated for website”**. Cllr Von Clemens seconded, and the vote was unanimous. **RESOLVED.**

b) Policy and Procedure for Email, Internet and Computer System Use by Town Councillors.

The Deputy Town Clerk explained that because of members voting to go ahead with email accounts supplied by Dorset Council, the proposed policy will not apply. Dorset Council is currently revising its policies and procedures and a policy on email usage will be available in due course.

Cllr Von Clemens proposed that **“the draft Policy and Procedure for Email, Internet and Computer System Use by Town Councillors, is withdrawn”**. Cllr Harris seconded, and the vote was unanimous. **RESOLVED.**

498. To consider and agree the purchase of the Charles Arnold-Baker on Local Council Administration – 11th Edition at a cost of £103.99.

Cllr Mrs Hunt proposed that **“the Charles Arnold-Baker on Local Council Administration – 11th Edition at a cost of £103.99 is purchased and financed from Precept 2019/20 line 1.01”**. Cllr Harris seconded, and the vote was unanimous. **RESOLVED.**

499. To note the service charge accounts for The Old Market Centre, Gillingham for the year ended 28th September 2018 (for information only).

The service charge accounts for The Old Market Centre for the year ended 28th September 2018 were noted.

500. Matters Pertinent to this Meeting.

Cllr Mrs Hunt informed members that the Dorset Association of Parish and Town Councils (DAPTC) Northern Area meeting would be taking place on Tuesday, 16th April.

Cllr Mrs Hunt informed members that the meeting tonight was the last time she would chair the Policy and Resources Committee and thanked the members of the committee, the Town Clerk and Deputy Clerk for all their support.

Cllr Von Clemens thanked Cllr Mrs Hunts for her chairmanship.

The meeting closed at 8.20 pm.

Gillingham Town Council

Provision of Email Accounts for Town Councillors

Author: Town Clerk and Office Staff

1. Introduction

Under the General Data Protection Regulations (GDPR) and The Freedom of Information Act 2000 (FOIA) Section 3(2)(b) in circumstances where information is held by another person on behalf of the public authority, the information is held by the authority for the purposes of FOIA.

It is this sub-section that is of relevance to information held in personal email accounts, giving rights of public access to information held by public authorities. Therefore, town and parish councillors should no longer use personal email accounts for council business.

2. Objectives

The Town Council will become an Information Asset Owner and provide councillors with a town council operated email account. These email accounts will be in the public domain and will assure the public that the person they have received an email correspondence from is a councillor from Gillingham Town Council. When a councillor leaves office, the Town Council will terminate the email account.

3. Proposal

To enter into a five-year contract to supply 17 town councillors with individual town council email accounts.

3.1 Option A

The IT department at Dorset Council have provided a quotation using our current email address. The quotation includes:

- Individual councillor email accounts;
- OneDrive for Business plus 2GB of personal cloud storage;
- Emails are monitored
- Dorset Council security.

Email addresses are supplied under a Microsoft licence and includes access Microsoft Office 365 online version only.

The costs are £2.10 per user per month or £25.20 per user per annum and will be pro-rata from when the licence is required until the next anniversary.

Dorset Council are currently reviewing their charges to Town and Parish Councils and it has not been possible to obtain a fee for a set up charge. It is not known when these charges would be available.

Total cost for 17 councillors £428.40 per year plus set up costs (currently unknown)

This option will provide email accounts as follows: @gillinghamdorset-tc.gov.uk, the same used by all town council staff.

Anyone issued with an email account via Dorset Council must adhere its policies and procedures for email usage.

3.2 Option B

A local IT company (Company A) with experience working with other town and parish councils in our area, was asked to provide a quote to set up 17 councillor email addresses following the local elections on the 2nd May. The email accounts will end: @gillinghamdorset-tc.org.uk. It is not possible to provide the same email currently used by staff (as mentioned in option A above).

A new domain name of: gillinghamdorset-tc.org.uk will need to be set up with the following costs:

- Domain registration (UK) £30 excluding VAT per annum
- Mailboxes (50gb IMAP) £5 excluding VAT per mailbox per annum
- Initial setup and mailbox creation £60 excluding VAT (one off charge - no other annual charges)
- Configure PC/Laptop by remote connection for those who cannot do it for themselves £10 excluding VAT each.

Domain Registration	£ 30.00
Councillor mailbox	£ 85.00
Initial Set up	£ 60.00
CLlr set up assist	<u>£170.00</u>
Total 1st year cost	£345.00

Total initial set up cost £345. Subsequent years £115.

When asked about email threat management they assured us that the email accounts are hosted by a reputable provider.

- All accounts are setup with a minimum 10-character password mix of upper case, lower case, numbers and symbols (e.g. &Reya%8cAD)
- The webmail system is SSL encrypted
- The IMAP mail client system is SSL encrypted
- The system uses SPF (Sender Policy Framework) to prevent unauthorised use of the accounts for sending spam
- Mailboxes are all protected by a virus filter
- Mailboxes all have a spam filter

Issues only arise when users change their password to something less complicated, saving their password on their PC or leaving the bit of paper lying around in full view. Should a user forget their password or think that the account may have become compromised, then the IT company will reset it for them at no cost. As these email addresses are advertised on our website a certain amount of junk/spam mail can be expected, but this can be filtered into the spam folder.

4. Financial Implications

A provision of £3,600 has been allocated in Precept 2019/20, line 13.13 to improve the town council's web site. It appears that only £2,600 will be required for the web site initially but if additional features are required this will be extra.

Provisionally there is a £1,000 underspend in this budget which could be allocated to set up email accounts for town councillors.

5. Conclusion

5.1 Option A – Advantages:

- Email accounts will be appear as: (name@gillinghamdorset-tc.gov.uk) – GTC is part of local government and the address reflects the nature of our business.
- A very high level of security which is monitored all day, every day
- Office 365 access (on line only not for downloading on personal devices) plus 2GB cloud storage
- IT Support
- A comprehensive and industry standard Policy and Procedures for Email Usage will need to be adhered to by all users.

Option A – Disadvantages

- More expensive
- Setup fee unknown at present

5.2 Option B – Advantages:

- Cheaper than option A
- Setup fee included
- IT Support

Option B - Disadvantages:

- Email accounts will appear as: (name@gillinghamdorset-tc.org.uk) – GTC is not an organisation; it is part of local government.
- The email accounts would not match those used by GTC staff and may give the impression of a separate organisation.
- This system will not be monitored to the same degree as Option A.
- Office 365 access is not included in this package.
- The Town Council will need to write its own Policy and Procedures for Email Usage.

6. Recommendations

That Gillingham Town Council enters into a licence agreement with Dorset Council to set up 17 no. email accounts including: security and IT support, One Drive and 2GB cloud storage. Total cost £428.40 excluding VAT (does not include a setup fee) and financed from monies held in the precept FY 2019/20, line no. 13.13 allocated for website.

OR

That Gillingham Town Council enters into a five-year contract from 1st May 2019 with Company A, to set up a new domain name and provide 17 no. email accounts including IT support. Total cost of £345 excluding VAT and financed from monies allocated in the precept FY 2019/20, line no. 13.13 allocated for website.