



## GILLINGHAM TOWN COUNCIL POLICY AND RESOURCES COMMITTEE

The Town Hall, School Road, Gillingham, Dorset SP8 4QR  
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Minutes of the **Policy and Resources Committee** meeting held on **Monday, 16 April 2018**, in the **Jubilee Room, Town Hall, School Road, Gillingham**, commencing at **7.30pm**.

**Present:** Cllr Mrs S Hunt (Chairman),  
Cllr P Harris (Deputy Chairman),  
Cllr A Frith, Cllr M Gould,  
Cllr M Hill, Cllr S Joyce,  
Cllr Mrs B Ridout, Cllr J Robinson  
and Cllr B Von Clemens.

**Members of the Public and Press:** There were two members of the public present.  
One member of the press was present.

**Apologies:** Cllr Monksummers and Cllr Mrs D Toye.

**In attendance:** Mrs S Dobie, Town Clerk  
Mrs C Ratcliffe, Assistant Town Clerk

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**342. To approve the minutes of the last meeting held on Monday, 19<sup>th</sup> March 2018.**

Cllr Mrs Ridout proposed “**that the minutes of the Policy and Resources Committee meeting held on Monday, 19<sup>th</sup> March 2018, should be approved as a correct record of that meeting**”. Cllr Frith seconded and the majority were in favour. Cllr Joyce abstained as he was absent from the last meeting. **RESOLVED.** The Chairman duly signed the minutes.

**343. Questions.** There were no questions.

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

There were no disclosable pecuniary interests declared.

**Policy and Resources Committee Meeting – Monday, 16<sup>th</sup> April 2018 (continued):**

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

**a) The Woodwater Sports Facility – Hardings Lane.**

Cllr Monksummers, was not present at the meeting. The Town Clerk reported on his behalf that the project was almost complete. A total of £100,000 has been applied for and all has been received except the retainer of 5% from the Football Association, which will be paid shortly. Maintenance of the track has still to be agreed with the land agent. DCC have indicated that they may be able to provide scalplings to repair the big pot holes that have occurred at the entrance to the track.

**b) Cycle Link**

There was no report this month.

**c) Hardings Park Project Team**

The Town Clerk reported that this project is now complete. Surplus monies have been transferred to the High Street public conveniences budget.

Cllr Von Clemens proposed that **“the Hardings Park Project Team is dissolved”**. Cllr Frith seconded and the vote was unanimous. **RESOLVED.**

**346. Finance:**

**a) To approve cheques for payment for April 2018.**

There were no queries regarding the cheques for payment.

Cllr Von Clemens proposed that **“the cheques for payment for the month of April 2018 to the gross value of £45,964.78 should be approved for payment”**. Cllr Frith seconded and the vote was unanimous. **RESOLVED.**

**b) To receive the 4<sup>th</sup> quarterly statement for the FY 2017/18 .**

The Town Clerk referred to the 4<sup>th</sup> quarterly statement that had been circulated prior to the meeting. Please refer to Appendix A.

Cllr Gould commented that it was encouraging to see that 16 no. civil marriages had taken place at the Town Hall over the past year and asked if the facility was promoted.

The Town Clerk replied that the wedding venue was promoted via a printed leaflet, Dorset Registration Service and the Mere & District and Gillingham Ladies Skittle Fixture League booklets.

Cllr Von Clemens proposed that **“the 4<sup>th</sup> Quarter Financial Statement as circulated was approved”**. Cllr Gould seconded and the vote was unanimous. **RESOLVED.**

**c) To receive the 4<sup>th</sup> quarterly internal audit for FY 2017/18.**

The Town Clerk reported that the Internal Auditor had scrutinised the accounts as per the criteria set by the Town Council and there were no non-conformists and everything was in order.

The auditor was aware; however, that not all councillors sign the cheque counterfoils when they sign the cheques and this should be rectified.

Cllr Von Clemens proposed that **“the 4<sup>th</sup> Quarter Internal Auditors Report was approved”**. Cllr Mrs Ridout seconded and the vote was unanimous. **RESOLVED.**

**Policy and Resources Committee Meeting – Monday, 16<sup>th</sup> April 2018 (continued):**

**347. To consider and agree the recommendations from the General Purposes Committee held on Tuesday, 3<sup>rd</sup> April 2018, as follows:**

- a) **That funds are released for tree work totalling £1,755 and funded from money held in the tree budget for FY 2018/19**
- b) **That funds are released from budget no. 6.06, Festive Lighting 2018 to pay for the following expenses: reindeer at £836; Mr Merlin at £260; road closure notice at approximate cost of £140.**
- c) **That the Town Council do not enter into a contract/lease agreement for a new Kubota 2311**
- d) **That a Kubota 2311 is purchased at a cost of £17,995 ex VAT and financed from Precept FY 2018/19, precept budget no. 6.04.**
- e) **That £5,985 is set aside for parts and labour costs to allow the front loader and back hoe to be fixed to an existing tractor and financed from Precept FY 2018/19, precept budget no. 6.04.**
- f) **That the current John Deere tractor is part exchanged with the purchase of the new compact tractor for an agreed sum of £2,500.**
- g) **That consideration is given for the funding of enhanced town entrance signage when deliberating the precept for FY 2019/18 and that meanwhile alternative sources of funding are investigated.**
- h) **That the Town Council adopts a Balloon and Sky Lantern Release Policy 2018.**

Cllr Mrs Hunt asked if there were any comments regarding the above. As no comments were forthcoming she suggested that items (a) to (g) above were taken en-bloc.

Cllr Von Clemens proposed that **“items (a) to (g) above are agreed as presented en bloc”**. Cllr Hill seconded and the vote was unanimous. **RESOLVED.**

Cllr Von Clemens referred to item (h) – the Balloon and Sky Lantern Release Policy 2018 that was circulated with the agenda and remarked that this policy is in line with similar policies already agreed at district level and by other local authorities.

Cllr Von Clemens proposed that **“the Balloon and Sky Lantern Release Policy 2018 was agreed”**. Cllr Frith seconded and the majority were in favour except for Cllr Hill who abstained. **RESOLVED.**

**348. To receive and consider a request from the Town Meadow Group for the Town Council to pay the full amount of the provision and installation of 20 no. cast iron bollards within the site in two half instalments – May and August 2017, and to be reimbursed by TMG later.**

The Town Clerk referred to a request she had received from the Town Meadow Group (TMG) via email, which was then copied to all members prior to the meeting. The bollards will cost £2,800. The Town Meadow Group currently has £1,500 towards the project and will have the remainder by August 2018. It would be beneficial to install the bollards shortly as the current wooden posts are a health and safety hazard. TMG has asked the Town Council to consider if they would be prepared to pay for the bollards on behalf of the TMG for reimbursement by the TMG in two instalments – one in May and the other in August.

Both Cllr Joyce and Cllr Gould, as members of the TMG, confirmed that the TMG has a short-term cash flow problem due to the time of year, which is why the bollards cannot be paid for in full at this time.

The Town Clerk explained that similar circumstances have existed in the past but for much smaller amounts. TMG always honour their financial commitments.

## **Policy and Resources Committee Meeting – Monday, 16<sup>th</sup> April 2018 (continued):**

**348. To receive and consider a request from the Town Meadow Group for the Town Council to pay the full amount of the provision and installation of 20 no. cast iron bollards within the site in two half instalments – May and August 2017, and reimbursement later (continued):**

Cllr Von Clemens proposed that **“the TMG is granted a short-term loan of £2,800 to enable the purchase of steel bollards and repaid in May and August of this financial year”**. Cllr Mrs Ridout seconded and the vote was unanimous. **RESOLVED.**

**349. To receive and consider a request for financial assistance for new competition standard trampolining equipment and safety matting from Evolution Academy.**

A request for financial assistance has been received by email from Evolution Academy – a not for profit trampolining group that provides training for the nationally recognised Bath Evolution Trampoline and DMT Club. The club trains at RiversMeet Leisure Centre, providing sustainable and affordable competitive trampolining provision as well as supporting and developing recreational provision for the public. The Club has regional and national level performers in both mainstream and disability trampolining. Ages range from pre-school to adults. The current equipment being used was purchased in the 1990s and is inadequate to prepare performers for competition. To provide additional trampolining equipment and safety matting that is to a competition standard will cost £11,280. An additional trampoline of this type would enable the club to significantly raise the provision for competitive trampoline training within the Gillingham area across all ages, abilities and genders.

Members debated the request and concluded that whilst the proposal is a great initiative for Gillingham, more information is required before a decision can be made. Therefore, it was suggested that the Evolution Academy is invited to make a presentation to the Full Council in June 2018.

**350. To consider and agree how the Town Council will proceed to ensure that the council meets the General Data Protection Regulation (GDPR) that will come into force on 25<sup>th</sup> May 2018.**

The Town Clerk had circulated a report prior to the meeting. The report contained one recommendation. Please refer to Appendix B.

Cllr Harris summarised the report and recommended that the work was out-sourced to professionals to ensure that the Town Council conforms to the required regulations. Money has been allocated in the current precept for this work and referred members to the quotation that had been received and tabled at the meeting. A one year contract would cost £1,500 and a three-year contract would cost £1,250 per annum.

Cllr Harris proposed that **“Gillingham Town Council appoints a representative of Audit West as their Data Protection Officer/Data Controller to provide and monitor all actions required in respect of the General Data Protection Regulation (GDPR) and funding taken from the £5,000 earmarked in the Precept FY 2018/19 for this work at a cost £1,250 per annum for a three-year contract starting from FY 2018/19 until FY 2020/2021”**. Cllr Mrs Ridout seconded and the vote was unanimous. **RESOLVED.**

**351. Matters pertinent to this meeting:**

- a) **Bryanston Parish Council:** an email protesting about the proposed change to Council responsibilities was circulated for information. No comments were made.
- b) **Gillingham Carnival Committee:** a letter and map for information regarding the proposed two road closures that will apply on Carnival Day, Saturday 6<sup>th</sup> October 2018., was circulated for information. No comments were made.

The meeting closed at 8.10pm.

Minute no. 346 (b)

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**Gillingham Town Council**

**4<sup>th</sup> Quarter Financial Statement**

**Author: Mrs S Dobie, Town Clerk/RFO**

The Lloyds Bank Deposit Account currently stands at £127,123.63  
The Lloyds Bank Current Account currently stands at £15,000.00  
The National Savings and Investment Account currently stand at £240,003.31.

**INCOME**

The Precept of £764,594.13 has been received.

Interest remains low within the Lloyds Bank Account and a total of £69.98 has been received. An additional £541.58 has been added to the interest of £1,371.94 accrued in the National Savings & Investment bank account making a total of £1,913.52 un-earmarked.

Civil Marriages – Sixteen have been carried out in this financial year.

VAT has been claimed back in the fourth quarter totalling £8,962.04.

The Public Works Loan of £126,955.55 (£44.45 initial costs already removed for setting up fees by the PWLB). The second payment of two in this financial year of £4,796.15 has been paid. Total outstanding balance is £115,661.78.

£3,928.87 has been received from County Highways in respect of the Service Level Agreement for clearing all verges within the town.

£2,580.00 has been received from the Insurance Company in respect of the claim to the damage to the Town War Memorial.

Grants and donations have been received in this financial year and earmarked to the various projects as follows:

Mr Reynolds – Festive Lighting £150.

Kingsmere Surfacing – Festive Lighting £250.

ANOM Christmas Market – Festive Lighting £170.

Coles Fun Fair – Festive Lighting £200

Dorset Higher Service – Festive Lighting £250.00.

Summer Bedding Sponsorship – £230 additional sponsorship monies has been received this financial year and will be added to the monies held in the General Reserve and has been used to subsidise the summer bedding. Currently winter planting is being carried out with the addition spring bulbs being planted by volunteers.

SSE - Grant for defibrillators and associated works £5,652.

Spectrum Housing £500 towards new hedge on the boundary of the Cemetery and Hyde Road.

Southern Co-Op - £840 towards the enhancement project within the High Street.

Gillingham Sports Pitch – Refunds of £2,796 has been received as compensation to damage caused by contractors on the site. A total of £100,000.00 has been applied for and all has been received except the retainer of 5% from the Football Association in financial year 2018/19. The 5% retention should be received as soon as all the certificates of the works carried out have been collated and forwarded to the Football Association.

## EXPENDITURE

### Grants

Grant payments of £23,491.32 have been paid to date. The Service Level Agreement with the Three Rivers Partnership, Gillingham Community & Leisure Trust Ltd and the Town Council has been signed and the £10,000 has been paid in respect of the provision of the Works Depot.

Running Costs: In line with the budget figures. Insurance is over budget on the expenditure sheet, but a refund totalling £873.20 has been received in the third quarter bringing this back just over the original budget forecast.

Staff and Salaries: Are in line with the budget figures. The fourth quarter of the year budget accounts have been presented to the Staff and Salaries Committee.

As previous quarter: Utility and Contract Costs: In line with the budget figures. The Mortuary and Cemetery Chapel electricity contracts have been transferred to another contractor and refunds have been received. Electricity provision cost for the Town Meadow Site has been claimed back from the Town Meadow Group except for October and December. Cole's Fun Fair paid £61.77 in respect of the electricity they used during their visit in October and the Town Council will pay for the electricity used for Festive Lighting during December.

### As Previous Quarter - Major Projects:

Monies set aside for Burial/Allotment Land, Marlott Road and Works Depot totalling £70,000, together with the £60,500 held within the General Reserve, have been transferred to the NS&I.

Hardings Lane Sport Pitches – This project is near completion. To date £95,001.09 has been received from the Football Association off-setting some of the overall costs with a balance of £4,998.91 still to come from the Football Association.

Town Hall Refurbishment – Work has commenced to up-grade the central heating system. The boiler has been replaced the secondary work is near completion.

Hardings Park – Near completion.

In addition - Refurbishment of the High Street Public Conveniences. The legal matters have been agreed. Planning permission granted. The job specification is being written will shortly will be sent out to contractors.

In addition - High Street Enhancement – Progressing well. Structural work has been carried out to the High Street Long Bed, 'D' Bed and the area by the Town Bridge. A new notice board has been purchased and placed at the front on the car park.

Minute no. 350

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## Gillingham Town Council

### The General Data Protection Regulation (GDPR)

**Author: Mrs S Dobie, Town Clerk/RFO**

On 26<sup>th</sup> March 2018, Cllr P Harris, The Town Clerk, Office Manager and Customer Liaison Officer/Mayor's Secretary attended the DAPTC course regarding The General Data Protection Regulation presented by Rob Long, Audit Team Leader and Information Security Lead to Audit West. The General Data Protection Regulation (GDPR) comes into effect on the 25<sup>th</sup> May 2018 on the EU and across the United Kingdom.

The GDPR places greater emphasis on the documentation that data controllers must keep demonstrating their accountability. I have attached 'Preparing for the General Data Protection Regulation – 12 steps to take now'<sup>1</sup> issued from the Information Commissioner's Office for members information.

The main points to become compliant are:

1. Every Public Authority must designate a Data Protection Officer (DPO), who can be an employee or a contractor.
2. The DPO needs expert knowledge.
3. The DPO must be involved in all data protection and personal data issues.
4. The DPO must be independent and report directly to the Full Council.
5. The DPO can have other duties, but no conflict of interest must arise.
6. The Data Controller is the person or organisation who determines the 'how and what' of data processing.

It is essential to plan the Town Council's approach to GDPR compliance now. I have attached the Information Commissioner's Office (ICO) checklist – 12 steps to prepare for the GDPR for information<sup>2</sup>.

The advice received from the Society of Local Councils (SLCC) is that if you are a large council, with lots of Data Protection issues arising, the Clerk is simply not going to have the time to be the DPO as well as doing everything else, especially if they are having assistance with the RFO work load. The council needs to consider whether it needs to employ (or have a contract with) a separate DPO.

Mr Rob Long, Audit Team Leader and Information Security Lead to Audit West, has advised that Audit West can carry out all the necessary requirements in the first year to make sure Gillingham Town Council is compliant. A list of work that needs to be carried and the fee<sup>3</sup> will be emailed by Monday, 16<sup>th</sup> April, for members' consideration. The fee will be approximately £1500 per year, but if a three-year contract is signed this will reduce to £1,200 per year (figures to be confirmed). Gillingham Town Council has set aside £5,000 for this work to be undertaken in FY 2018/19.

**RECOMMENDATION: That Gillingham Town Council appoints a representative of Audit West as their Data Protection Officer/Data Controller to provide and monitor all actions required in respect of The General Data Protection Regulation and funding to be taken from the £5,000 earmarked in the 2018-19 precept for this work.**

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<sup>1</sup> Available on request.

<sup>2</sup> Available on request.

<sup>3</sup> Tabled at Policy and Resources Meeting, 16<sup>th</sup> April, and available on request.