



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, 21st May 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 S Joyce, Cllr R Monksummers
and Cllr Mrs D Toye.

Non members: Cllr R Evill

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

Apologies: Cllr M Hill, Cllr Mrs B Ridout, Cllr J Robinson
and Cllr B Von Clemens.

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

352. To approve the minutes of the last meeting held on Monday, 16th April 2018.

Cllr Frith proposed “**that the minutes of the Policy and Resources Committee meeting held on Monday, 16th April 2018, should be approved as a correct record of that meeting**”. Cllr Joyce seconded and the vote was unanimous. **RESOLVED.** The Chairman duly signed the minutes.

353. Questions. There were no questions.

354. 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, 21st May 2018 (continued):

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

- a) **The Woodwater Sports Facility – Hardings Lane** – recommendation to dissolve this working party as project complete.

Cllr Monksummers commented that the money available for the first phase of this project has now been spent. There is some money to be reimbursed from the Football Association and the project will finish with a zero balance. The responsibilities of the working party are complete. There will be an opening of the football pitch on Saturday, 7th July 2018, as previously reported.

Cllr Monksummers proposed that **“the working party dealing with the Woodwater Sports Facility at Hardings Lane is dissolved as its responsibilities are now complete”**. Cllr Mrs Toye seconded and the vote was unanimous. **RESOLVED.**

- b) **Cycle Link**

Cllr Monksummers reported that whilst there was no report this month the project is still ‘live’. Progress is slow but the members of the working party are in close liaison with the Town Clerk.

356. Finance:

- a) **To approve cheques for payment for May 2018.**

Cllr Joyce queried cheque no. 18166 for £295, S&D Motor Services. The Town Clerk explained that this was payment for the double decker bus used for the Civic Day. The original cheque had gone missing when the company moved offices and a new cheque was requested. The original cheque has been cancelled.

Cllr Frith proposed that **“the cheques for payment for the month of May 2018 to the gross value of £17,908.95 should be approved for payment”**. Cllr Monksummers seconded and the vote was unanimous. **RESOLVED.**

357. To consider and agree the recommendations from the General Purposes Committee held on Tuesday, 8th May 2018, as follows:

- a) **that “funding is agreed for a flag pole for the new green flag sites at a cost of £275 ex VAT to be taken from monies held in the land management budget”**.

Cllr Joyce proposed that **“funding is agreed for a flag pole for the new green flag sites at a cost of £275 ex VAT to be taken from monies held in the land management budget”**. Cllr Gould seconded and the vote was unanimous. **RESOLVED.**

- b) **that “surplus monies held in the General Reserve totalling £3,075, identified by the Town Clerk, is earmarked for Outreach Youth Work from September 2018 until March 2019”**.

Cllr Harris proposed that **“surplus monies held in the General Reserve totalling £3,075, identified by the Town Clerk, is earmarked for Outreach Youth Work from September 2018 until March 2019”**. Cllr Mrs Toye seconded and the vote was unanimous. **RESOLVED.**

Policy and Resources Committee Meeting – Monday, 21st May 2018 (continued):

358. To receive, consider and approve the following documents in respect of the General Data Protection Regulation (GDPR):

- a) Data Protection Policy for Gillingham Town Council;**
- b) Privacy Notice – Staff, Councillors and Volunteers;**
- c) Privacy Notice for Residents;**
- d) Consent Form.**

The Town Clerk explained that the company employed last month to help with GDPR – Audit West – will be the Town Council's 'Data Controller'. The documents circulated with the agenda are essentially template documents prepared by National Association of Local Councils (NALC) that have been adapted to suit Gillingham Town Council in liaison with Audit West (the 'Data Controller'). A copy of these documents will appear on the Town Council's web site. The Town Council will be compliant with this new legislation by 25th May 2018.

Cllr Monksummers proposed that **“the documents listed from (a) to (b) above in respect of the new General Data Protection Regulations (GDPR) are adopted and approved for circulation”**. Cllr Joyce seconded and the vote was unanimous. **RESOLVED.**

359. Matters Pertinent

There were no matters pertinent.

The chairman took the opportunity to thank the committee members and clerks for all their hard work and support during the last year.

The meeting closed at 7.45pm

GILLINGHAM TOWN COUNCIL

CHEQUES FOR THE MONTH OF MAY 2018

DATE	CHEQUE NUMBER	RECIPIENT	NETT	V.A.T. (£)	GROSS (£)	ACC CODE	V.A.T. No	NOTES
01/05/2018	DD	Water2Business - Rates Cemetery	103.68	0.00	103.68	3.38		Fist Half Payment
12/05/2018	18152-58	Nett Wages - Week 6	0.00	0.00	0.00	4.02		
19/05/2018	18159-65	Nett Wages - Week 7	0.00	0.00	0.00	4.02		
08/05/2018	18166	S&D Motor Services - Replacement	295.00	0.00	295.00	8.28		Cheque No: 18049
22/05/2018	18167	Moto Corsa Ltd - Civic Day	149.67	29.93	179.60	8.28	844697186	
22/05/2018	18168	M J Abbott Ltd - Frog Hollow - Pipe	70.66	14.13	84.79	7.01	188129336	Contra Payment
22/05/2018	18169	Lee Holmes - Parts	36.89	7.38	44.27	3.16	787672759	
22/05/2018	18170	Crockers Gillingham Ltd	9.63	1.93	11.56	3.18	800312302	
22/05/2018	18171	DCC - Town Clerk Advert - Dorset4You	199.00	39.80	238.80	3.25	187201565	
22/05/2018	18172	Local World Ltd - Advert - Town Meeting	70.80	14.16	84.96	3.25		
22/05/2018	18173	SLCC - E. Ltd - Advert Town Clerk Vacancy	110.00	22.00	132.00	3.25	891752783	
22/05/2018	18174	Aqua Cleaning Ltd - Hygeine Contract	43.32	8.66	51.98	3.36	182215132	
22/05/2018	18175	Fencewize - Green Waste	150.00	30.00	180.00	3.10	730295252	
22/05/2018	18176	Angel Springs Ltd - Water Cooler Contract	39.48	7.90	47.38	3.40	828382407	
22/05/2018	18177	Fencewize - Materials - Seat Repairs	122.67	24.53	147.20	7.01	730295252	
22/05/2018	18178	Tincknell Fuels Ltd - Derv	341.10	17.06	358.16	3.17	869899126	April
22/05/2018	18179	Sydenhams	241.64	48.34	289.98	3.18/8.14/7.01	186100481	
22/05/2018	18180	DCC - S.L.A - IT Support & Maintenance	2897.00	579.40	3476.40	3.05	187155146	
22/05/2018	18181	Cllr Expenses - Poole	46.00	0.00	46.00	5.04		
22/05/2018	18182	PR Electrical - 3rd Defib Conection	55.00	0.00	55.00	3.16		
22/05/2018	18183	Kernock Park Plants-Balance bedding plants	37.50	7.50	45.00	8.19	326756145	
22/05/2018	18184	Sutcliffe Play South West Ltd	966.40	193.28	1159.68	8.14	817894678	Repairs - Play Equipment
22/05/2018	18185	Employ My Ability Ltd - Flowers/Compost	117.56	23.50	141.06	7.01	248432401	
22/05/2018	18186	Landscape Supply Co - Summer Bedding	82.79	16.56	99.35	8.14	245437502	Materials
22/05/2018	18187	Mole Countrystores	422.97	82.69	505.66	8.14/8.19/7.01	143215014	
22/05/2018	18188	Naturescape - Flower Meadow Plugs	270.42	54.08	324.50	7.01	200676047	
22/05/2018	18189	Cllr Expenses - Football Pitch	117.28	23.46	140.74	8.11	186872650	
22/05/2018	18190	Shirts & Signs Ltd - 5 x Hi Viz Vests	50.00	10.00	60.00	7.01	170950409	Love where you live logo
22/05/2018	18191	the Rendezvous - Outreach payment	423.34	0.00	423.34	8.02		May
22/05/2018	18192	British Gas - CCTV Parade	55.45	2.77	58.22	3.03	684966762	
22/05/2018	18193	Fencewize - Town Meadow - Contra cheque	475.00	95.00	570.00	5.12	730295252	Repair seats vandalised
22/05/2018	18194	New Forest Farm Machinery Ltd - Parts	1563.53	312.70	1876.23	3.16	323450588	Machinery Repairs
22/05/2018	18195	T F Builders Ltd - Scarifier Hire	25.00	5.00	30.00	7.01	837707794	St. Mary's Churchyard
22/05/2018	18196	DAPTC - GDPR Course x 4 delegates	100.00	0.00	100.00	4.07/5.04		
22/05/2018	18197	Goadsby & Harding Ltd - Terrorism Insurance	150.38	30.08	180.46	3.37	897394745	Units 11 and 12
22/05/2018	18198	Tincknell Fuels Ltd - Derv	356.40	17.82	374.22	3.17	869899126	May
22/05/2018	18199	Post Office Ltd - Postage	65.49	0.00	65.49	3.07		
22/05/2018	18200	Petty Cash - Office	14.92	0.00	14.92	3.22		

